Pre-Approval Request Guide

Research Security and Export Controls Office
Division of Research

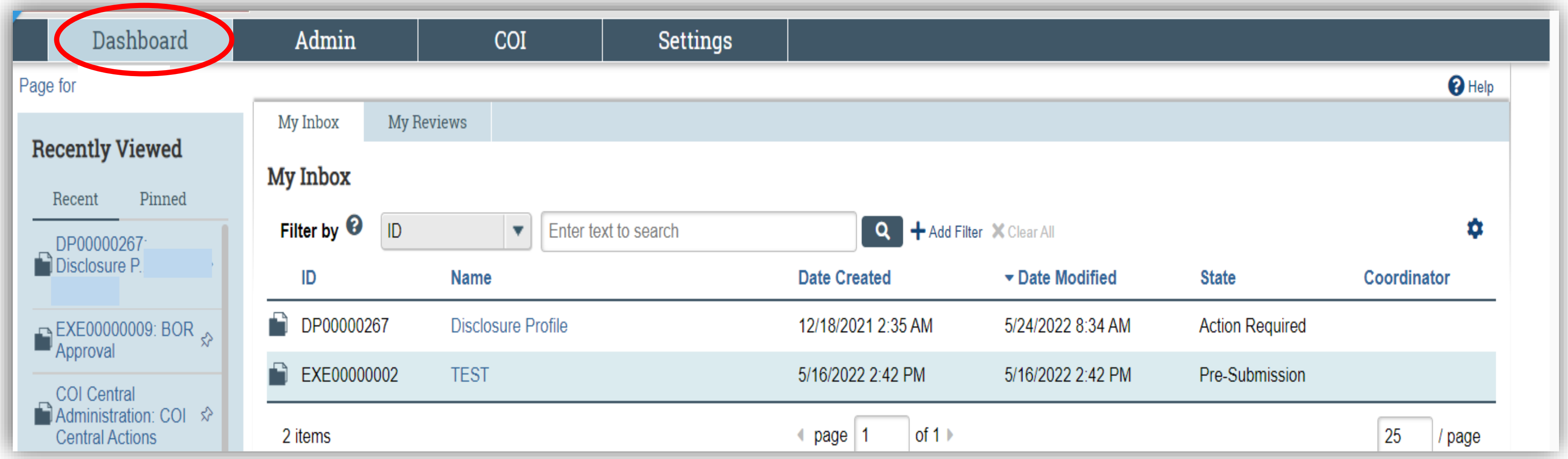
Introduction

This guide shows how to perform “Discloser” activities in the Huron system. The disclosure profile is the focal point of the Huron system for the discloser. It provides a summary of discloser’s interests and other outside activities. The Huron ***Pre-Approval Request*** process will be utilized to meet the requirements of System Regulations 31.05.01 and 31.05.02.

Navigation and Basic Tasks (Dashboard)

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.



To find key items

From your Dashboard, you will see:

My Inbox: Items that require you to take action.

