



Pre-Approval Request

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

The pre-approval request is pro-active in nature, wherein you create requests in the COI system before you participate in those activities. The pre-approval request is then sent for review by the appropriate reviewers, which may include a supervisor. Based on the details of the pre-approval request submitted, the reviewer makes an appropriate determination.

Pre-Approval Request Process

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

Submit a Pre-Approval Request

A Pre-Approval Request allows you to submit a request to participate in certain activities, which is then reviewed by the COI office 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, submit a pre-approval request for each activity.

► To create a pre-approval request

1. From the disclosure profile workspace, click **Request Pre-Approval**.

The screenshot shows the UTRMS-COI navigation menu with 'Request Pre-Approval' highlighted. Below the menu, the breadcrumb trail reads 'COI > Disclosures > Disclosure Profile for [redacted]'. A yellow box on the left indicates 'No Action Required' with a red arrow pointing to the 'Request Pre-Approval' button. The main content area shows a table with the following data:

Instruction Center	
Action Required	Reason
No actions need to be taken at this time	Your Disclosure Profile is up-to-date and requires no action

Buttons for 'Request Pre-Approval' and 'Edit Disclosure Profile' are visible at the bottom of the interface.

2. Enter a name for this pre-approval request.
3. 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 have to complete for this pre-approval request. Click **Continue** to move to the next page.
Note: You can only select one type of request at a time. If you need to submit requests for more than one type, complete the details of the first type and then create additional requests.
4. Complete the page and click **Continue**.
5. **On the final page, click Finish.**
You are taken to the requests workspace.
Note: You can continue to edit the pre-approval request (Edit Pre-Approval Request button) until you submit it. See Important Note On Next Page.

★ **Important!** Clicking **Finish** does not send the pre-approval request for review. It remains in the Pre-Submission state. You can continue to edit the pre-approval request until you submit it for review. When the study is ready for COI review, you must submit it using the steps that follow.

► **To submit a pre-approval request from the requests workspace**

1. From the Top Menu ribbon, 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.

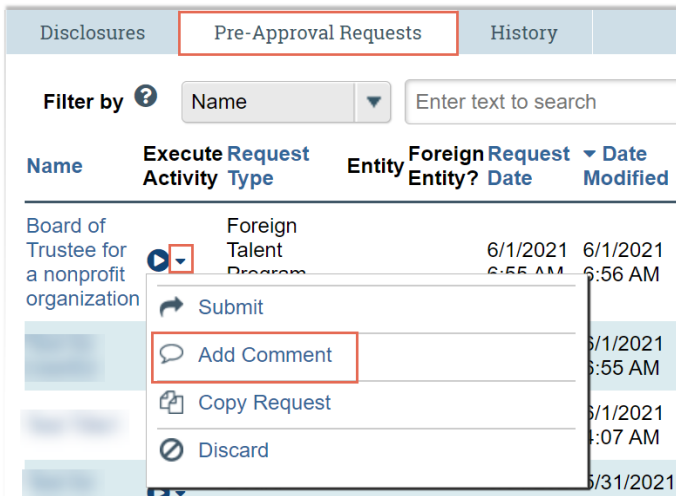
Note: A history of all your requests are available for reference in the Disclosure Profile workspace, under the Pre-Approval Requests tab.

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.

► **To submit a pre-approval request from your disclosure profile**

1. From the top menu ribbon, click **COI** and then click **Disclosures**.
Your Disclosure workspace appears.
2. On the Pre-Approval Requests tab, select the drop-down menu in the **Execute Activity** column of the pre-approval request you wish to submit.



3. Click **Submit** to submit this pre-approval request for review.
4. Click **OK** to agree to the terms.
The requests workspace appears. The pre-approval request is submitted and moves to the Review state.

Read further to learn how to copy a pre-approval request or make a comment on your request.

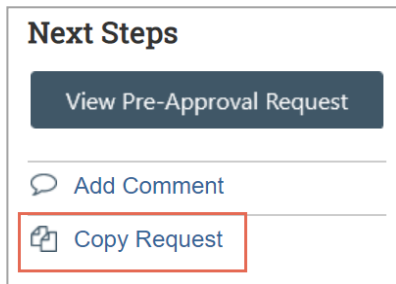
Copy a Pre-Approval Request

The COI module allows you to copy a pre-approval request that you previously submitted. Copying a pre-approval request is helpful if the pre-approval requests are similar but the start and end dates of the activity are different.

When you copy a pre-approval request, all details, including the type of request and activity information are copied along with it. Once the pre-approval request is copied, the new pre-approval request can be edited before you submit it for review.

