Academic Forms On-line
Annual Activity Report

To fill out your annual report enter the on-line system using this link:

Each annual activity that the user is required to report on should be briefly identified on
one line using the available fields.

A report with the ‘I did not engage …’ box clicked cannot be submitted if rows have any
data in them.

Rows may be added via the [Add Row] text, rows may be removed via the buttons.

<table>
<thead>
<tr>
<th>Category</th>
<th># of Days</th>
<th>Description of Activity</th>
<th>Nature of Relationship</th>
<th>General Description of Business/Agency/Organization/Group/Person</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SAMPLE FORM ONLY

☐ I did not engage in any Category I or II activities in the past year.

Otherwise please list activities you did engage in, do not enter Categories that there was no activity in

Related Issues: Financial interest in a research sponsor
If you hold an employment or management position with a research sponsor, receive income (including a travel reimbursement) from a research sponsor, or have any other financial interest in a research sponsor, you must report this to the Office of Research. Please use the following links for further information.

Financial Conflict of Interest
Research Conflict of Interest
UCD APM 230-05 Sponsored Programs Conflict of Interest

Submit  Draft  Undo Changes
Approved Category I activity requests are pre-populated into the report:

<table>
<thead>
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<th># of Days</th>
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<th>Nature of Relationship</th>
<th>General Description of Business/Agency/Organization/Group/Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category I</td>
<td>1</td>
<td>test</td>
<td>Related</td>
<td>test</td>
</tr>
</tbody>
</table>

If an approved Category I is removed it is available for reinsertion:

**REINSERT DELETED APPROVED ACTIVITY:**

[Input fields for reinsertion]

- I did not engage in any Category I or II activities.

Note:

Category I activities that were not approved should still be reported. Not reporting the occurrence of the activity is a greater audit risk than not receiving approval for a reported activity.

Direct Link:
https://academicpersonnel.ucdavis.edu/FormsOnLine/Forms.cfm?Display=OutsideAnnual