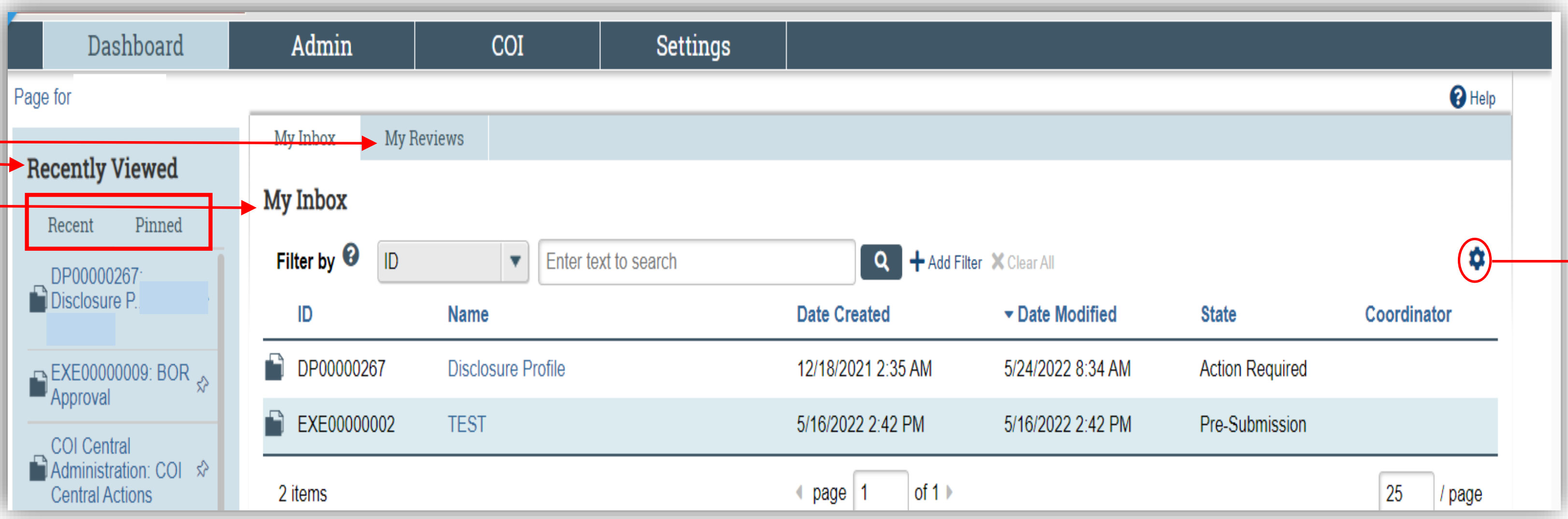
My Reviews: Items assigned to you to review if you are a reviewer. These are a subset of the items in “My Inbox”.

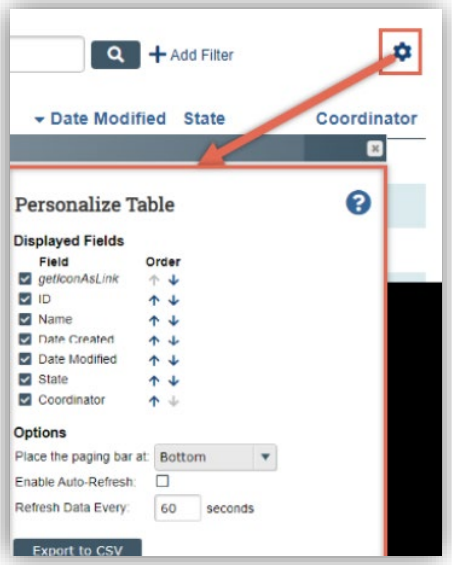
Recently Viewed:

Recent: The last several items you viewed. Scroll through this list to find an item you worked on recently.

Pinned: You can pin the items in the Recently Viewed section for quick and easy access. This is where those pinned items are listed.

Personalize Table: You can alter the tables displayed on the dashboard by using the Personalize Table gear icon.

