

SOM- Department of Obstetrics and Gynecology	TITLE: OA-1 and OA-2 Forms	Policy: LR002
Department Guideline	Date: September 20, 2005	Rev. 0
Approvals:		
Chairman/Date	Dept. Manager/Date	

URL link to this on line policy is: <http://www.mcg.edu/faculty/oaform/Index.html>

Forms Concerning Outside Professional Activity, Employment, Grants and Contracts and Continuing Education

OA-1 Form: (<http://www.mcg.edu/faculty/oaform/oa1.pdf>) Request for Approval of Outside Professional Activity and Continuing Education

This form is to be submitted in advance of a faculty member's engagement in outside professional activity and continuing education as required by the university's policies concerning outside professional activity and employment, research, and continuing education.

Submit original form to the appropriate division director or chairman and dean. Persons reporting to others should check with their immediate supervisors regarding the proper approval process. Copies will be returned to the appropriate supervisor and faculty member.

Guidelines:

- Use a separate OA-1 form for each activity.
- All reports must have a defined commitment.
- Report any activity that includes estimated income.
- Submit the OA-1 form only when there is planned activity.
- Respond to each question.
- MCG full-time faculty members with VA effort are subject to MCG's policies and regulations related to Outside Professional Activities. (This includes faculty who have a MCG appointment with 100% of their salary being paid by the VA.)

Instructions for completing the online form:

1. Answer each question.
2. You may click in a space or use the tab key to go to the next field.
3. Send the completed form to your printer.

If you prefer to print the blank form (OA-1.pdf) your responses should be legible, preferably typed.

Some professional leadership activities do not require an OA-1 form (but must be reported on the OA-2 form at the end of the fiscal year), such as:

1. Presenting papers at professional meetings
2. Giving occasional lectures at other institutions
3. Service in offices or on committees of academic or professional societies or professionally related civic and non-profit organizations
4. Participation in accreditation visits to other institutions
5. Service on governmental advisory committees or study sections

OA-2 Form: (<http://www.mcg.edu/faculty/OAForm/OA2.pdf>)

Request for Approval of Outside Professional Activity and Continuing Education

This form is to be submitted annually (at the end of the fiscal year) by faculty members who are required to report on outside professional activity or continuing education under the university's policies concerning outside professional activity and employment, research, and continuing education.

Submit original form to the appropriate division director or chairman and dean. Persons reporting to others should check with their immediate supervisors regarding the proper approval process. Copies will be returned to the appropriate supervisor and faculty member.

Guidelines:

- Summarize all outside activities for the fiscal year.
- Report any activity that includes compensation beyond expenses.
- Include activities previously reported on OA-1 forms.
- If there has been no activity, indicate "No activity."
- MCG full-time faculty members with VA effort are subject to MCG's policies and regulations related to Outside Professional Activities.

Instructions for completing the online form:

1. Answer each question.
2. You may click in a space or use the tab key to go to the next field.
3. Send the completed form to your printer.

If you use the blank form (OA-2.pdf) your responses should be legible, preferably typed.