

Pre-Approval Request - Reviewers Guide

Research Security and Export Controls Office
Division of Research

Introduction

The Huron Pre-Approval Request process will be utilized to meet the requirements of System Regulations 31.05.01 and 31.05.02.

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.

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 application dashboard. At the top, there is a navigation bar with tabs: **Dashboard** (highlighted with a red circle), **Admin**, **COI**, and **Settings**. Below the navigation bar, the main content area is divided into sections. On the left, there is a 'Recently Viewed' sidebar with a 'Recent' tab and a 'Pinned' tab. The main area is titled 'My Inbox' and contains a table of items. The table has columns for ID, Name, Date Created, Date Modified, State, and Coordinator. There are two items listed in the table. At the bottom of the table, it shows '2 items' and a pagination control for 'page 1 of 1' with a '25 / page' setting.

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	

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 [v] [Enter text to search] [Q] + Add Filter X 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: [Q] + 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

Review a Pre-Approval Request

When a pre-approval request is assigned to you for review, it will display in your inbox and you will also receive an e-mail notification.

The pre-approval request SmartForm contains the information needed to complete your review. You can click the **View Pre-Approval Request** button to view the pre-approval request.

Under Review

Date created:
8/4/2022 9:35 AM

Date submitted:
8/4/2022

Next Steps

View Pre-Approval Request

Submit My Review

Request Clarifications

EXE00000046: Griffin Cons

Request type: Consulting Activity and other Professional Services
Assigned reviewer:
Current review stage: Supervisor Review
Review stage: 1 of 3

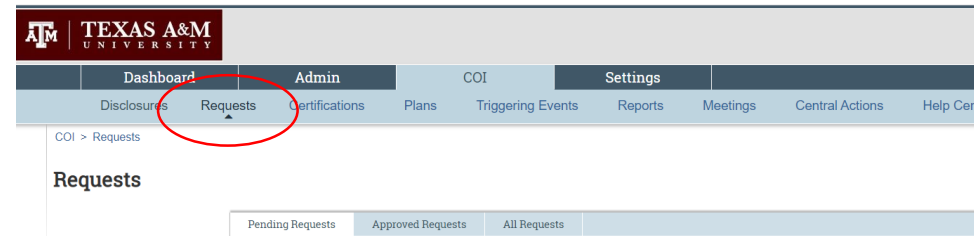
```

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

The pre-approval request contains two key pieces of information to use when making a determination - the entity and the activity.

To submit an intermediate review for a pre-approval request

1. From My Inbox or the **Pending Requests** tab on the Requests page, click the name of the pre-approval request you want to review.

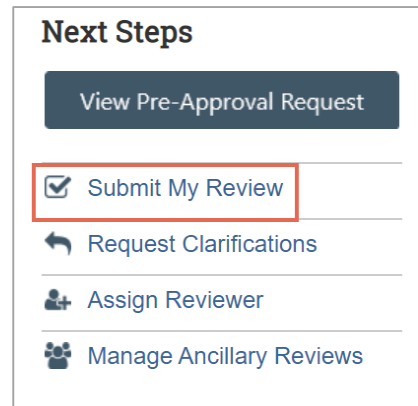


To add comment to a pre-approval request:

1. From your Inbox, click the name of the pre-approval request to open it.
2. From the pre-approval request workspace, click **Add Comment** to add a comment that all COI users can see. Alternatively, click **Add Private Comment** to add a comment that only assigned reviewers and COI administrators can see.
3. Type your comments.
4. If required, add supporting documents.
5. Select any roles related to this pre-approval request that should receive an e-mail notification.
6. Click **OK**.

The screenshot displays a pre-approval request interface. At the top, a yellow banner indicates the status is "Under Review". Below this, the "Date created" is 7/31/2022 7:41 PM and the "Date submitted" is 7/31/2022. A "Next Steps" section contains a button for "View Pre-Approval Request" and a button for "Add Comment" which is circled in red. Below it is a "Copy Request" button. To the right, the request ID "EXE0000000" is shown, along with details: "Request type: Outside Academic", "Assigned reviewer: Lesa Feldh...", "Current review stage: Supervisor", and "Review stage: 1 of 3". A workflow diagram shows a "Pre-Submission" step leading to a "Final Review" step (represented by an orange circle), which then leads to a "Clear Request" step. At the bottom, there are tabs for "History" and "Review Information".

2. Click **Submit My Review**.



3. Based on your decision, select **Yes** or **No** to the question "Do you recommend.....?"

Note: The input you provide will be used when making the final determination for this pre-approval request.

4. If you select to skip the final steps, your decision is final and all subsequent review stages will be skipped.

5. If required, type a comment and add supporting documents.

6. When finished, click **OK**.

The pre-approval request moves forward in the review process.

NOTE

Based on the information provided by the requestor and the reviewers, a determination will be made for the pre-approval request. The available options are:

- Approved
- Disapproved

An e-mail notification from Huron is sent to the requestor informing about the determination.