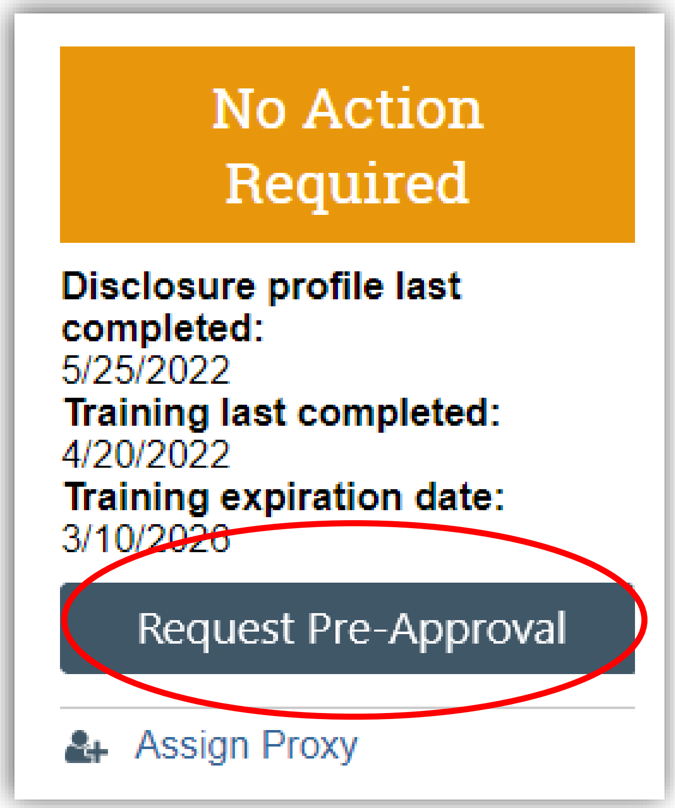




Pre-Approval Request

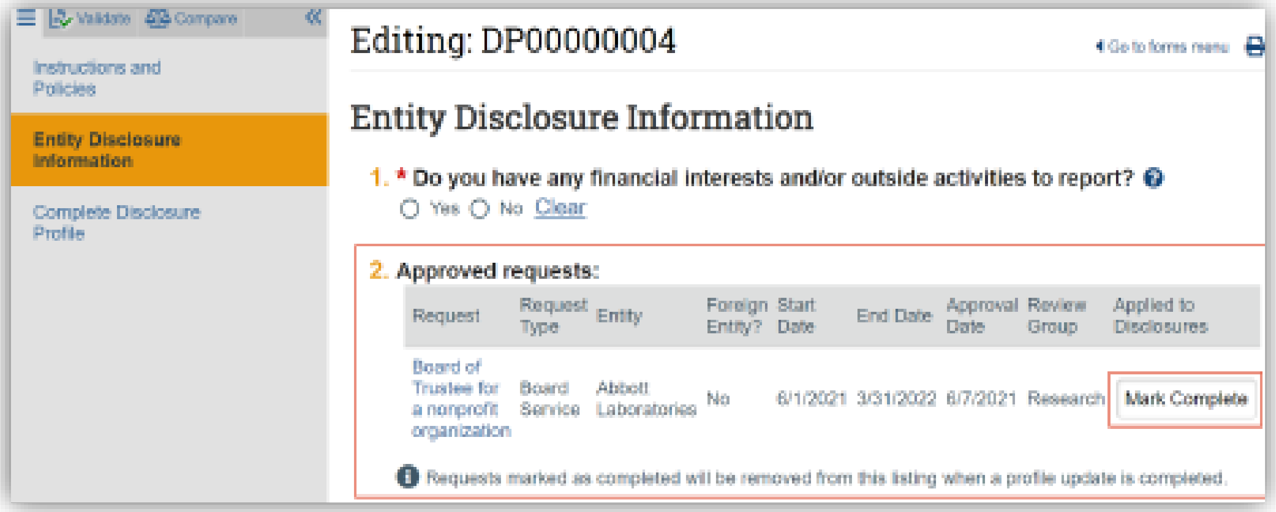
A pre-approval request allows you to submit a request to participate in outside activities (such as board service, outside academic appointment, expert witness, foreign collaborations, etc.), which is then reviewed by the appropriate individuals before making a determination.

The pre-approval request is pro-active in nature, wherein you must create requests in Huron system and receive approval before you begin to participate in those external activities. The pre-approval requests are electronically routed for review and approval by the appropriate reviewers. Based on the details of the pre-approval request submitted, the reviewers will make an appropriate determination.



Pre-Approval Request Process

When you submit a pre-approval request, you will be notified if it is approved or disapproved. The approved ***Pre-Approval Requests*** appear on the **Approved requests** section in your disclosure profile. Once you have completed the external activity mentioned in your pre-approval request, you can click the **Mark Complete** button. Pre-Approval Requests marked as complete will then be removed from the Approved requests section in your disclosure profile.

