

Academic Forms On-line Interface

For academics the initial blank form displayed will be the outside annual form if it has not yet been submitted for the last required year, if it has already been submitted then the form to request permission to engage in a Category I outside activity will be displayed.

UC DAVIS UNIVERSITY OF CALIFORNIA Search UC Davis

UC Davis > Administration > Offices of the Provost > Academic Affairs > Forms On-Line

Forms [No Frames Menu] Personal Email Settings

Current User: TEST, ONE: ASSOC PROFESSOR - FISCAL YR
Dept of Testing

UC Davis > Academic Affairs > Forms On-line Portal > Forms On-Line

Select Forms [Dropdown]
View Past Requests [Dropdown]

Report of Category I and II Compensated Outside Professional Activities and Additional Teaching Activities for the Fiscal Year Ending June 30, 2009
Please note this APM 025 Annual Activity Report is for a past year.

Terms of leave (if any) [Text Box]

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 [Add Row]

Category	# of Days	Description of Activity	Nature of Relationship	General Description of Business/Agency/Organization/Group/Person
[Dropdown]	[Text Box]	[Text Box]	[Text Box]	[Text Box]

Submit Save Draft Undo Changes

Related Issues: Financial interest in a research sponsor
If you held an employment or management position with a research sponsor

The on-line form system is navigated via the two drop-down menus towards the upper right hand corner called:

'Select Forms', and

'View Past Requests'.

Davis > Academic Affairs > Forms On-line Portal > Forms On-Line

Select Forms [Dropdown]
View Past Requests [Dropdown]

Outside Activity Request
Outside Annual Report
Sabbatic Leave/Leave of Absence

UC Davis > Academic Affairs > Forms On-line Portal > Forms On-Line

Select Forms [Dropdown]
View Past Requests [Dropdown]

View All
Outside Activity Request
Outside Annual Report
Sabbatic Leave/Leave of Absence


Using 'Select Forms' will bring up a blank version of the selected form. 'View Past Requests' will display the academic's documents.

UC Davis > Academic Affairs > Forms On-li

Current User: TEST, ONE: ASSOC PROFESSOR - FISCAL YR Select Forms

Dept of Testing View Past Requests View All

REVIEW CURRENT AND PAST ACTIONS [\[include deleted documents\]](#)

Status	Type 	Last Update	Description			
Returned	Leave/Sbbt	01/29/2013 13:33	Professional Development	Edit	Cancel	Template
Draft	Leave/Sbbt	01/29/2013 13:32	Sabbatical Full Salary	Edit	Delete	Template
En Route	Leave/Sbbt	01/29/2013 09:58	FMLA w/o Pay Ext Illness	View	Cancel	Template
Approved	Leave/Sbbt	01/29/2013 09:58	Sabbatical Full Salary & Sabbatical Report	View		Template
Approved	OutActReq	01/29/2013 09:58	T'e/s,t EntityDescription Åssuage abcdefghijklmnop	View		Template
Cancel	OutActReq	01/29/2013 09:58	T'e/s,t EntityDescription Åssuage abcdefg a b mnop	View		Template

Documents awaiting action are sorted to the top of the list. In the status column (the first column), **Returned** documents will be indicated in red while **Draft**(s) will be blue.

Documents can be viewed by clicking on the links '**Returned**', '**Draft**', '**Edit**', or '**View**'. A document can be copied as the starting point for a new document by using the '**Template**' link in the last column.

The next to last column can be used to '**Delete**' drafts and '**Cancel**' submitted documents that have not yet been approved.

When viewing an existing document there are additional options. The below document is a draft Sabbatical request.

[Download document](#) [Template new request](#)

9. Type of Leave
 Sabbatical Full Salary ▼

10. Pay Per
 Begin Date
 10 01 13
selected quarters
 (mm-dd-yy)

11. Academic Year Service
 Quarter(s)/Semesters Affected
 Summer Fall Winter Spring

6. Address While On Leave
 Check box if an international address:
 test

'[Download document](#)' will generate a pdf of the document. '[Template new request](#)' creates a new document based on the current document.

If comments have been attached to a document then the comments will appear at the top of the document. In the below example the reviewer 'Test, Three' has commented twice about the document.

SABBATICAL / LEAVE OF ABSENCE FORM

[\[+/-\]](#) Reviewer Comments

Date	Person	Comment
01/29/13	TEST, THREE	Æ Comment
01/30/13	TEST, THREE	test

The routing history of the document plus the review steps still left can be found at the bottom of the document.

If leave is granted, what distribution is to be made of applicant's classes?

[\[+/-\] View Routing History](#)

View the history by clicking on the [\[+/-\]](#) symbol.

If leave is granted, what distribution is to be made of applicant's classes?

[\[+/-\] View Routing History](#)

Date/Time	User	Action	Comments
01/29/2013 09:58.16	TEST, SIX	Submit	
01/29/2013 09:58.37	TEST, THREE	Reviewed	
01/29/2013 09:58.41	TEST, FIVE	Reviewed	
01/29/2013 09:58.42	TEST, THREE	Returned	Æ Comment
01/29/2013 09:58.42	TEST, SIX	Submit	
01/29/2013 09:58.42	TEST, THREE	Reviewed	
01/29/2013 09:58.43	TEST, FIVE	Reviewed	
01/29/2013 09:58.43	TEST, FOUR	Reviewed	
01/29/2013 09:58.47	TEST, AP ANLYST	Reviewed	
01/29/2013 09:58.48	TEST, FIVE	Reviewed	
01/29/2013 09:58.48	TEST, FOUR	Reviewed	
01/29/2013 09:58.48	TEST, AP ANLYST	Reviewed	
01/30/2013 13:33.26	TEST, THREE	Returned	test
01/30/2013 13:47.26	TEST, ONE	Submit	
	DeptAdmin	Dept of Testing	
	DeptChair	Dept of Testing	
	DeanAnalyst	TEST	
	DeanFunctional	TEST	
	AcadAffairsAnalyst		
	AcadAffairsViceProv		