Review and Approve – Outside Activities Report

State law requires that all Faculty, Academic Staff, and Limited (FA/AS/LI) employees with 50% or more appointments file a report of their outside activities on an annual basis to ensure that there are no conflicts of interest while working for the UW System. This form must be completed for each appointment that meets the above criteria.

Review and Approve

An email will be sent once a form has been submitted for your review. If a form has been changed after approval a new email notification will be sent for a new review and approval.

1. Click the link in the email, or use this link Outside Activity Report

2. Click Search to see all documents that are awaiting your review.
   NOTE: To access a specific form, enter additional search criteria.

3. Click on the form.

4. Review the form.

5. Place a checkmark in the Approved by Reviewer field at the bottom of the page. The reviewed date/time and reviewer ID will automatically appear.
   NOTE: For guidance or questions, you may contact the institution’s designee and/or UWSA Office of Compliance and Integrity (compliance@uwsa.edu) for assistance and/or involvement.

6. Enter any reviewer comments.

7. Click Submit. Saved will appear briefly in the upper right corner.

8. Click Return to Search to navigate back to the search page.

Additional Review and Approval

If an employee updates a report after it has been approved, a new notification email is sent. The updated report must be reviewed and approved with the changes. A document that has previously been reviewed and approved will include reviewer information in the Approver Use Only section.

1. Click the link in the email.

2. Click Search to see all documents that are awaiting your review.
   NOTE: To access a specific form, enter additional search criteria.

3. Click on the form.

4. Review the form.

5. In the Approver Use Only section, click the + on the far right of the section.

6. Complete the approval process by placing a checkmark in the Approved by Reviewer section and enter any comments.

7. Click Submit.