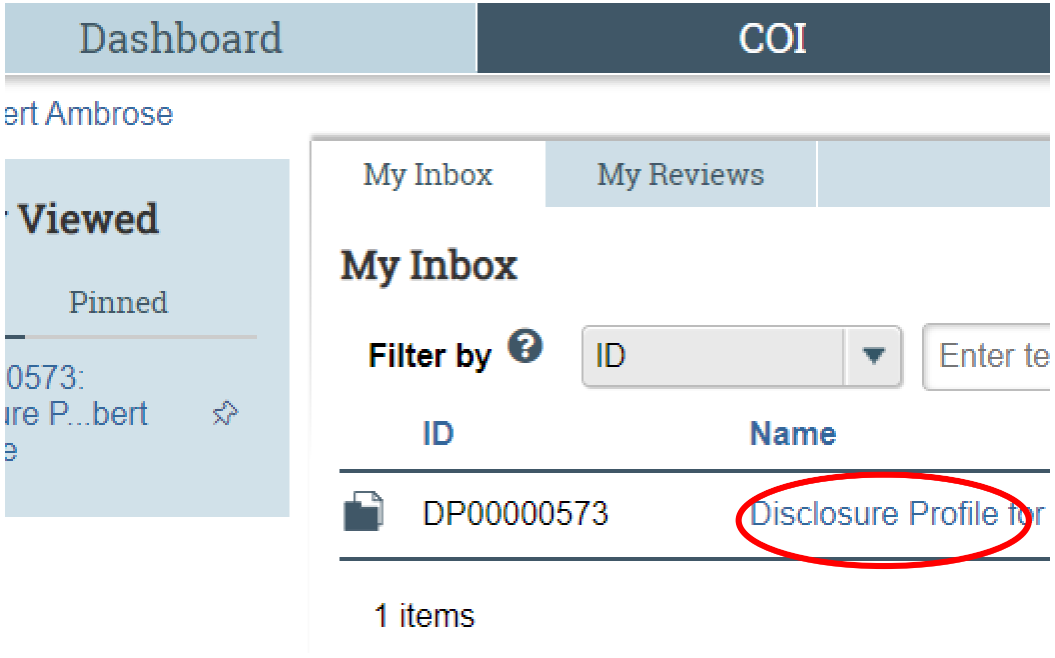


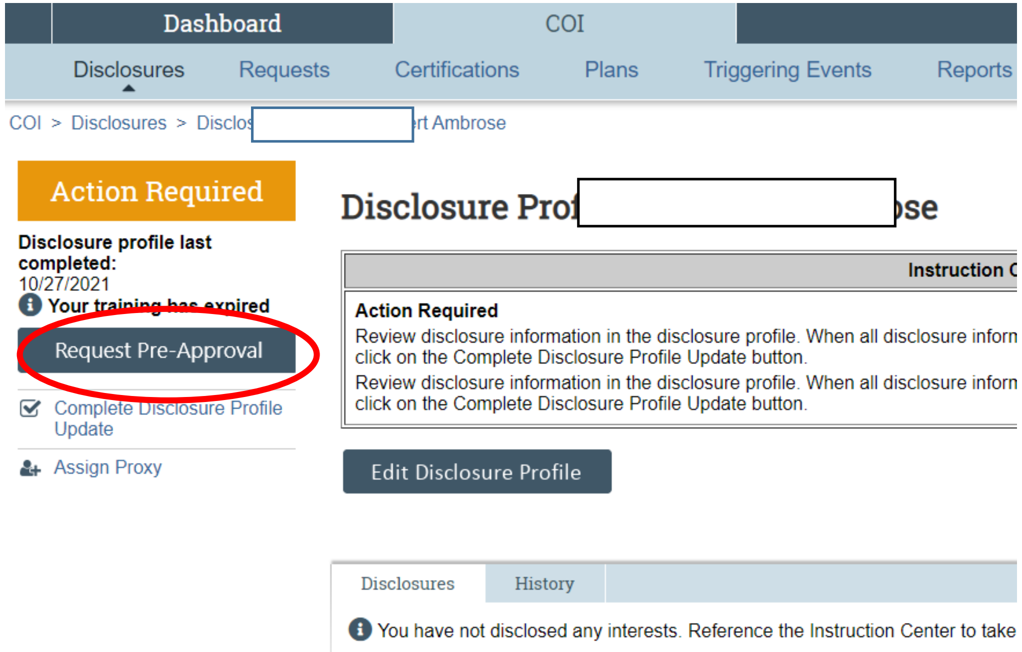
Note: Historical records of submitted requests will still be available for future reference in the **Disclosure Profile** workspace, under the ***Pre-Approval Requests*** tab.

