



## **How To – Create a Copy of an Existing PAR**

1. Log in to the Huron System using your SSO credentials: <https://tamu.huronresearchsuite.com/>
2. Navigate to your **Disclosure Profile** using the “Recently Viewed” section of the **Dashboard** or the **COI tab**
3. On your Disclosure Profile Workspace, navigate to the **Pre-Approval Requests Tab**
4. Select the specific PAR you would like to copy
5. Select **Copy Request**
6. A separate screen will automatically pop up where you will enter the **new request name** and select **OK**
7. Refresh the page until you can select the new copy
8. Select **Edit Pre-Approval Request**
9. Make any necessary updates to the Request Information and/or Activity Information, such as dates, scope of work, time spent on activity, etc.
10. Select **Continue**
11. Select **Submit**
12. A screen will automatically appear, confirming that you have read and understood the regulations related to these types of requests
13. Select **OK**
14. Your screen will automatically refresh to indicate that the request you just submitted is now **Under Review**