

Academic Forms On-line Approve/Return/Deny Submissions

Faculty requests requiring approval can be found on the second tab labeled 'Review'. On entering the on-line form site as an academic the site will present the 'Forms' tab. The 'Review' tab can be access by clicking on the word 'Review'. For faster access the direct link to the review tab is

<https://academicpersonnel.ocp.ucdavis.edu/FormsOnLine/Review.cfm>.

Academic Personnel Forms On-line

UC Davis	Administration	Offices of the Chancellor and Provost	Academic Perso
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Forms	Review	Reports	[No Frames]
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Conflict of
Commitment
and Outside

Current User: TEST, THREE: PROFESSOR - FISCAL YR

Department: Dept of Testing

Once on the 'Review' tab the user will be presented with requests that are waiting to be reviewed.

Department: Dept of Testing View Submitted Forms

APPROVAL/REVIEW OF SUBMITTED FORMS [\[View all documents\]](#)

** Returning or denying a request will prompt a required comments box*

Name	Status	Type ⓘ	Last Update	Description			
TEST, ONE	Submit	OutActReq	07/17/2008 14:17.45	Test Test Group	View	Approve	Return/Deny
TEST, ONE	Submit	OutActReq	07/17/2008 14:00.23	General test	View	Approve	Return/Deny

From here the request can be viewed by clicking on either 'Submit' or 'View'. The action can also be approved, returned, or denied. If returned or denied is selected the user will be promoted for the reason for return or denial.

** Returning or denying a request will prompt a required comments box*

Name	Status	Type ⓘ	Last Update	Description			
TEST, ONE	Submit	OutActReq	07/17/2008 14:17.45	Test Test Group	View	Approve	Return/Deny

Please enter the reason for Return/Denial of the request (characters remaining)

[Return](#) [Deny](#)

When viewing the request the information entered by the faculty person appears in blue.

UC Davis > Academic Personnel > Forms On-line Portal >

Current User: TEST, THREE: PROFESSOR - FISCAL YR
Department: Dept of Testing View Submitted Forms

PRIOR APPROVAL FOR COMPENSATED OUTSIDE PROFESSIONAL ACTIVITIES (CATEGORY I) OR FOR INVOLVING STUDENTS IN OUTSIDE PROFESSIONAL ACTIVITIES

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Submission By: TEST, ONE

1. General description of the business/agency/organization/group/individual:
Test Test Group

2. Activities/products/services of entity described in 1 above:
Test Test Group

3. Nature of your relationship to entity named in 1 above (check all that apply):

Owner Consultant **Stockholder/partnership interest**
 Board Member Equity/royalty interest SalariedEmployee
 Other, please explain:

4. Type of activity in which you will be involved:

Executive/managerial role Involves students in outside activities
 [Category I Activities](#) [Other Activities Requiring Approval](#)

At the bottom of the document the user will again be presented with the options to approve, return or deny the request.

Beginning: **2009** End: **2012**

7. Fiscal year(s) for which seeking approval:* Begin: **2009** End: **2012**

8. Estimated number of days' involvement during academic or fiscal-year appointment: **30**

9. Do you wish to take a full- or part-time leave while engaged in this activity? **No**

[Approve](#) [Return*](#) [Deny*](#)

* Please provide a reasons for returned/denied actions(characters remaining)

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