THE FOUR STEPS TO COMPLETING YOUR OUTSIDE ACTIVITIES QUESTIONNAIRE

1. EMAIL NOTIFICATION

The Outside Activities Questionnaire (OAQ) is due once per year. You will receive an email letting you know when it is time to complete and submit your OAQ. Please reach out to University Ethics & Compliance (ethics@ufl.edu) with any questions or concerns.

2. LOG INTO THE RUTGERS ARMOR SYSTEM

Your OAQ form can be found on the Rutgers Armor website (ethics.rutgers.edu). To login to your account please click “Login” in the upper right-hand corner of the webpage.

3. FILL OUT YOUR OAQ DISCLOSURE

Once you’ve logged into the Rutgers Armor system, you will see the OAQ disclosure that is available for you to complete and submit. You have the option to edit/update your OAQ throughout the year if there are any changes that need to be made.

4. SUBMIT YOUR OAQ

Once you’ve filled out all the information for your OAQ, press the “Submit OAQ” button on the left column of your Rutgers Armor’s account page to complete the submission process.

Your OAQ is not complete until you have pressed the “Submit OAQ” button.