

Pre-Approval Request - Reviewers Guide

Office of Export Controls, Conflict of Interest, and Responsible Conduct of Research
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 dashboard with a top navigation bar containing tabs for 'Dashboard', 'Admin', 'COI', and 'Settings'. The 'Dashboard' tab is highlighted with a red circle. 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 includes a filter dropdown set to 'ID', a search input field, and a table of items. The table has columns for ID, Name, Date Created, Date Modified, State, and Coordinator. Two items are listed: 'DP00000267: Disclosure Profile' and 'EXE00000002: TEST'. The 'State' for the first item is 'Action Required' and for the second is '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.

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 [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

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

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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.

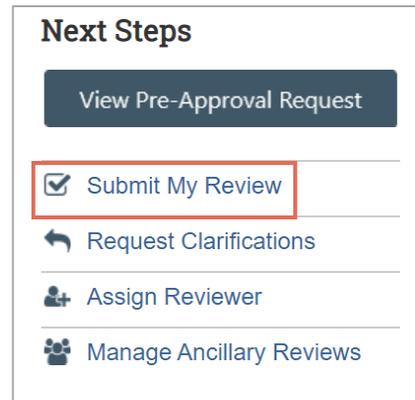


To add comment to a pre-approval request:

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 the "Add Comment" button 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 yellow 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.



The Office of Compliance at TAMU, TEES, and AgriLife will submit a final review for the pre-approval request:

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

- Approved
- Disapproved

An e-mail notification is sent to the requestor with the determination.