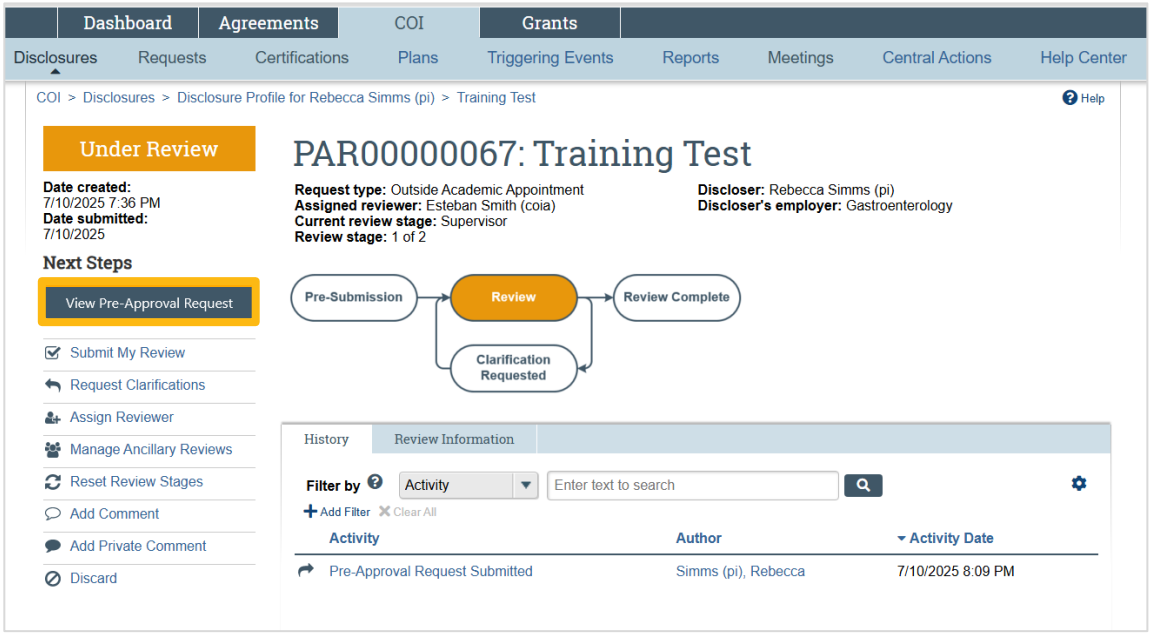
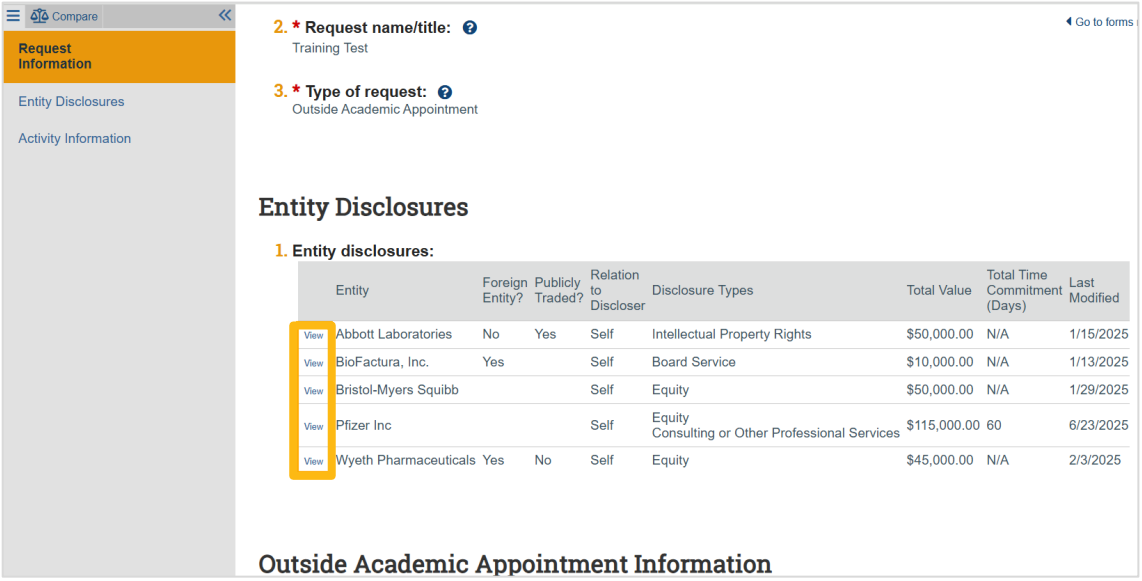
Review a Pre-Approval Request (PAR)

A pre-approval request allows PI's 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 before making a determination. The pre-approval request is proactive in nature, wherein PI's create requests before participating in those activities. The pre-approval request is then sent for review by the appropriate reviewers and based on the details of the pre-approval request submitted, the reviewer makes an appropriate determination.

