

Responding to Ancillary Reviews

Research Security and Export Controls Office
Division of Research

Once you have been assigned as an Ancillary Reviewer, you will receive an email similar to this one.

Click on the link to be taken to the review workspace in Huron.



This Message Is From an External Sender
This message came from outside your organization.

To:	[redacted]
Link:	Ancillary Demo - [redacted] (EXE00000003)
Review Type:	unspecified
Requires Response:	no
Instructions:	Can you s
Instruction Documents:	None

An ancillary review has been assigned for your review in COI. Click the link provided to perform the review and take the appropriate next steps.

Under your Huron Dashboard tab, you will see the Pre-Approval Requests tasks that are pending your review.

The screenshot shows a web dashboard with a navigation bar containing 'Dashboard', 'Admin', and 'COI'. The 'Dashboard' tab is circled in red. Below the navigation bar, there are tabs for 'My Inbox' and 'My Reviews'. The 'My Inbox' section features a search bar and a table of pre-approval requests. The table has columns for 'ID', 'Name', and 'Date Created'. The first row is highlighted in light blue and has a red arrow pointing to its ID, 'EXE00000005'. The second row is also highlighted and has the name 'External Employment'.

ID	Name	Date Created
EXE00000010	[REDACTED]	7/29/2022 2:42 PM
EXE00000005	External Employment - [REDACTED]	7/27/2022 10:09 AM

Select the Pre-Approval Request you wish to review.

On the next screen, click **View Pre-Approval Request** on the left column.

The screenshot displays a web application interface with a navigation menu at the top. The menu includes 'Dashboard', 'Admin', 'COI', 'Reports', and 'Meetings'. Under 'Admin', there are sub-items: 'Disclosures', 'Requests', 'Certifications', 'Plans', 'Triggering Events', and 'Meetings'. The breadcrumb trail reads: 'COI > Disclosures > Disclosure Profile for Lisa Foster > External Employment - China - Lisa Foster'. The main content area features a large orange box labeled 'Under Review'. Below this, there are two columns of information. The left column contains 'Date created: 7/27/2022 10:09 AM' and 'Date submitted: 7/27/2022'. The right column contains 'Request type: Consulting Activity and other Professional Services', 'Assigned reviewer: [redacted]', 'Current review stage: Supervisor Review', and 'Review stage: 1 of 4'. Below the information is a 'Next Steps' section with a button labeled 'View Pre-Approval Request' circled in red. To the right of the 'Next Steps' is a flowchart with three main stages: 'Pre-Submission', 'Review', and 'Review Complete'. A 'Clarification Requested' box is positioned below the 'Review' stage, with arrows indicating a loop from 'Review' to 'Clarification Requested' and back to 'Review'.

Dashboard Admin COI Reports Meetings

Disclosures Requests Certifications Plans Triggering Events Meetings

COI > Disclosures > Disclosure Profile for Lisa Foster > External Employment - China - Lisa Foster

Under Review

Date created:
7/27/2022 10:09 AM

Date submitted:
7/27/2022

Request type: Consulting Activity and other Professional Services

Assigned reviewer: [redacted]

Current review stage: Supervisor Review

Review stage: 1 of 4

Next Steps

View Pre-Approval Request

Submit My Review

Submit Ancillary Review

Request Clarifications

Pre-Submission Review Review Complete

Clarification Requested

The next screen will show you all the information that was submitted on the Pre-Approval Request.

Reading: EXE00000005

1. Requestor:

[Redacted]

2. * Request name/title: ?

External Employment - [Redacted]

3. * Type of request: ?

Consulting Activity and other Professional Services

Entity Disclosures

1. Entity disclosures:

	Entity	Foreign Entity?	Relation to Discloser	Disclosure Types	Total Value	Total Time Commitment (Days)
View	[Redacted]	No	Self	Gifts, Prizes and Honoraria	\$5,001.00	N/A
View	[Redacted]	No	Self	Other Appointments	\$5,001.00	365
View	[Redacted]	No	Self	External Employment	\$5,001.00	N/A

Consulting Activity and other Professional Services Information

1. * Entity: ?

[Redacted]

or

If you cannot find the entity in the above list, enter the details here: ?

This organization has been flagged as foreign and may require additional information or action.

