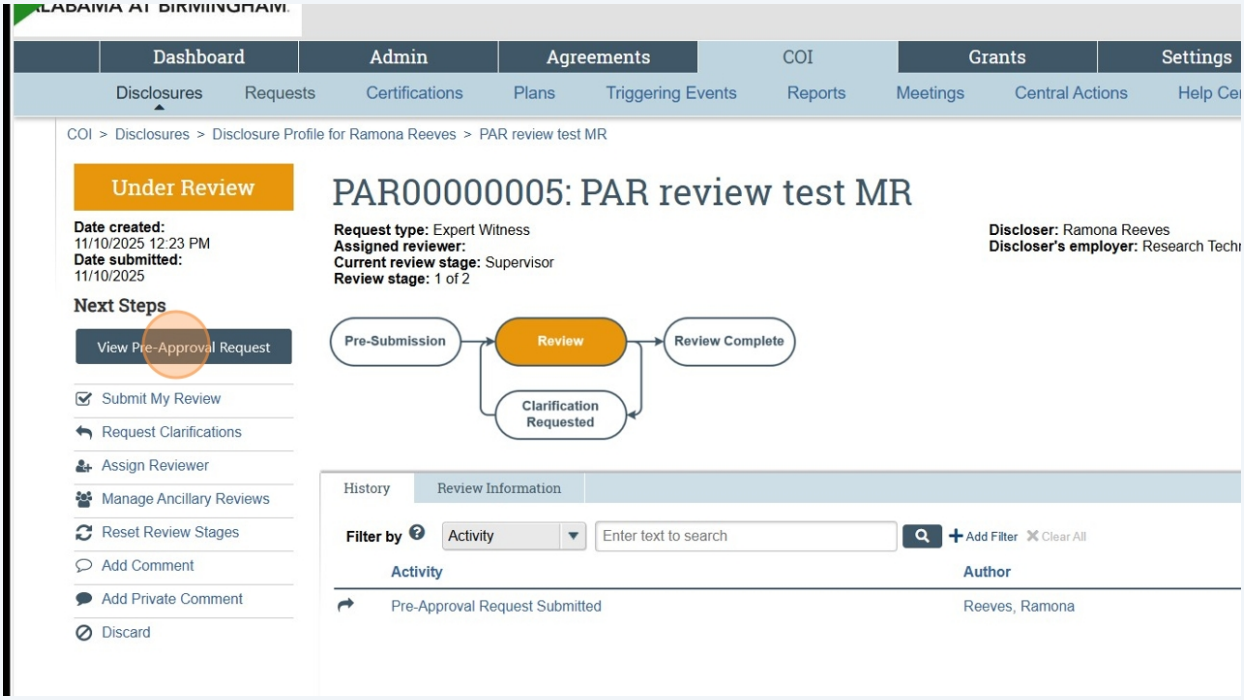
Review a Pre Approval Request (PAR)