Create and Submit a Pre-Approval Request

A pre-approval request allows you to submit a request to participate in certain activities, which is then reviewed before making a determination. **You can only select one activity in a pre-approval request.** If you have more than one activity that you need to request permission for, you will need to submit a separate pre-approval request for each activity.

1. From your **Dashboard** tab, click on your **Disclosure Profile**.
2. From the **Disclosure Profile** workspace, click Request Pre-Approval.





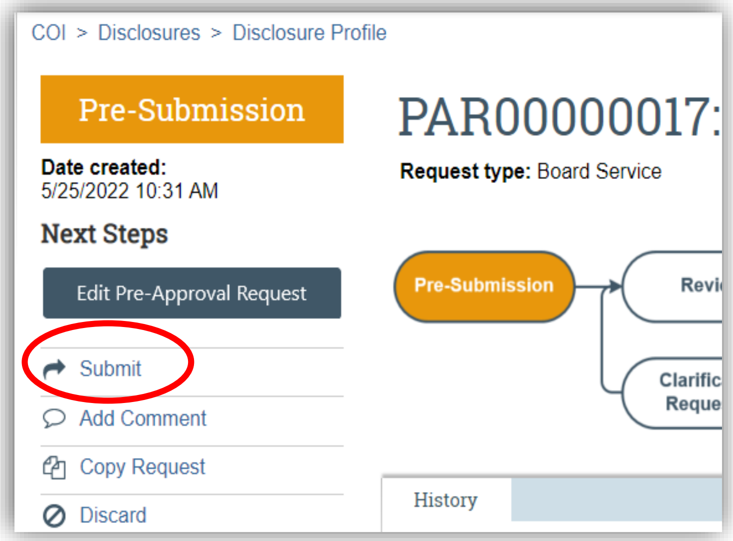
1. Enter a name for this pre-approval request. This is a free-form field, so you can create any appropriate title (Examples: Consulting for Apple, Unpaid Foreign Collaboration with Imperial College of London, Expert Witness for Google, etc.)
2. Select the type of pre-approval request that you want to submit. The type of request that you select here drives the questions that you will have to complete for the remainder of the pre-approval request form.
3. Click **Continue**.
4. **Answer the remaining questions** and then click **Continue**.
5. On the next page, click the **Submit** button.

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

Important! If you skipped step 5 from the previous slide, and clicked on the **Finish** button, then your disclosure remains in the Pre-Submission state. You can continue to edit the pre-approval request (using the Edit Pre-Approval Request button) until you **Submit** the disclosure for review. When your disclosure is complete and ready for COI review, you must **Submit** it using the steps that follow. **If you did not skip step 5 from the previous slide, proceed to the next slide.**

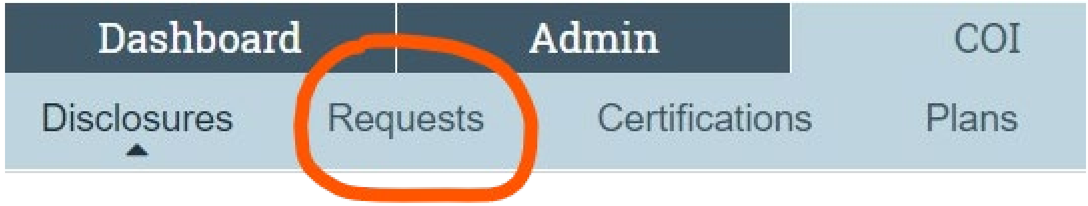
To finish submitting your pre-approval request:

1. From the Top Navigator, click COI and then click Requests. The Requests page appears.
2. Click the **All Requests** tab.
3. Select the **Pre-Approval Request** that you wish to submit.
4. From the requests workspace, click **Submit**.
5. Click **OK** to agree to the terms.

