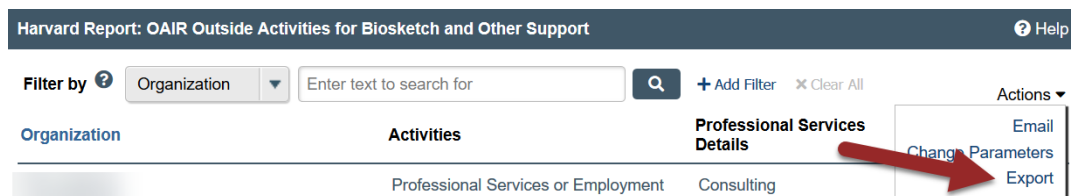## Exporting Your Current Outside Activities from OAIR

From a report in OAIR, you can export a list of certain outside activities that *may be* used to help you complete the Biosketch and Other Support disclosure requirements for sponsored projects.
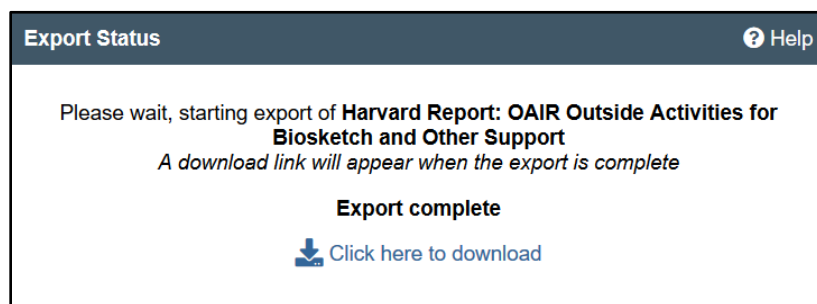
To Export Outside Activity Disclosures:

1. Login to OAIR at oair.harvard.edu.
2. Click on the following link to run the report: OAIR Outside Activities for Biosketch and Other Support.

   Note: You must be logged into the system already before you try to run the report.

3. In the report window, click on the **Actions** dropdown and select the **Export** option.

4. In the pop-up displaying the status of your export, click the **Click here to download** link that displays once the export process is complete.

5. Open or save the .csv file to your computer as prompted in the browser.

   Note: You may need to enable pop-ups in your browser if it is set to block them by default.

The downloaded file will include for each of your active outside activity disclosures: the organization name, the types of activities performed, and the 12-month time commitment for those activities. Disclosures of financial interests and sponsored travel are not included.