Alternative way to navigate to pending Pre-Approval Reviews after signing into Huron

To find the **Pre-Approval Requests** that are pending your review, navigate to “**Requests**” under the **COI** tab at the top of the page.



This page will display all pending requests that are awaiting your review. Select the request you would like to review by selecting the name of the request. Your name should be in the “Assigned Reviewer” column.

The screenshot shows a table titled 'Pending Requests' with several tabs: 'Pending Requests', 'Approved Requests', and 'All Requests'. The 'Pending Requests' tab is active. Below the tabs is a filter section with a dropdown menu set to 'ID', a search box containing 'Enter text to search', and buttons for '+ Add Filter' and 'X Clear All'. The table has the following columns: ID, Name, Date Created, Date Modified, State, Discloser First Name, Discloser Last Name, Home Department, Assigned Reviewer, and Request Type. A single row is visible with the following data: ID: EXE00000003, Name: Ancillary Demo, Date Created: 7/21/2022 9:11 AM, Date Modified: 7/21/2022 9:12 AM, State: Under Review, Discloser First Name: [redacted], Discloser Last Name: [redacted], Home Department: Mechanical Engineering, Assigned Reviewer: [redacted], Request Type: Other Outside Employment. Two red arrows point from the text above to the 'Name' and 'Assigned Reviewer' columns.

ID	Name	Date Created	Date Modified	State	Discloser First Name	Discloser Last Name	Home Department	Assigned Reviewer	Request Type
EXE00000003	Ancillary Demo	7/21/2022 9:11 AM	7/21/2022 9:12 AM	Under Review	[redacted]	[redacted]	Mechanical Engineering	[redacted]	Other Outside Employment

1 items < page 1 of 1 > 25 / page

On the next screen, click **View Pre-Approval Request** on the left column.

The screenshot displays a web application interface with a navigation menu at the top. The menu includes 'Dashboard', 'Admin', 'COI', 'Reports', and 'Meetings'. Under 'Admin', there are sub-items: 'Disclosures', 'Requests', 'Certifications', 'Plans', 'Triggering Events', and 'Meetings'. The breadcrumb trail reads: 'COI > Disclosures > Disclosure Profile for Lisa Foster > External Employment - China - Lisa Foster'. The main content area features a large orange box labeled 'Under Review'. Below this, there are two columns of information. The left column contains 'Date created: 7/27/2022 10:09 AM' and 'Date submitted: 7/27/2022'. The right column contains 'Request type: Consulting Activity and other Professional Services', 'Assigned reviewer: [redacted]', 'Current review stage: Supervisor Review', and 'Review stage: 1 of 4'. Below the information is a 'Next Steps' section with a list of actions: 'View Pre-Approval Request' (circled in red), 'Submit My Review', 'Submit Ancillary Review', and 'Request Clarifications'. To the right of the 'Next Steps' is a flowchart showing the review process: 'Pre-Submission' leads to 'Review', which leads to 'Review Complete'. A feedback loop from 'Review' back to 'Pre-Submission' is labeled 'Clarification Requested'.

Dashboard Admin COI Reports Meetings

Disclosures Requests Certifications Plans Triggering Events Meetings

COI > Disclosures > Disclosure Profile for Lisa Foster > External Employment - China - Lisa Foster

Under Review

Date created:
7/27/2022 10:09 AM

Date submitted:
7/27/2022

Next Steps

- View Pre-Approval Request**
- Submit My Review
- Submit Ancillary Review
- Request Clarifications

Request type: Consulting Activity and other Professional Services

Assigned reviewer: [redacted]

Current review stage: Supervisor Review

Review stage: 1 of 4

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Pre-Submission → Review → Review Complete

Clarification Requested

The next screen will show you all the information that was submitted on the Pre-Approval Request.

Reading: EXE00000005

1. Requestor:

[Redacted]

2. * Request name/title: ?

External Employment - [Redacted]

3. * Type of request: ?

Consulting Activity and other Professional Services

Entity Disclosures

1. Entity disclosures:

	Entity	Foreign Entity?	Relation to Discloser	Disclosure Types	Total Value	Total Time Commitment (Days)
View	[Redacted]	No	Self	Gifts, Prizes and Honoraria	\$5,001.00	N/A
View	[Redacted]	No	Self	Other Appointments	\$5,001.00	365
View	[Redacted]	No	Self	External Employment	\$5,001.00	N/A

Consulting Activity and other Professional Services Information

1. * Entity: ?