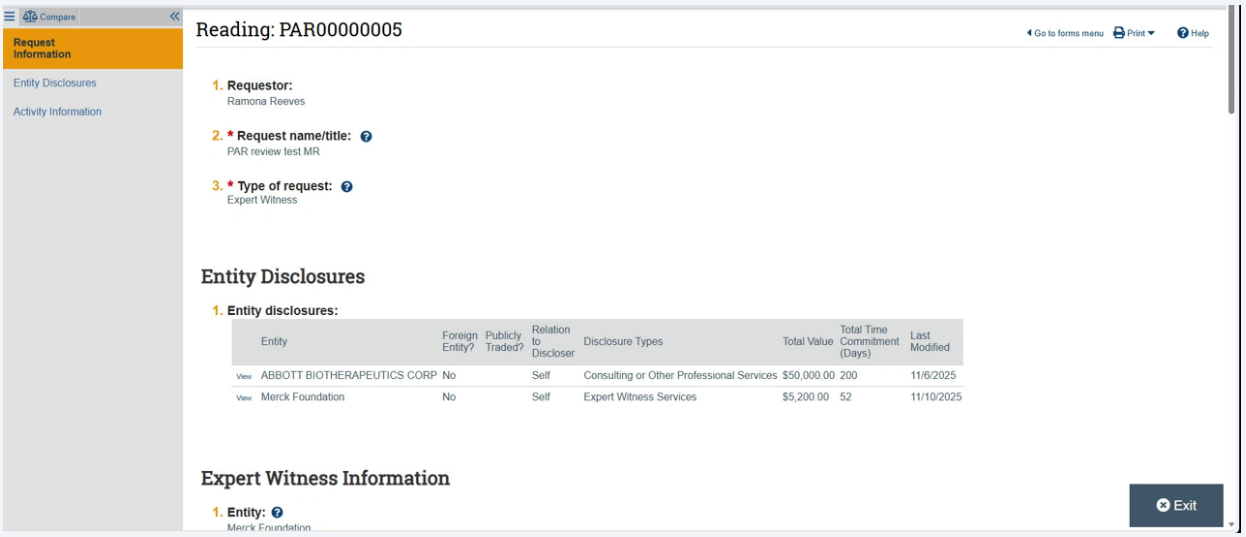
1 A pre-approval request allows PI's to submit a request to participate in certain outside activities (such as board service, outside academic appointment, expert witness etc.), which is then reviewed before making a determination. The pre-approval request is proactive in nature, wherein PI's create requests before participating in those activities. The pre-approval request is then sent for review and, based on the details of the pre-approval request submitted, the reviewer makes an appropriate determination.

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.



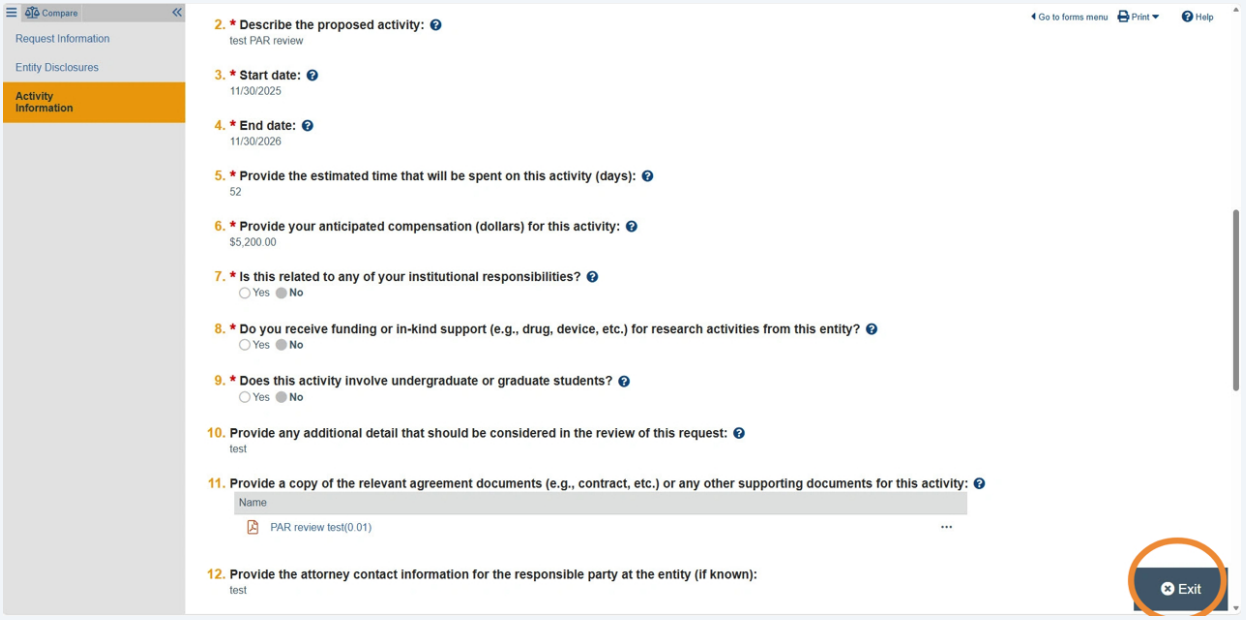
2

Review the Pre-Approval Request SmartForm. Click View in the entity disclosures section to view more information about an entity disclosure. Review the **entire** pre-approval request and make sure that it meets [UAB Requirements]

