To submit a Nepotism Management Plan Form for approval:

1. Go to uab.edu/humanresources/home/relations/nepotism.

2. Click on the Nepotism Management Plan App button.

3. Log in with your Blazer ID and strong password.

4. When the form appears, complete all required fields (*).
   (*Tip: If the School/Entity is the School of Medicine, please type the name of the Dept/Division/Org instead of using the % wildcard search. Doing so will speed up the app’s processing time.)

5. Click the Attachments link under General Information or the button at the bottom of the form to upload supporting documentation such as org charts or department memos.
How to Review and Approve a Nepotism Management Plan Form

To review a Nepotism Management Plan Form requiring approval:

1. Locate the email in your inbox from UABForm@uab.edu titled “Request for Nepotism Management Submitted By... -Approval Requested” and click on the link “Click here to review the Form.”

2. Log in using your Blazer ID and strong password.

3. On the UAB Forms Dashboard, locate the Forms for Approval section and click the Expand icon to view the forms awaiting your approval.
   (*Tip: The number in the right corner of this section tells you how many approval forms are waiting.)

   ![Expand icon with number 3]

4. Once a list of the forms awaiting approval appears, click the Approve option. Note, you will be able to review the request prior to submitting your final approval. (*Tip, you can also view the workflow list in this section to determine if additional approvers will need to be added.)

   ![Approval screen with option 4]

5. On the Approval Screen click the View Form button to review the Management Plan Form request.

6. Select your Approval Type to Approve, Cancel, Reject or Return to Requestor.

7. Add Comments as needed.
8. Click the “I certify…” check box, certifying you have thoroughly reviewed the form.

9. Add Additional Approvers as needed (*Note, this would be approvers not already included in the workflow displayed at the bottom.)

10. Click the Submit button.