► To copy a pre-approval request from the pre-approval request workspace

1. From the top menu ribbon, click **COI** and then click **Requests**.
The Requests page appears.
2. From the Requests page, select the pre-approval request you wish to copy.
3. From the pre-approval request workspace, click **Copy Request**.

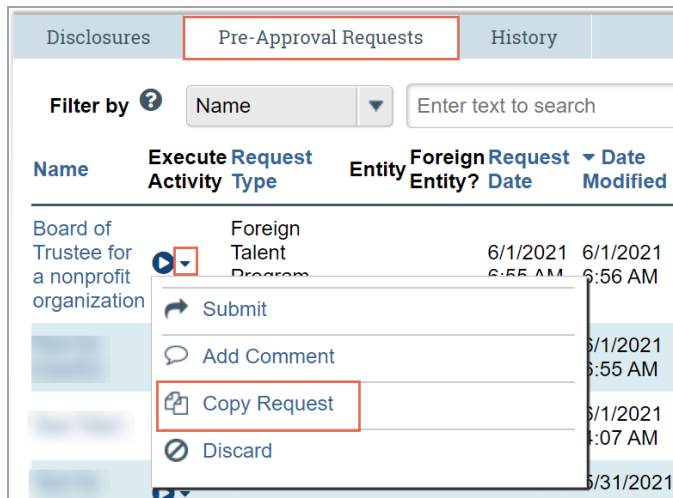


4. Type a name for the new pre-approval request in the New request name box.
5. Click **OK**.
You are taken back to the pre-approval request workspace.
6. On the History tab, click the new pre-approval request ID link. The new pre-approval request workspace appears.

► To copy a pre-approval request from your disclosure profile

1. From the top menu ribbon, click **COI** and then click **Disclosures**.
The Disclosure workspace appears.

2. On the Pre-Approval Requests tab, select the drop-down menu in the **Execute Activity** column of the pre-approval request you wish to copy.



3. Type a name for the new pre-approval request in the New request name box.
4. Click **OK**.
You are taken back to your disclosure profile workspace.
5. The new pre-approval request workspace appears on your pre-approval requests tab. Click the new pre-approval request to open it.

Note: You can continue to edit the pre-approval request until you submit it for review.

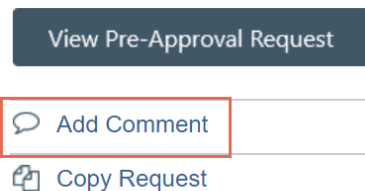
Add Comment to a Pre-Approval Request

You may want to add comments for reviewers to see when they review the pre-approval request. When you add a comment, it appears in the pre-approval request's history. Comments are viewable by any COI reviewer.

► To add comment to a pre-approval request

1. From the top menu ribbon, click **COI** and then click **Requests**.
The Requests page appears.
2. From the Requests page, select the pre-approval request to which you wish to add the comment.
3. From the pre-approval request workspace, click **Add Comment** to add a comment that is visible to any COI Reviewer.

Next Steps

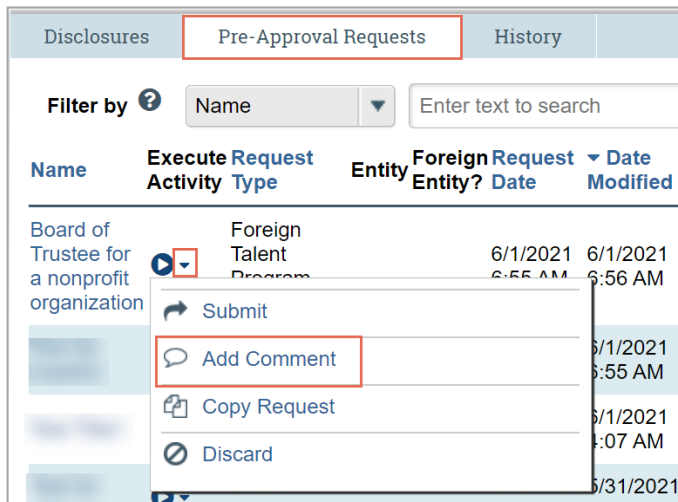


4. Type your comments.
5. If required, add supporting documents.

6. Select any roles related to this pre-approval request that should receive an e-mail notification.
Note: No one will receive duplicate e-mail notifications about your comment.
7. Click **OK**.

► **To add comment to a pre-approval from your disclosure profile**

1. From the top menu ribbon, click **COI** and then click **Disclosures**.
The Disclosure workspace appears.
2. On 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.



3. Click **Add Comment** to add a comment that is visible to any COI reviewer.
4. Type your comments.
5. If required, add supporting documents.
6. Select any roles related to this pre-approval request that should receive an e-mail notification.
Note: No one will receive duplicate e-mail notifications about your comment.
7. Click **OK**.
You are taken back to the disclosure profile workspace.