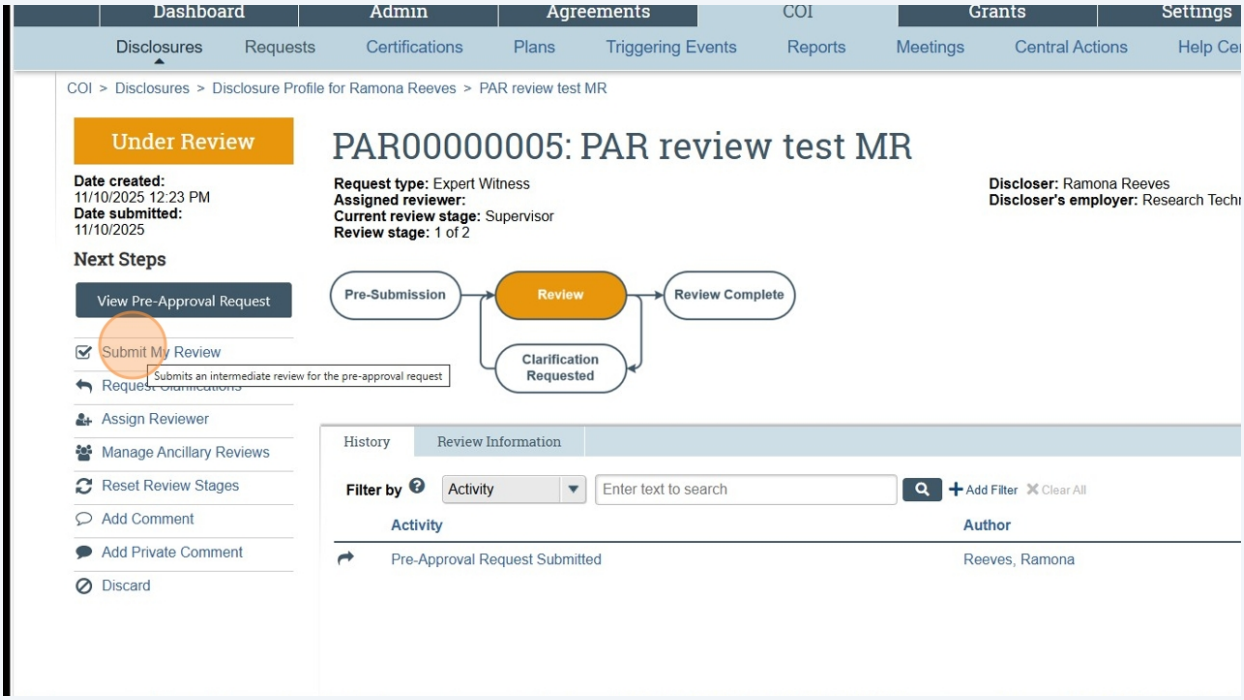


3

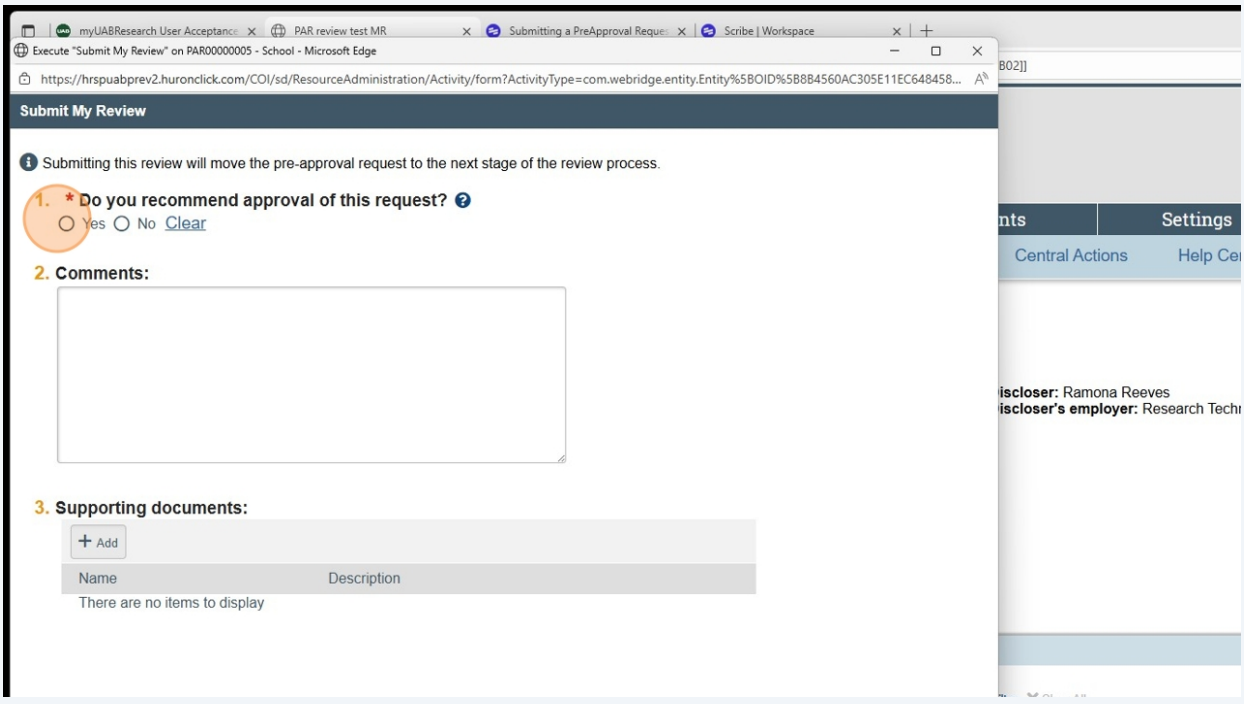
When review is complete, Click Exit



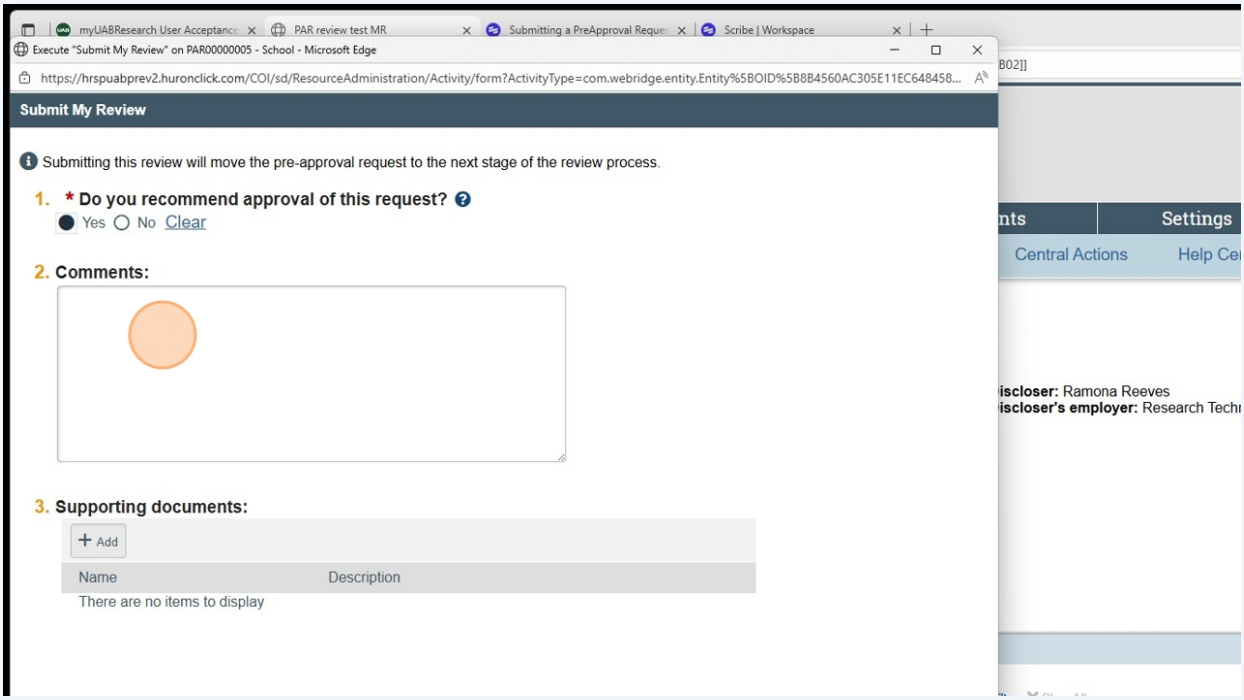
4 When back on the PAR page, if you have any **questions for the discloser**, click Request Clarifications. If you have all the information you need, click **Submit My Review**