[Redacted]

or

If you cannot find the entity in the above list, enter the details here: ?

This organization has been flagged as foreign and may require additional information or action.

You can use the options in the left column of the page to **Request Clarifications** from the submitter, or to **Add Comments**. Once you have completed your review of the Pre-Approval Request, click [Submit My Review](#).

Under Review

Date created:
7/27/2022 10:09 AM
Date submitted:
7/27/2022

Next Steps

[View Pre-Approval Request](#)

[Submit My Review](#)

[Submit Ancillary Review](#)

[Request Clarifications](#)

[Assign Reviewer](#)

[Manage Ancillary Reviews](#)

[Reset Review Stages](#)

[Add Comment](#)

[Add Private Comment](#)

[Discard](#)

EXE00000005: External Employment

Request type: Consulting Activity and other Professional Services
Assigned reviewer: [redacted]
Current review stage: Supervisor Review
Review stage: 1 of 4

Disclose
Disclose



History | Review Information

Review Stages

Order	Current?	Type	Name	Routing
1.00	Yes	Supervisor	Supervisor Review	Lisa Akin
2.00		Department	Department Head Review	Research Compliance
3.00		Division	Agency Review (Agrilife, TEES, Compliance)	Texas A&M Engineering Experin
4.00		Admin Office	COI Office	Office of Export Controls and Re

Ancillary Reviews

Review Type	Organization	Person	Required	Instructions	Ins
RSO		[redacted]	yes	Requesting approval from RSO	

The next pop-up window will let you make your approval decision and provide any comments and/or justification for your decision. After you have completed that information, Click **OK** in the bottom right-hand corner.

Submit My Review

i Submitting this review will move the pre-approval request to the next stage of the review process.

1. * Do you recommend approval of this request? *?*
 Yes No [Clear](#)

2. Comments:

3. Supporting documents:

Name	Description
There are no items to display	

The **Review Information** tab for the Pre-Approval request will automatically update to show the approval decision that was made and the date the assigned Ancillary Review was completed.

Under Review

Request created:
27/2022 10:09 AM

Request submitted:
27/2022

Next Steps

- [View Pre-Approval Request](#)
- [Submit My Review](#)
- [Submit Ancillary Review](#)
- [Request Clarifications](#)
- [Return for Review](#)
- [Assign Reviewer](#)
- [Manage Ancillary Reviews](#)
- [Reset Review Stages](#)
- [Add Comment](#)
- [Add Private Comment](#)
- [Discard](#)

EXE00000005: External Employment - [Redacted]

Request type: Consulting Activity and other Professional Services
Assigned reviewer: [Redacted] **Discloser:** [Redacted]
Current review stage: Department Head Review **Discloser's employer:** Research Compliance
Review stage: 2 of 4

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graph LR
    A[Pre-Submission] --> B[Review]
    B --> C[Review Complete]
    B --> D[Clarification Requested]
    D --> B
            
```

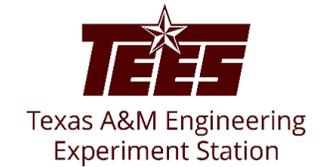
Order	Current?	Type	Name	Routing	Default Reviewer	Reviewer Can Deny Approval?
1.00		Supervisor	Supervisor Review	[Redacted]	[Redacted]	Yes
2.00	Yes	Department	Department Head Review	Research Compliance	[Redacted]	Yes
3.00		Division	Agency Review (Agrilife, TEES, Compliance)	Texas A&M Engineering Experiment Station	[Redacted]	Yes
4.00		Admin Office	COI Office	Office of Export Controls and Responsible Conduct of Research	[Redacted]	Yes

Reviews: Latest Intermediate

Stage Order	Stage Name	Routing	Reviewer	Comments	Supporting Documents	Approval Recommended?	Completed Date
1.00	Supervisor Review	[Redacted]	[Redacted]			Yes	7/27/2022

Ancillary Reviews

Review Type	Organization	Person	Required	Instructions	Instruction Documents	Completed	Comments	Supporting Documents
RSO		[Redacted]	yes	Requesting approval from RSO				



This concludes the steps to respond to an Ancillary Review in Huron. If you ever need any assistance, please feel free to contact your Research Compliance team.

You may now exit the Huron System.