

The Outside Activity Report (OAR) is the University of Cincinnati's web-based system for disclosure, review, approval, and management of:

- Collateral employment and outside activities
- Relationships or interest in other entities that may involve a conflict of interest

The information reported is confidential; only disclosed/used as required by university policy, rules, and applicable law.

The OAR is required to be completed as part of the onboarding process (orientation) for new hires and on an annual basis or as circumstances change or are anticipated to change within 30 days.

Who must complete a OAR form?

All full-time (i.e., 80% or above FTE) salaried and hourly university employees, employees at 50% FTE or more, and employees at less than 50% FTE if there is a conflict of interest (for those not sure if there is a conflict, complete and submit an OAR).

All individuals, regardless of status of employment (part-time, full-time, etc.), **who participate in research at UC are required to complete an OAR form annually, at a minimum (University Rule 3361: 10-17-08)

Relevant definitions:

Collateral Employment and Activities: means any effort (to include employment or service), whether within the university or with an external entity, including consulting work, that is in addition to an employee's existing "UC" employment responsibilities (Board Rules 30-21-02 and 30-21-03).

Conflict of Commitment: means time or effort that an employee devotes to external activities that interferes with his assigned University responsibilities, or unauthorized use of university resources in the course of external activity.

Conflict of Interest: are circumstances that create a risk that professional judgments or actions regarding a primary interest will be unduly influenced by a secondary interest. Primary interests refer to the principal goals of the profession or activity, such as the health of patients and the integrity of research. Secondary interests include not only financial gain but also such motives as the desire for professional advancement and the wish to do favors for family and friends.