How to Create a Copy of an Existing Pre-Approval Request

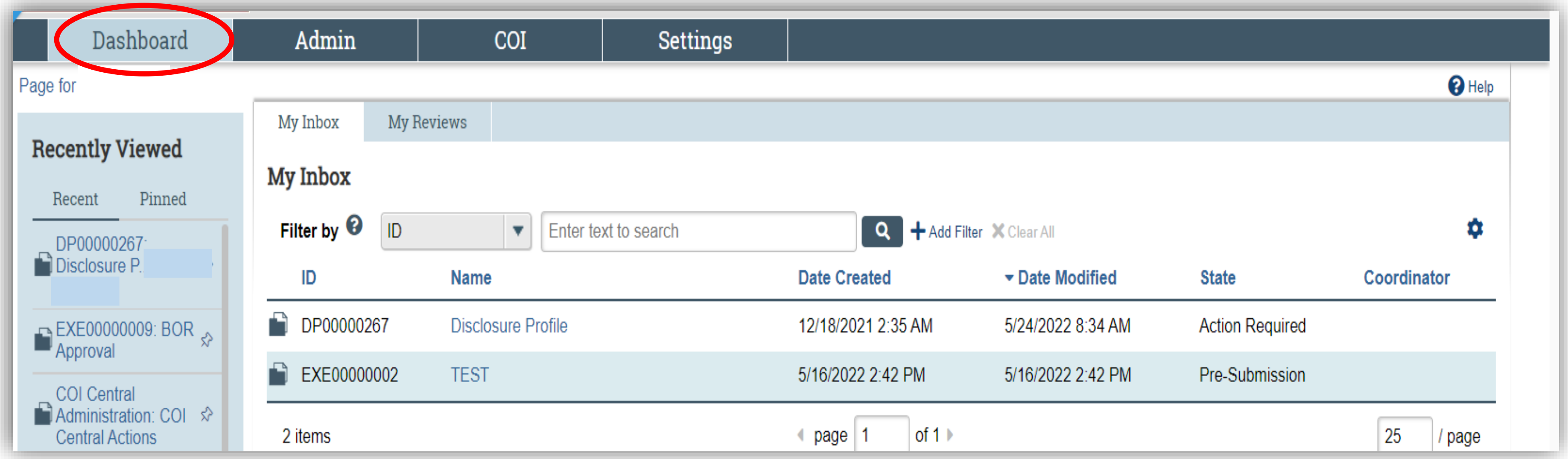
User Guide

Research Security and Export Controls Office
Division of Research

Accessing Huron Disclosure System

To log in, please click here or copy and paste the following link in your web browser to log in using your SSO credentials: https://tamu.huronresearchsuite.com/

When you first log in, you will be on your Dashboard, which is the starting point for finding items and performing many basic tasks.



Texas A&M AgriLife

Texas A&M University

TEES Texas A&M Engineering Experiment Station

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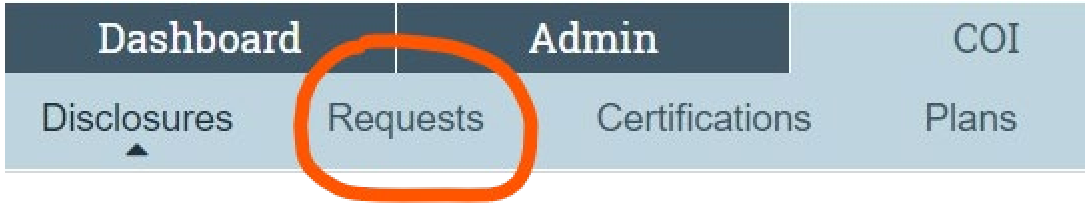
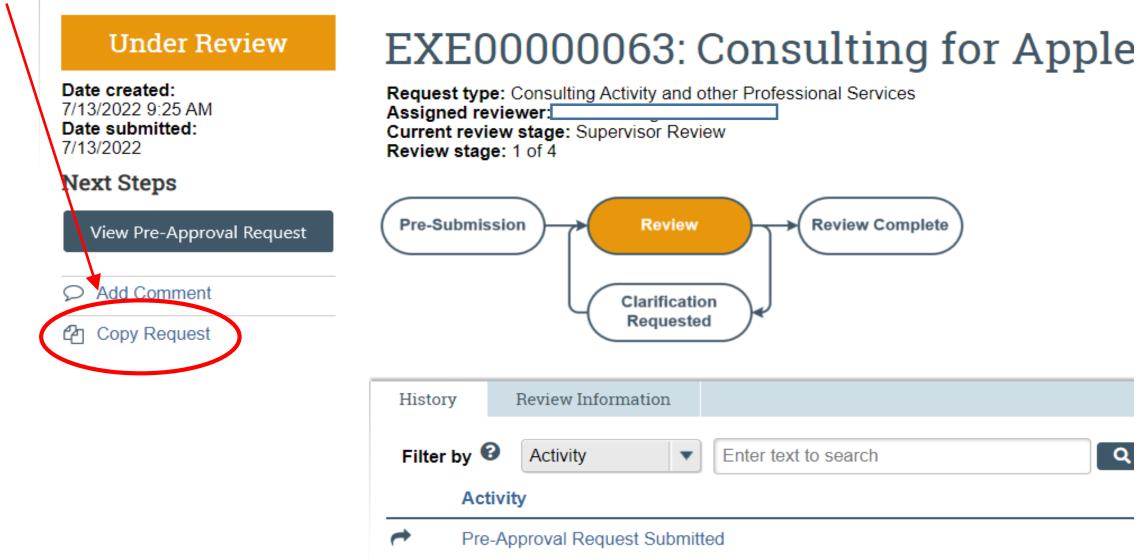
1. From the Top Navigator, click the **COI** tab and then click **Requests**.



2. From the Requests page, click on the specific pre-approval request that you wish to copy.
3. Then click **Copy Request**.



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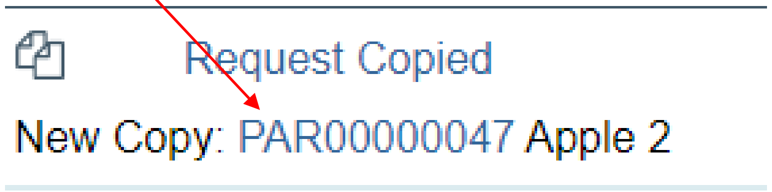
4. Add a name for the new Pre-Approval Request in the New Request name box. Click OK.
5. Wait a few seconds and then refresh your browser to see the new Pre-Approval Request listed.



Note: The copied pre-approval request form will be in Pre-submission status until you finish editing it and click the **Submit** button.

6. Update the information already included as needed. **Dates need to be changed to fall within the current FY.**

7. On the next page, click the **Submit** button.

8. On the pop-up window, carefully read all certifications and then click **OK.**