

Pre-Approval Request Guide

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

Introduction

This guide shows how to perform “Discloser” activities in the Huron system. The disclosure profile is the focal point of the Huron system for the discloser. It provides a summary of discloser’s interests and other outside activities. The Huron **Pre-Approval Request** process will be utilized to meet the requirements of System Regulations 31.05.01 and 31.05.02.

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 has a sub-tab 'My Reviews' and a search filter area. The search filter is set to 'ID' and contains the text 'Enter text to search'. Below the search 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' setting.

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

DP00000267 Disclosure P.

EXE0000009: BOR Approval

COI Central Administration: COI Central Actions

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

[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:

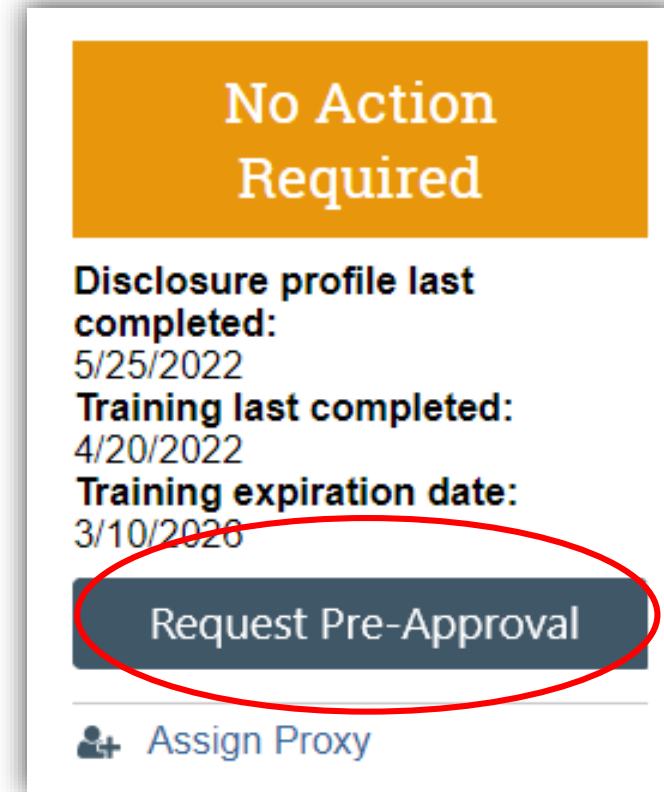
Refresh Data Every: 60 seconds

Export to CSV

Pre-Approval Request

A pre-approval request allows you to submit a request to participate in outside activities (such as board service, outside academic appointment, expert witness, foreign collaborations, etc.), which is then reviewed by the appropriate individuals before making a determination.

The pre-approval request is pro-active in nature, wherein you must create requests in Huron system and receive approval before you begin to participate in those external activities. The 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.



No Action Required

Disclosure profile last completed:
5/25/2022

Training last completed:
4/20/2022

Training expiration date:
3/10/2026

[Request Pre-Approval](#)

[Assign Proxy](#)

Pre-Approval Request Process

When you submit a pre-approval request, you will be notified if it is approved or disapproved. The approved **Pre-Approval Requests** appear on the **Approved requests** section in your disclosure profile. Once you have completed the external activity mentioned in your pre-approval request, you can click the **Mark Complete** button. Pre-Approval Requests marked as complete will then be removed from the Approved requests section in your disclosure profile.

Editing: DP00000004

Entity Disclosure Information

1. * Do you have any financial interests and/or outside activities to report? [Clear](#)

2. Approved requests:

Request	Request Type	Entity	Foreign Entity?	Start Date	End Date	Approval Date	Review Group	Applied to Disclosures
Board of Trustee for a nonprofit organization	Board Service	Abbott Laboratories	No	6/1/2021	3/31/2022	6/7/2021	Research	Mark Complete

Requests marked as completed will be removed from this listing when a profile update is completed.

Note: Historical records of submitted requests will still be available for future reference in the **Disclosure Profile** workspace, under the **Pre-Approval Requests** tab.

Create and Submit a Pre-Approval Request

A pre-approval request allows you to submit a request to participate in certain activities, which is then reviewed before making a determination. **You can only select one activity in a pre-approval request.** If you have more than one activity that you need to request permission for, you will need to submit a separate pre-approval request for each activity.

1. From your **Dashboard** tab, click on your **Disclosure Profile**.
2. From the **Disclosure Profile** workspace, click **Request Pre-Approval**.

Dashboard | COI

bert Ambrose

Viewed

Pinned

0573: ...bert

My Inbox | My Reviews

My Inbox

Filter by ? ID [dropdown] Enter text

ID	Name
DP00000573	Disclosure Profile for [redacted]

1 items

Dashboard | COI

Disclosures | Requests | Certifications | Plans | Triggering Events | Reports

COI > Disclosures > Disclosure Profile for bert Ambrose

Action Required

Disclosure profile last completed: 10/27/2021

Your training has expired

Request Pre-Approval

Complete Disclosure Profile Update

Assign Proxy

Disclosure Profile [redacted] workspace

Instruction Center

Action Required

Review disclosure information in the disclosure profile. When all disclosure information is reviewed, click on the Complete Disclosure Profile Update button.

