



# How to Create a Copy of an Existing Pre-Approval Request User Guide

Research Security and Export Controls Office  
Division of Research

## Accessing Huron Disclosure System

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.

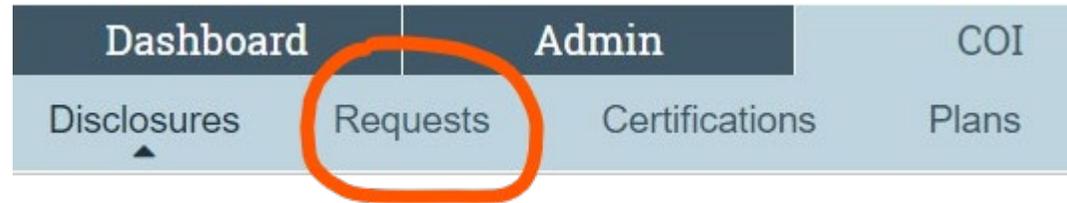
The screenshot shows the user interface of the Huron Disclosure System. At the top, there is a navigation bar with tabs for 'Dashboard', 'Admin', 'COI', and 'Settings'. The 'Dashboard' tab is highlighted with a red circle. Below the navigation bar, there is a 'Page for' section with a 'Help' icon. The main content area is divided into two sections: 'Recently Viewed' on the left and 'My Inbox' on the right. The 'My Inbox' section has a filter dropdown set to 'ID', a search input field, and buttons for '+ Add Filter' and 'x Clear All'. Below the filter is a table with the following data:

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	

At the bottom of the table, it shows '2 items' and a pagination control for 'page 1 of 1' with a '25 / page' dropdown.

## How to Create a Copy of an Existing Pre-Approval Request

1. From the Top Navigator, click the COI tab and then click Requests.



2. From the Requests page, click on the specific pre-approval request that you wish to copy.
3. Then click Copy Request.

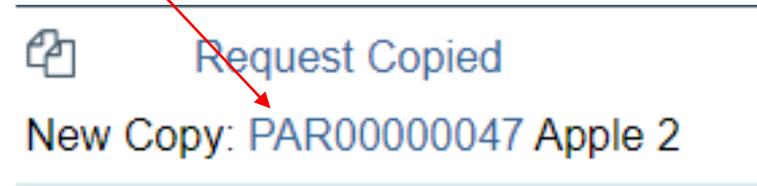
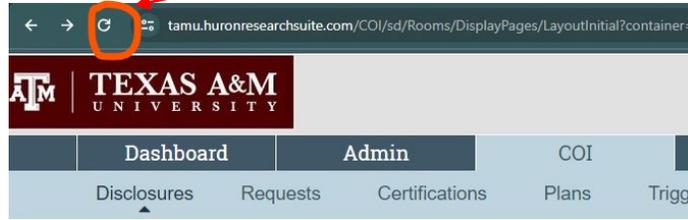
The screenshot shows the details of a pre-approval request titled 'EXE00000063: Consulting for Apple'. The status is 'Under Review'. Key information includes:
 

- Date created:** 7/13/2022 9:25 AM
- Date submitted:** 7/13/2022
- Request type:** Consulting Activity and other Professional Services
- Assigned reviewer:** [Redacted]
- Current review stage:** Supervisor Review
- Review stage:** 1 of 4

 A flowchart shows the review process: Pre-Submission → Review → Review Complete. A 'Clarification Requested' box branches off from the 'Review' stage. On the left sidebar, the 'Copy Request' button is circled in red. Below the flowchart, there are tabs for 'History' and 'Review Information', a search filter set to 'Activity', and a search bar. The activity log shows 'Pre-Approval Request Submitted'.

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4. Add a name for the new Pre-Approval Request in the **New Request** name box. Click **OK**.
5. Wait a few seconds and then refresh your browser to see the new Pre-Approval Request listed.



Note: The copied pre-approval request form will be in **Pre-submission** status until you finish editing it and click the **Submit** button.

6. Update the information already included as needed. **Dates need to be changed to fall within the current FY.**
7. On the next page, click the **Submit** button.

### Submit Pre-Approval Request

Click the Submit button to submit your request for pre-approval.



8. On the pop-up window, carefully read all certifications and then click **OK**.