Pre-Approval Request - Reviewers Guide

Office of Export Controls, Conflict of Interest, and Responsible Conduct of Research
Division of Research

Introduction

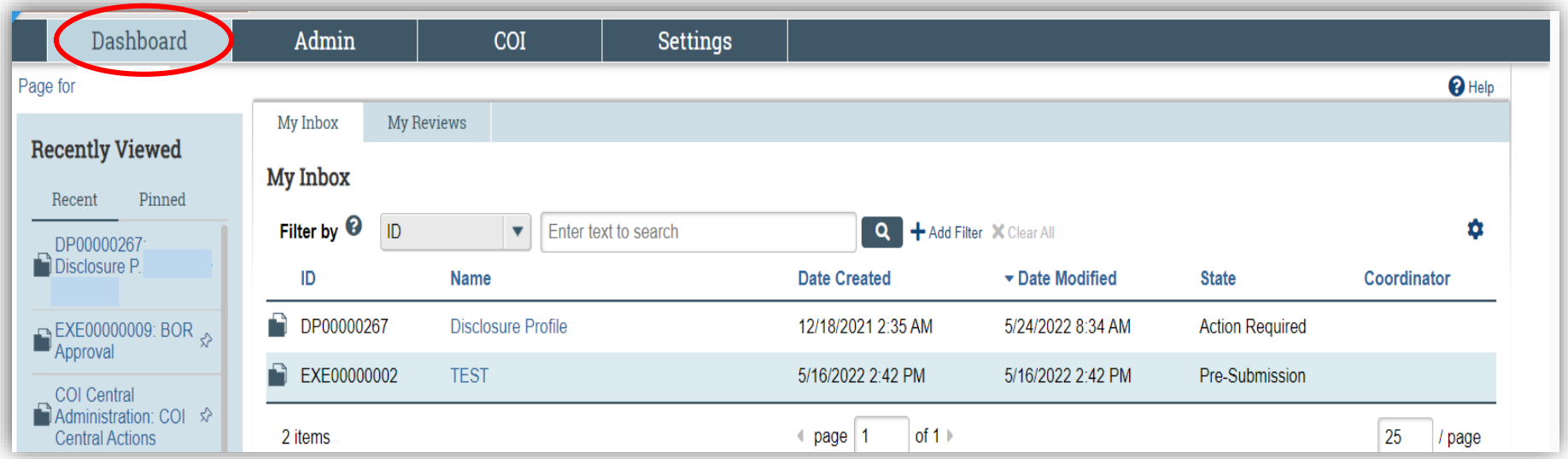
The Huron Pre-Approval Request process will be utilized to meet the requirements of System Regulations 31.05.01 and 31.05.02.

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.



To find key items

From your Dashboard, you will see:

My Inbox: Items that require you to take action.

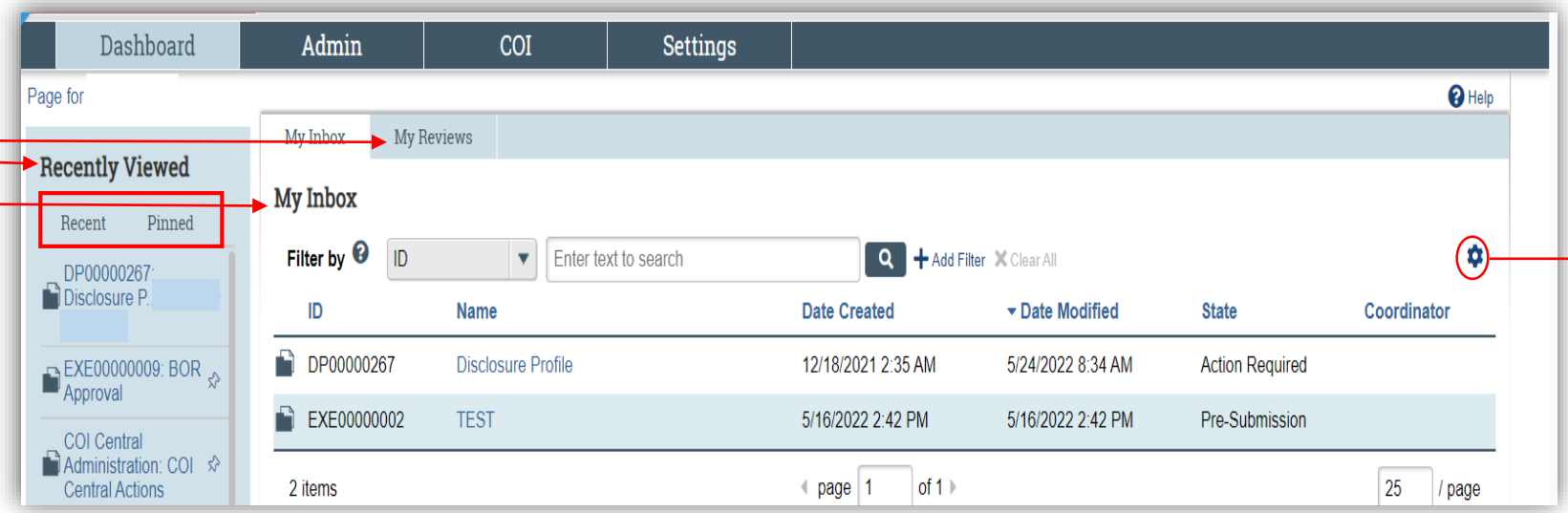
My Reviews: Items assigned to you to review if you are a reviewer. These are a subset of the items in “My Inbox”.