Edit Disclosure Profile

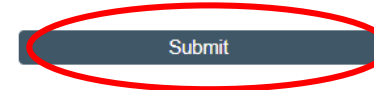
Disclosures | History

You have not disclosed any interests. Reference the Instruction Center to take

1. Enter a name for this pre-approval request. This is a free-form field, so you can create any appropriate title (Examples: Consulting for Apple, Unpaid Foreign Collaboration with Imperial College of London, Expert Witness for Google, etc.)
2. Select the type of pre-approval request that you want to submit. The type of request that you select here drives the questions that you will have to complete for the remainder of the pre-approval request form.
3. Click **Continue**.
4. **Answer the remaining questions** and then click **Continue**.
5. On the next page, click the **Submit** button.

Submit Pre-Approval Request

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



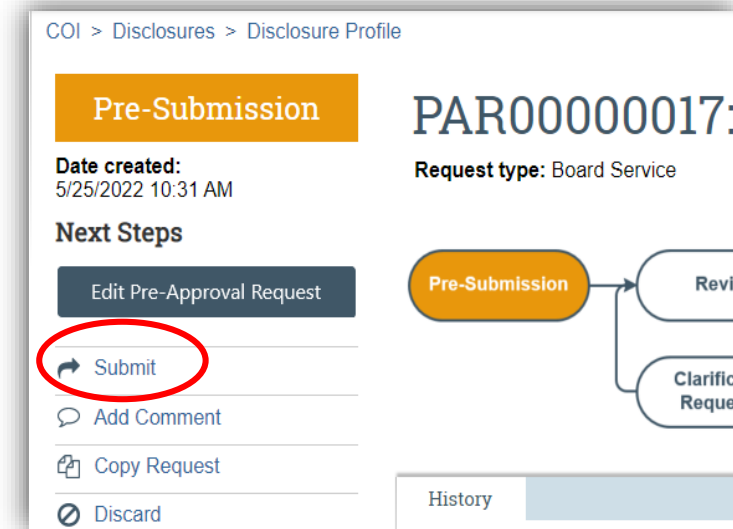
6. On the pop-up window, carefully read all certifications and then click **OK**.



Important! If you skipped step 5 from the previous slide, and clicked on the **Finish** button, then your disclosure remains in the **Pre-Submission** state. You can continue to edit the pre-approval request (using the **Edit Pre-Approval Request** button) until you **Submit** the disclosure for review. When your disclosure is complete and ready for COI review, you must **Submit** it using the steps that follow. **If you did not skip step 5 from the previous slide, proceed to the next slide.**

To finish submitting your pre-approval request:

1. From the Top Navigator, click **COI** and then click **Requests**. The Requests page appears.
2. Click the **All Requests** tab.
3. Select the **Pre-Approval Request** that you wish to submit.
4. From the requests workspace, click **Submit**.
5. Click **OK** to agree to the terms.



To “copy” a pre-approval request :

1. From the Top Navigator, click COI and then click Requests. The Requests page appears.
2. From the Requests page, click on the specific pre-approval request that you wish to copy.
3. Then click Copy Request.

Under Review

Date created: 7/13/2022 9:25 AM
Date submitted: 7/13/2022

Next Steps

- View Pre-Approval Request
- Add Comment
- Copy Request**

EXE00000063: Consulting for Apple

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

```

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

History | Review Information

Filter by: Activity [dropdown] [search bar]

Activity

- Pre-Approval Request Submitted

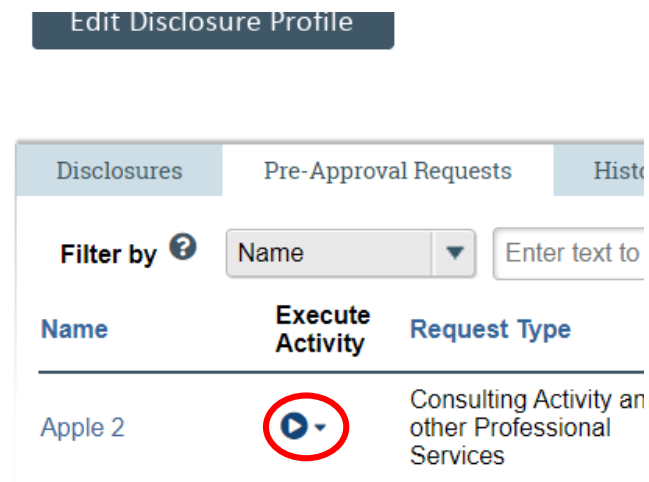
4. Type a name for the new Pre-Approval Request in the New Request name box. Click OK.
5. Refresh the page to see the new Pre-Approval Request listed.

Request Copied
New Copy: PAR00000047 Apple 2

Note: The copied disclosure form will be in the **Pre-submission** Status until you finish editing it and click the **Submit** button. (See previous slide for instructions)

To add a comment to a pre-approval request from your “Disclosure” profile:

1. From the Top Navigator, click **COI** and then click **Disclosures**. The **Disclosure** workspace appears.
2. Click on your **Disclosure** profile.
3. Click the **Pre-Approval Requests** tab, select the drop-down menu in the **Execute Activity** column of the Pre-Approval Request you wish to add a comment to.



4. Click **Add Comment** to add a comment that is visible to anyone with access to this Pre-Approval Request. Type your comments. If required, add supporting documents.
5. Select the recipients from the list provided that should receive your e-mail notification.
Note: No one will receive duplicate e-mail notifications about your comment.
6. Click **OK**. You are taken back to the Disclosure Profile workspace.