

# 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.

The screenshot shows a web dashboard with a dark blue navigation bar at the top. The 'Dashboard' tab is highlighted with a red circle. Other tabs include 'Admin', 'COI', and 'Settings'. Below the navigation bar, there is a 'Page for' label and a 'Help' icon. The main content area is divided into two sections: 'Recently Viewed' on the left and 'My Inbox' on the right. The 'My Inbox' section has a filter dropdown set to 'ID', a search input field, and buttons for '+ Add Filter' and 'x Clear All'. Below the filter is a table with the following data:

ID	Name	Date Created	Date Modified	State	Coordinator
DP00000267	Disclosure Profile	12/18/2021 2:35 AM	5/24/2022 8:34 AM	Action Required	
EXE00000002	TEST	5/16/2022 2:42 PM	5/16/2022 2:42 PM	Pre-Submission	

At the bottom of the table, it shows '2 items' and a pagination control for 'page 1 of 1' with a '25 / page' setting.

## 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.

Dashboard navigation: Dashboard, Admin, COI, Settings

Page for [? Help]

My Inbox | My Reviews

Recently Viewed: Recent, Pinned

My Inbox

Filter by ID [Enter text to search] [Add Filter] [Clear All]

ID	Name	Date Created	Date Modified	State	Coordinator
DP00000267	Disclosure Profile	12/18/2021 2:35 AM	5/24/2022 8:34 AM	Action Required	
EXE00000002	TEST	5/16/2022 2:42 PM	5/16/2022 2:42 PM	Pre-Submission	

2 items | page 1 of 1 | 25 / page

Search [Add Filter]

▼ Date Modified State Coordinator

Personalize Table [?]

Displayed Fields

Field	Order
<input checked="" type="checkbox"/> getIconAsLink	↑ ↓
<input checked="" type="checkbox"/> ID	↑ ↓
<input checked="" type="checkbox"/> Name	↑ ↓
<input checked="" type="checkbox"/> Date Created	↑ ↓
<input checked="" type="checkbox"/> Date Modified	↑ ↓
<input checked="" type="checkbox"/> State	↑ ↓
<input checked="" type="checkbox"/> Coordinator	↑ ↓

Options

Place the paging bar at: Bottom

Enable Auto-Refresh:

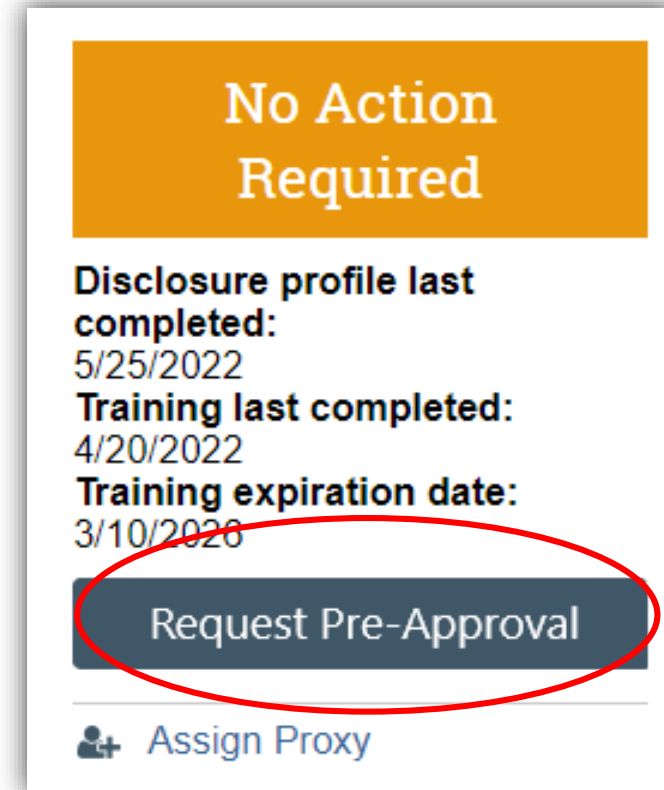
Refresh Data Every: 60 seconds

Export to CSV

## 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.



**No Action Required**

**Disclosure profile last completed:**  
5/25/2022

**Training last completed:**  
4/20/2022

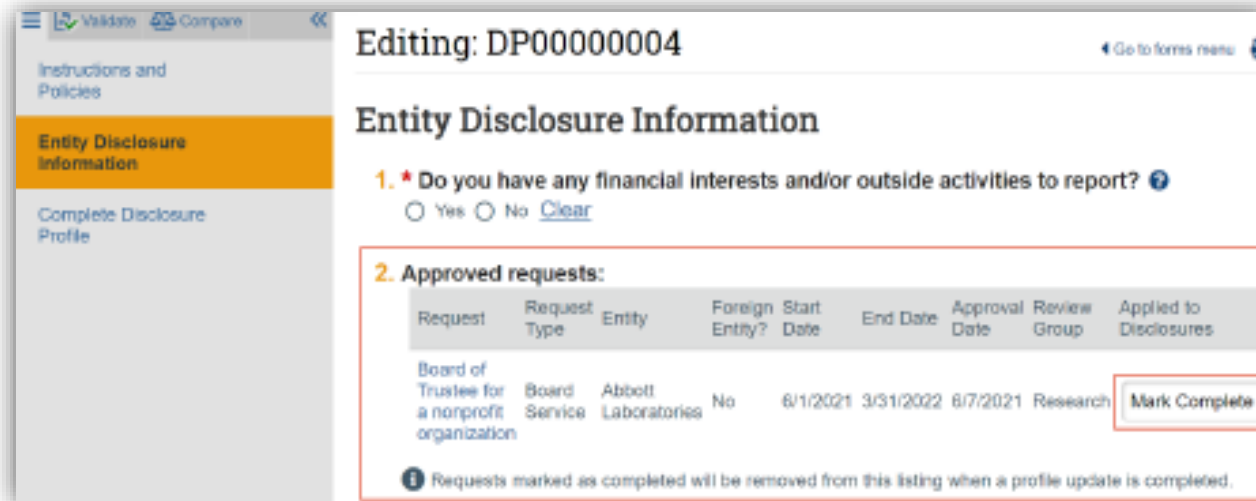
**Training expiration date:**  
3/10/2026

[Request Pre-Approval](#)

[Assign Proxy](#)

## 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**.

Dashboard | COI

bert Ambrose

Viewed

Pinned

0573: ...bert

My Inbox | My Reviews

My Inbox

Filter by ? ID [dropdown] Enter text

ID	Name
DP00000573	<a href="#">Disclosure Profile for</a>

1 items

Dashboard | COI

Disclosures | Requests | Certifications | Plans | Triggering Events | Reports

COI > Disclosures > Disclosure Profile for bert Ambrose

**Action Required**

Disclosure profile last completed: 10/27/2021

**Your training has expired**

**Request Pre-Approval**

Complete Disclosure Profile Update

Assign Proxy

**Disclosure Profile for bert Ambrose**

Instruction Center

**Action Required**

Review disclosure information in the disclosure profile. When all disclosure information is reviewed, click on the Complete Disclosure Profile Update button.

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Edit Disclosure Profile

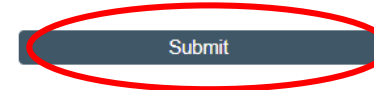
Disclosures | History

**You have not disclosed any interests.** Reference the Instruction Center to take

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.

### Submit Pre-Approval Request

Click the Submit button to submit your request for pre-approval.



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

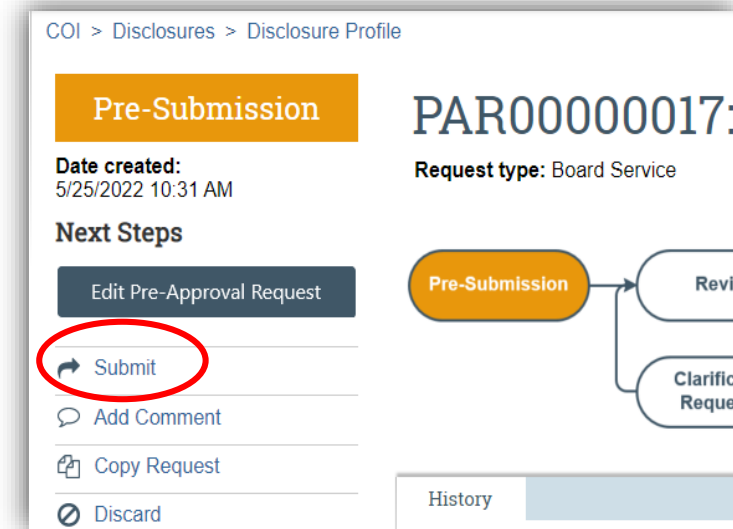




**Important!** If you skipped step 5 from the previous slide, and clicked on the **Finish** button, then your disclosure remains in the **Pre-Submission** state. You can continue to edit the pre-approval request (using the **Edit Pre-Approval Request** button) until you **Submit** the disclosure for 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.**