5 If submitting your review, complete question 1



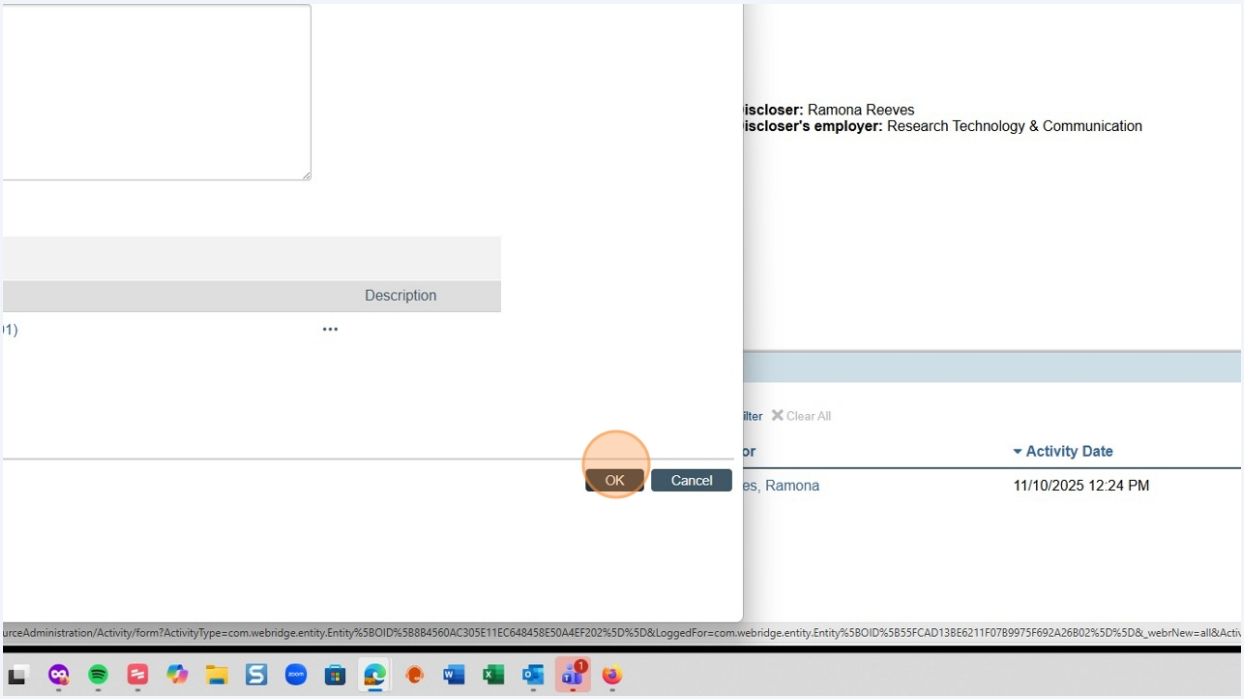
6 Make comments as needed



