How To – Review a Pre-Approval Request

1. Log in to the Huron System using your SSO credentials: https://tamu.huronresearchsuite.com/
2. Navigate to **My Inbox** within the **Dashboard** tab
3. Select the specific request that was assigned to you for review. Alternatively, you can use the link directly from the Huron email notification to take you straight to the request
4. Select **View Pre-Approval Request**
5. Review Pre-Approval Request
6. Select **Exit**
7. If any clarifications are needed to finalize your review, select **Request Clarifications**
8. Add a comment to describe the clarifications that are needed for your review
9. Select **OK**
10. The PAR will now be in a state of **Clarifications Requested** and you should be notified when a response is submitted, and the request is ready for your review again
11. After a response is submitted or if you are ready to submit your review, select **Submit My Review**
12. A separate window will automatically pop up where you can answer the following questions:
    a. **Do you recommend approval of this request?**
    b. **Comments**
    c. **Supporting documents**
13. Select **OK**
14. History tab will show **Intermediate Review Submitted** and automatically route to the next reviewer, if applicable