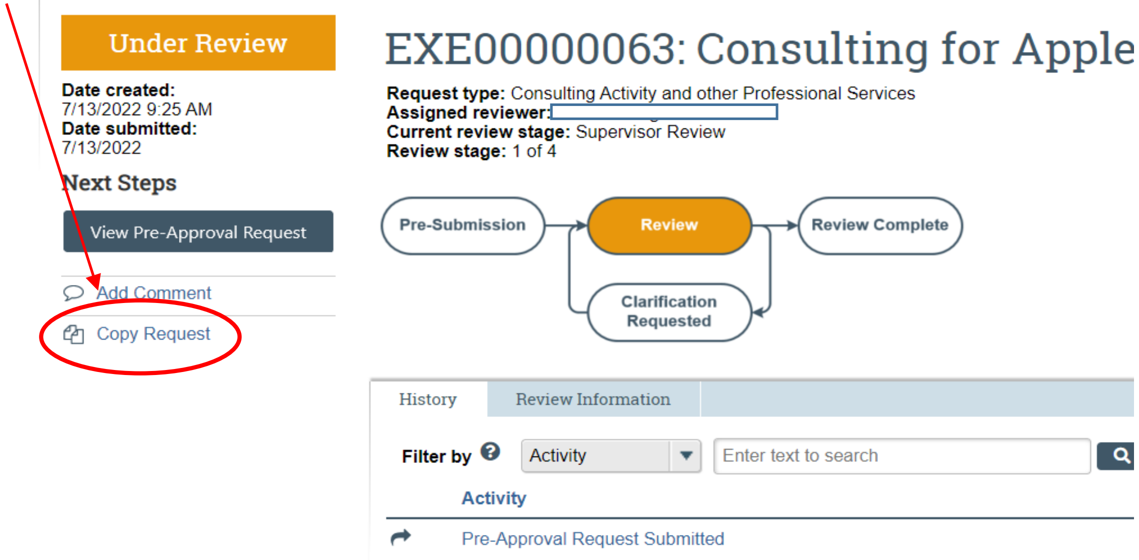


How to Create a Copy of an Existing Pre-Approval Request

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

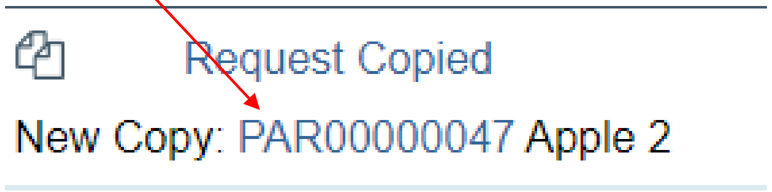


2. From the Requests page, click on the specific pre-approval request that you wish to copy.
3. Then click **Copy Request**.



Continue..

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.

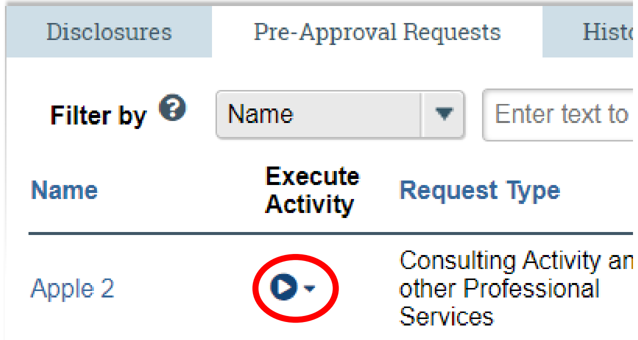
6. Update the information already included as needed. **Dates need to be changed to fall within the current FY.**

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

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

To add a comment to a pre-approval request from your "Disclosure" profile:

1. From the Top Navigator, click **COI** and then click **Disclosures**. The **Disclosure** workspace appears.
2. Click on your **Disclosure** profile.
3. Click the **Pre-Approval Requests** tab, select the drop-down menu in the **Execute Activity** column of the Pre-Approval Request you wish to add a comment to.



4. Click Add Comment to add a comment that is visible to anyone with access to this Pre-Approval Request. Type your comments. If required, add supporting documents.
5. Select the recipients from the list provided that should receive your e-mail notification.
   Note: No one will receive duplicate e-mail notifications about your comment.
6. Click OK. You are taken back to the Disclosure Profile workspace.