

OUTSIDE ACTIVITIES REPORT (OAR)

OAR reporting is broader than just research and sponsored programs, but it is the starting point for the research and other sponsored programs COI procedures. The Research Conflict of Interest Committee administrator reviews research related OAR forms to identify any potential conflicts of interest between an Investigator's research and their reported interests.

For information on OAR reporting for the broader UWM community, information is available at the [OAR Toolkit](#) and [OAR FAQ](#) and questions may be directed to [OAR Support](#).

Who Needs to File an Outside Activities Report

The following UWM personnel need to submit an Outside Activities Report:

- All UWM faculty, regardless of appointment level
- All UWM academic staff and limited appointees with total appointments equaling 50% or greater
- All PIs, co-Investigators, and senior/key personnel on current federal grants
- All individuals with an active management plan from the RCOI Committee

Individuals must submit an OAR even if they have no outside financial interests related to their institutional responsibilities at the University.

What to Report on an OAR

Individuals who are subject to UWM COI policies and who are required to file an OAR must report all outside financial interests that are related to their institutional responsibilities. The federal regulations consider "institutional responsibilities" to include all professional responsibilities done on behalf of UWM, including research, research consultation, teaching, professional practice, outreach, administration, and institutional committee memberships.

Individuals should report all outside financial interests that are related to their institutional responsibilities, including those of their spouses and dependent children. Outside financial interests include any activity or relationship that has monetary value, unless the interest is exempt from reporting.

Additionally, regardless of compensation, service in positions with fiduciary responsibilities must be reported. This includes executive positions, senior management positions, or membership on boards of directors.

An individual should report ownership in any privately held entity, including consulting businesses, and the total compensation received from the entity. An individual should also disclose each client of the consulting business separately with the total compensation received from that client if the compensation is greater than \$5,000 in a reporting year.

Examples of Reportable and Non-Reportable Outside Financial Activities:

COMPENSATION

REPORTABLE	NON-REPORTABLE
Salary, unless it falls into one of the non-reportable categories	Compensation from activities not related to your institutional responsibilities at UW-Milwaukee
Spousal salary, if your spouse is employed in a field related to your institutional responsibilities	Compensation for employment previous to UW-Milwaukee

Consulting fees	Salary or other compensation from UW- Milwaukee
Gifts or other awards, including gifts-in-kind, honoraria, and participation in promotional activities	Royalty income from intellectual property that arose from University employment and that was assigned to UWM Research Foundation
Income from editorial work (e.g. journal editorships)	Payments under grant or gift agreements between the sponsor and UW-Milwaukee or UWM Foundation
Payments connect to research but not governed by a research agreement between the sponsor and UW-Milwaukee	
Payments for service on advisory boards	
Royalty and copyright income not managed by the UWM Research Foundation	

Income from activities sponsored by a foreign institution of higher education or foreign governmental body	
Travel reimbursements from businesses that exceed your actual travel costs	

OWNERSHIP

REPORTABLE	NON-REPORTABLE
Stock	Ownership interests NOT related to your institutional responsibilities
Stock options	Income from investment vehicles such as mutual funds and retirement funds as long as you, your spouse, or dependent children do not directly control the vehicle or fund's investment decisions
Sole proprietorships	Interests in businesses or organizations that are unrelated to your institutional responsibilities
Partnerships	
Limited liability corporations	

LEADERSHIP

REPORTABLE	NON-REPORTABLE
<p>Service in positions with fiduciary responsibilities, which may include:</p> <ul style="list-style-type: none"> • Executive positions such as president, CEO, CIO, etc. • Senior management positions such as president, treasurer, etc. • Service on boards of directors • Trusteeships • Professional societies 	<p>Positions that do not relate to your institutional responsibilities or do not have fiduciary responsibilities, commonly including religious and political organizations</p>

FOREIGN SUPPORT AND APPOINTMENTS

REPORTABLE	NON-REPORTABLE
<p>Investigators with relationships with foreign entities must report resources made available to them in support of their research endeavors but which are not managed or expended through UW- Milwaukee, which may include:</p> <ul style="list-style-type: none"> • Grants • Contracts • Unrestricted gifts • Materials and equipment • Laboratory space or personnel 	<p>Research support managed or expended through UW-Milwaukee</p>
<p>Foreign academic appointments (paid or unpaid)</p>	
<p>Involvement with Foreign talent programs</p>	

When to File OARs and Make Updates

Annual report: an annual report must be submitted by April 30th. An email with instructions on how to complete the OAR is sent early in the year.

After changes to outside activities occur: An updated OAR must be filed any time there is a relevant change to outside activities. This must be done within 30 days of acquiring a new outside activity or within 30 days of experiencing a change in an existing outside activity.

Examples of relevant and non-relevant changes:

RELEVANT	NON-RELEVANT
A new relationship with an outside organization	Receipt of paychecks if the salary has been reported in toto on an OAR
New roles or positions within organizations such as board of directors membership or executive positions	If greater than \$5000 for a particular relationship has already been reported, additional compensation does not need to be reported until the next annual OAR
New or changed forms of ownership such as intellectual property rights, stock, stock options, or equity interest	
Increases or decreases in the amount or kind of compensation or remuneration received from an entity	

How to File an OAR

Annual OAR

An annual notification is sent to most UWM employees in the spring, to be completed by April 30 each year. The original OAR filing can be accessed by logging in to UWM [Streamline \(BP Logix\)](#) using the regular UWM login and open the Task List to complete. If assistance is needed, contact [OAR Support](#).

OAR Update

To submit an updated OAR, log in to UWM [Streamline \(BP Logix\)](#). Make the Request Type *Updated Request*, enter appointment details, appropriate disclosures, and reviewers. Include any other pertinent information or documents in the Additional Comments and Supporting Documentation area and click the Submit Form button. If assistance is needed to enter the information, contact [OAR Support](#).

OAR Approval

The OAR is routed to staff member's Chair and/or Dean for approval.