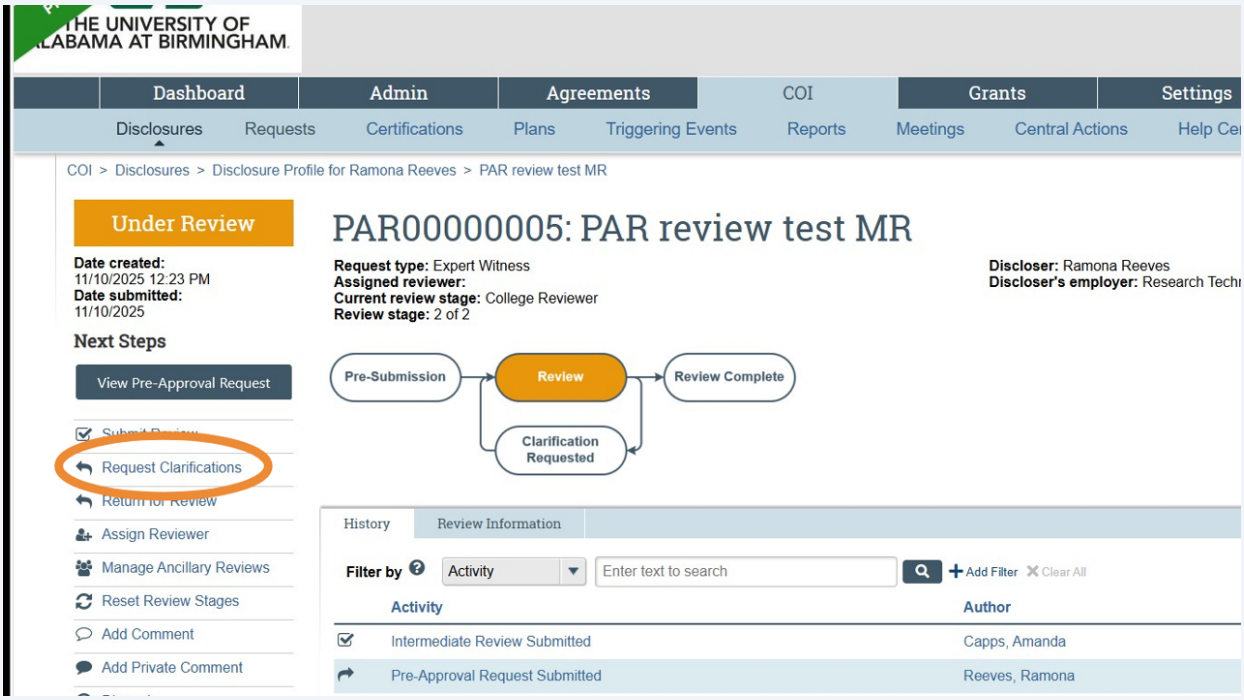
7 Add files if needed



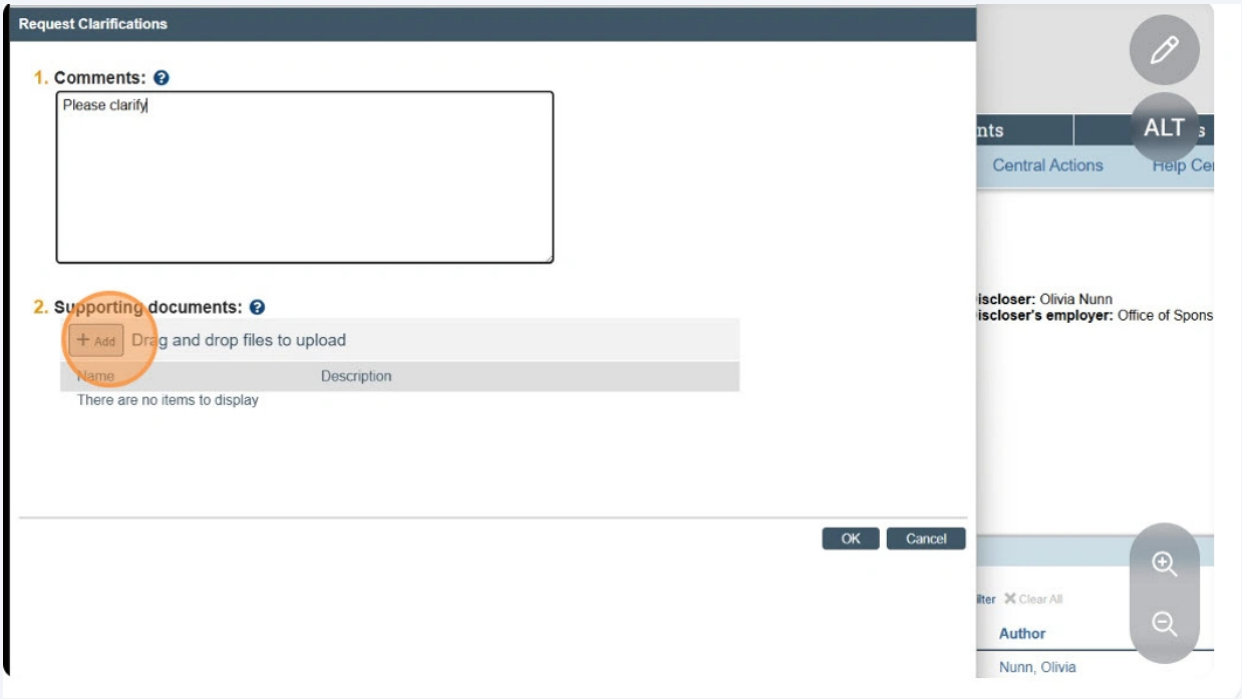
8 Click OK and your review is complete. **The