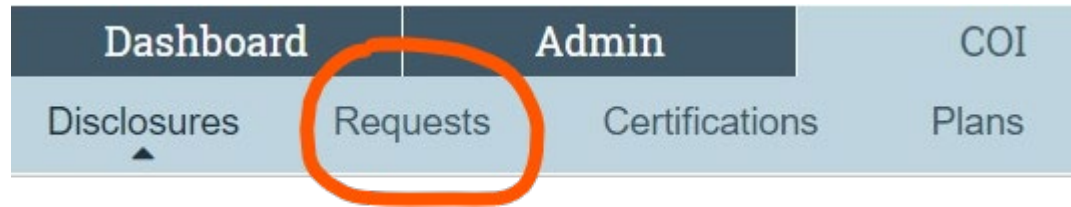
**To finish submitting your pre-approval request:**

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.

Under Review

**Date created:**  
7/13/2022 9:25 AM

**Date submitted:**  
7/13/2022

**Next Steps**

View Pre-Approval Request

[Add Comment](#)

[Copy Request](#)

### EXE00000063: Consulting for Apple

**Request type:** Consulting Activity and other Professional Services  
**Assigned reviewer:** [redacted]  
**Current review stage:** Supervisor Review  
**Review stage:** 1 of 4

```

graph LR
    A[Pre-Submission] --> B[Review]
    B --> C[Review Complete]
    B --> D[Clarification Requested]
    D --> B
    
```

History | **Review Information**

Filter by ? Activity ▼  🔍

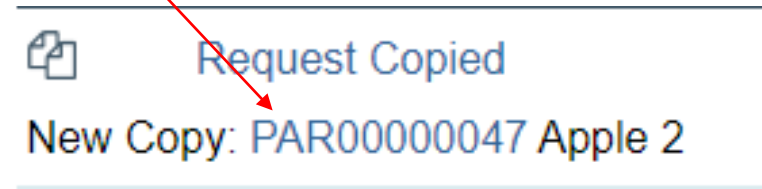
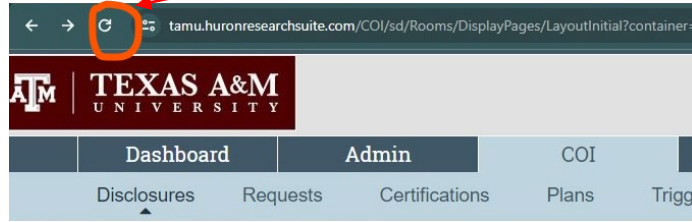
**Activity**

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👉 Pre-Approval Request Submitted

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.

### Submit Pre-Approval Request

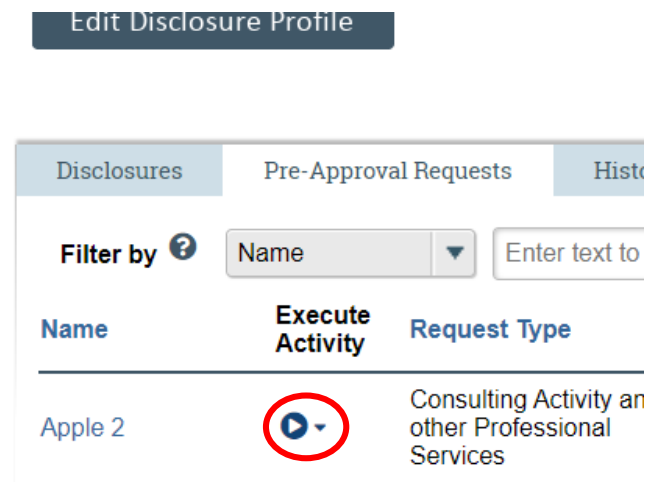
Click the Submit button to submit your request for pre-approval.



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.