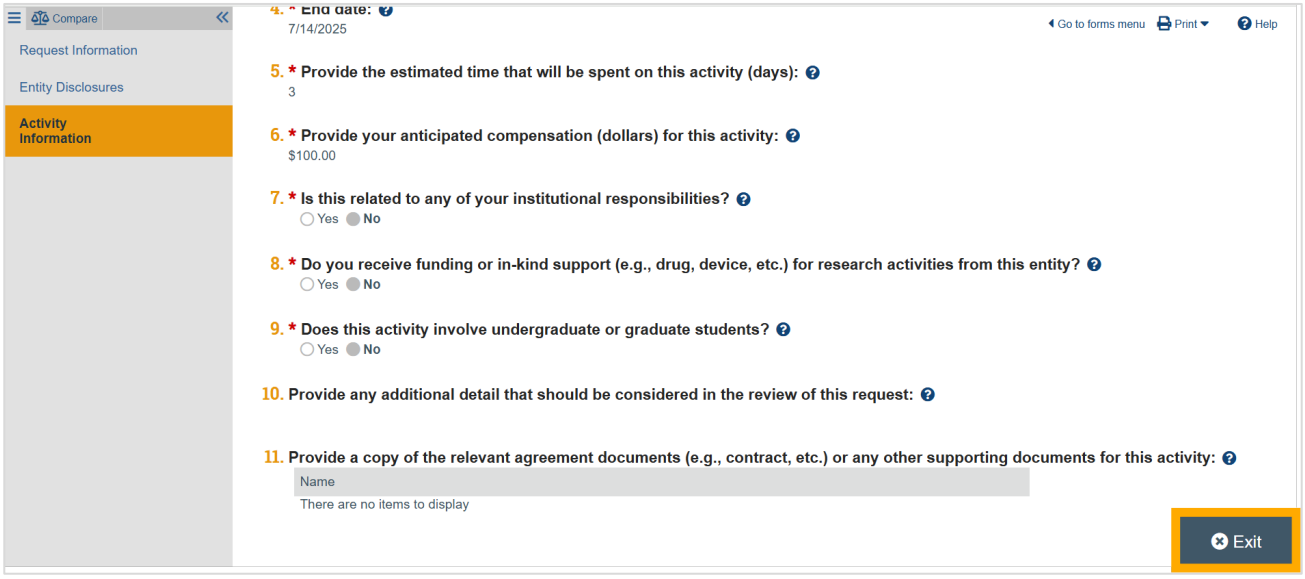
1. **As the reviewer, you will receive a notification with a link to the pre-approval request when it is assigned to you, click the link to access the pre-approval request workspace. On the pre-approval request workspace, click View Pre-Approval Request to view a read only version of the pre-approval request SmartForm.**



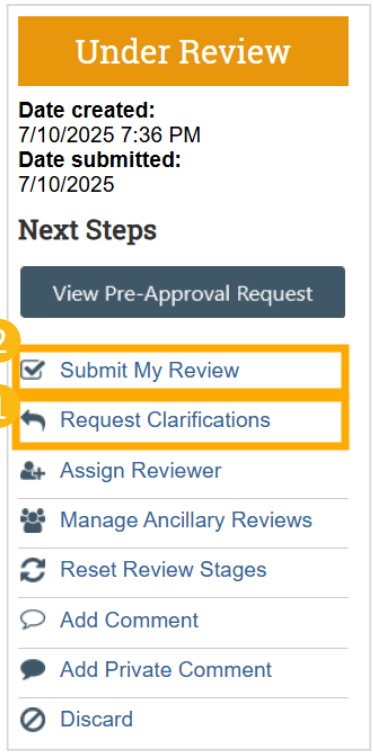
2. **Review the Pre-Approval Request SmartForm. Click View in the entity disclosures section to view more information about an entity disclosure. Review the pre-approval request and make sure that it meets UAB requirements, linked HERE.**

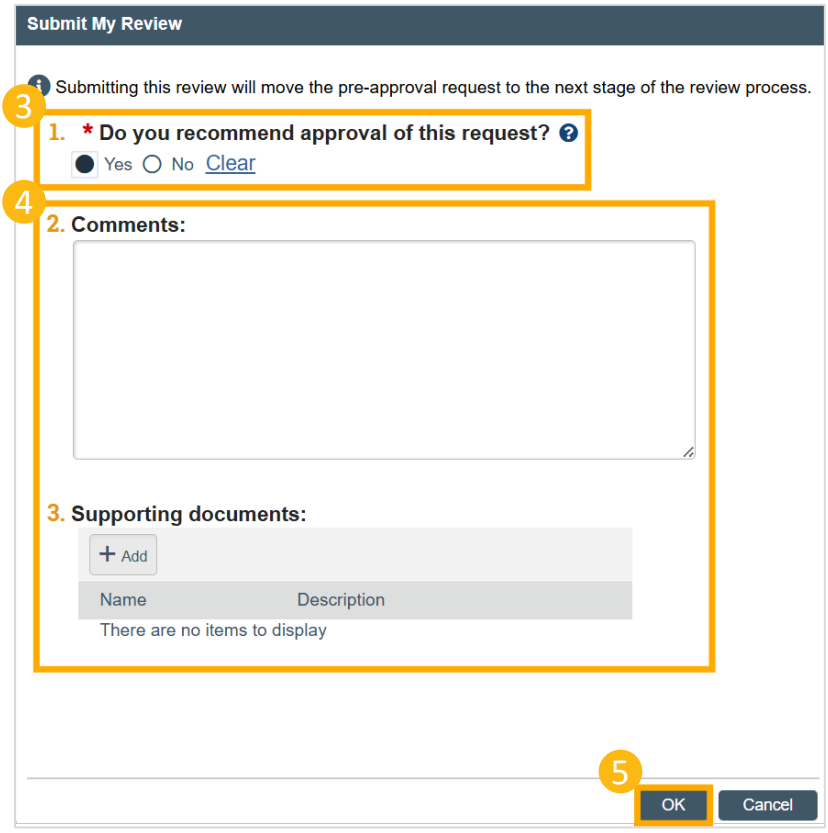


3. **After reviewing the pre-approval request, click Exit.**



4. **If you have any questions for the discloser, click Request Clarifications. If you have all the information you need, click Submit My Review, click yes for "Do you recommend approval of this request?", add any comments or supporting documents, and click OK.**





You have now reviewed the pre-approval request, and the request has moved to the Approved state and the discloser will receive a notification.