remaining steps are optional**.



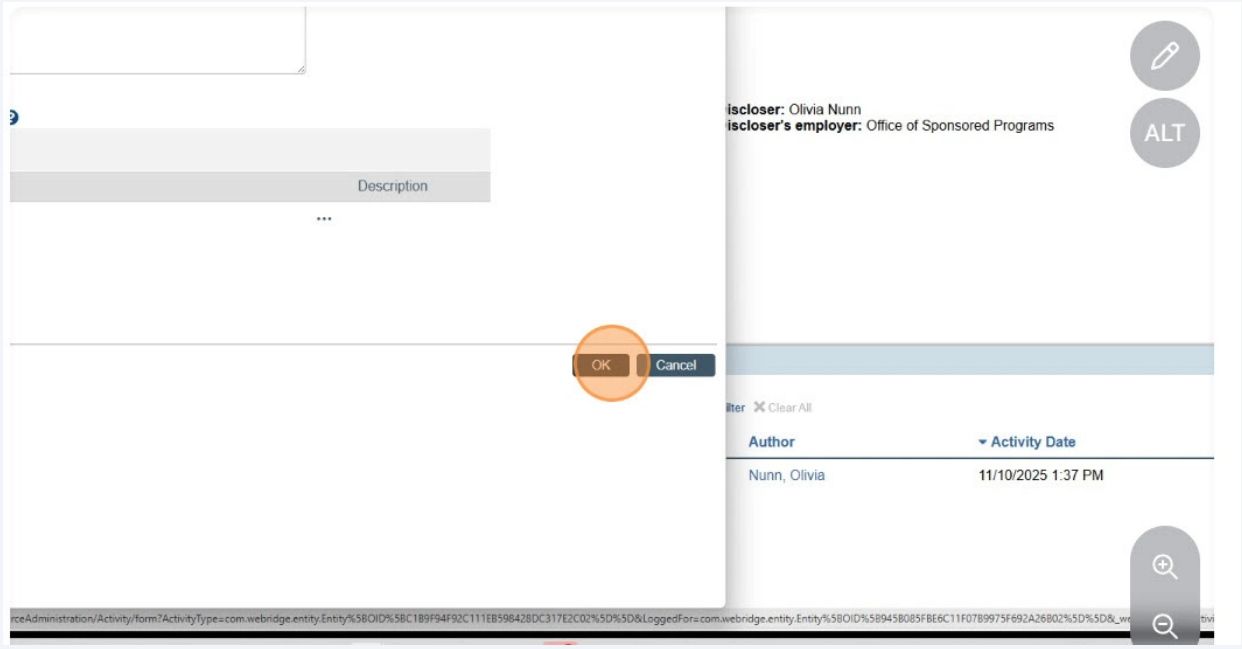
9 If further information is needed, click Request Clarifications.



