Creating and Submitting Pre-Approval Requests

1. Log into your UTMRS-COI Disclosure Profile workspace here: [https://coi.research.utexas.edu/](https://coi.research.utexas.edu/)
2. From the disclosure profile workspace, click **Request Pre-Approval**.

   ![Request Pre-Approval](image1)

3. Enter a name for the pre-approval request.
4. 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 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.
5. Complete the page and click **Continue**.
6. On the final page, click **Submit**.
   
   **Note:** Clicking “Finish” will not submit your request for review. You will be taken to the requests workspace and the request will remain in the Pre-Submission state. You can continue to edit the request until you submit it for review.

   ![Submit Pre-Approval Request](image2)

7. Click **OK** to agree to the terms and submit the request to the ORSC.

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