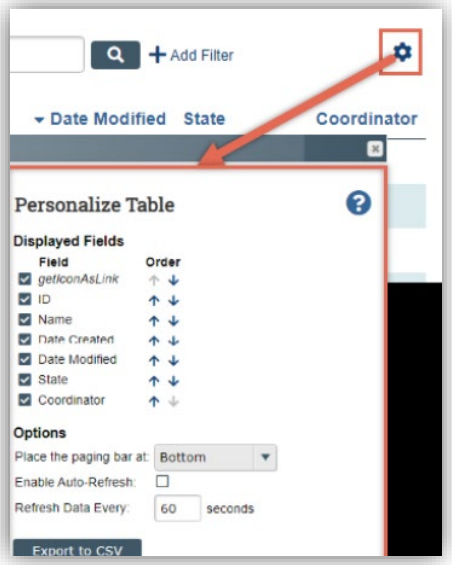
Recently Viewed:

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.

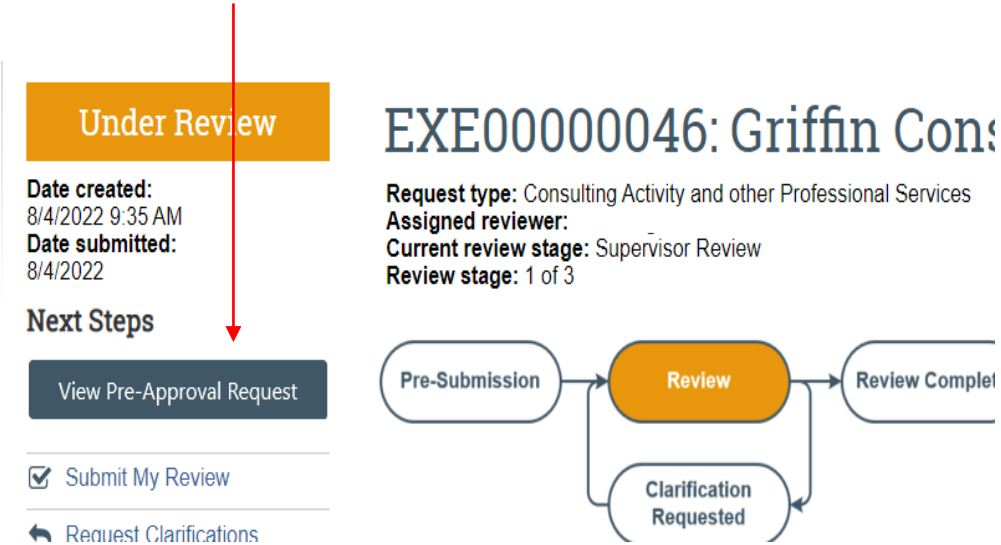




Review a Pre-Approval Request

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.

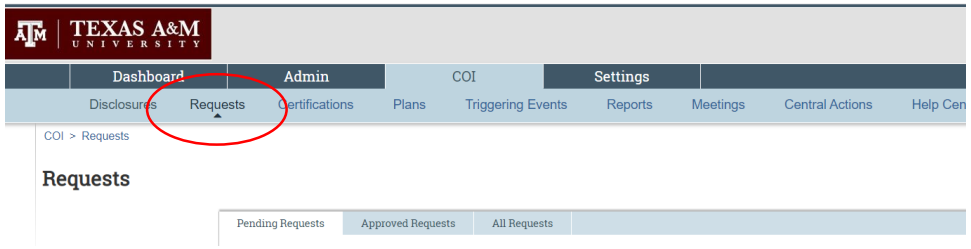
The pre-approval request SmartForm contains the information needed to complete your review. You can click the **View Pre-Approval Request** button to view the pre-approval request.



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

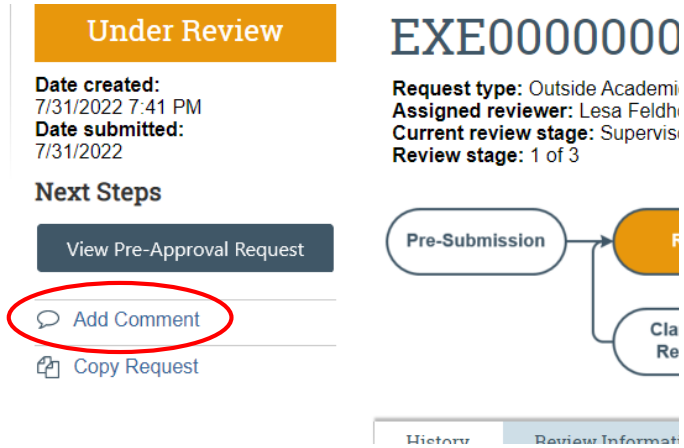
To submit an intermediate review for a pre-approval request

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.

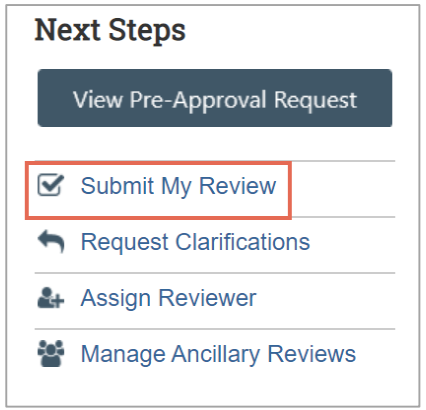


To add comment to a pre-approval request:

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**.



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.