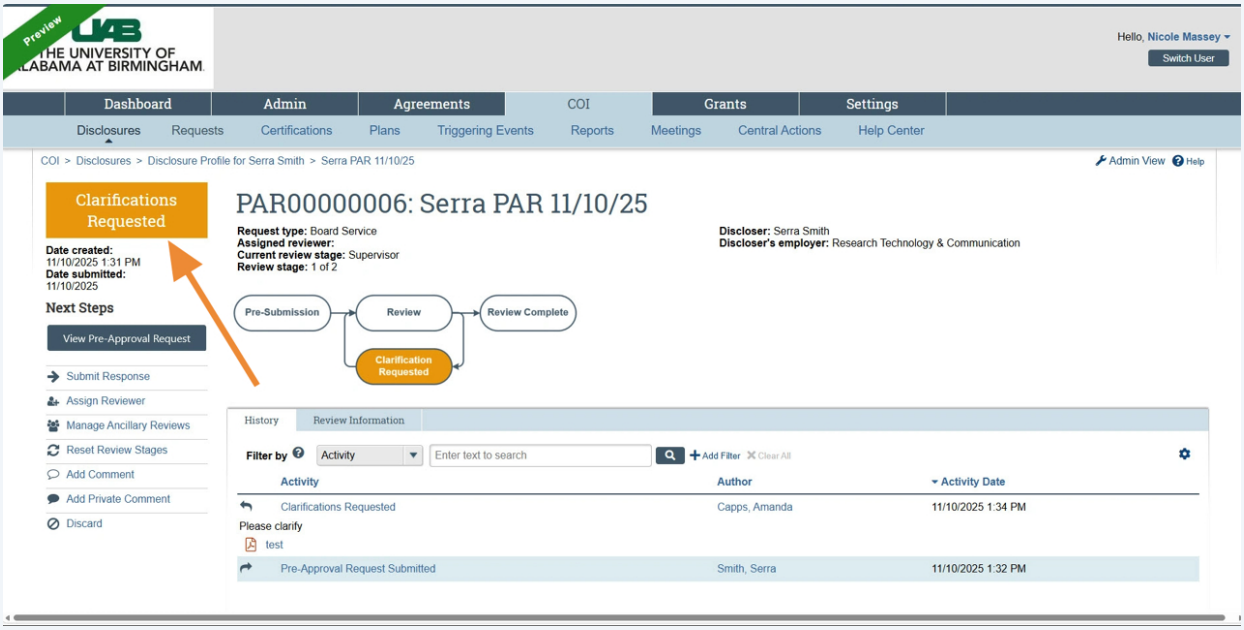
10 Complete Comments detailing the information required to complete your review and, if needed, upload supporting documents



11 Click OK



12 PAR requestor will receive notice of your request and the status is updated to Clarifications Requested



13 Pending, Approved and All Requests will update on your dashboard

