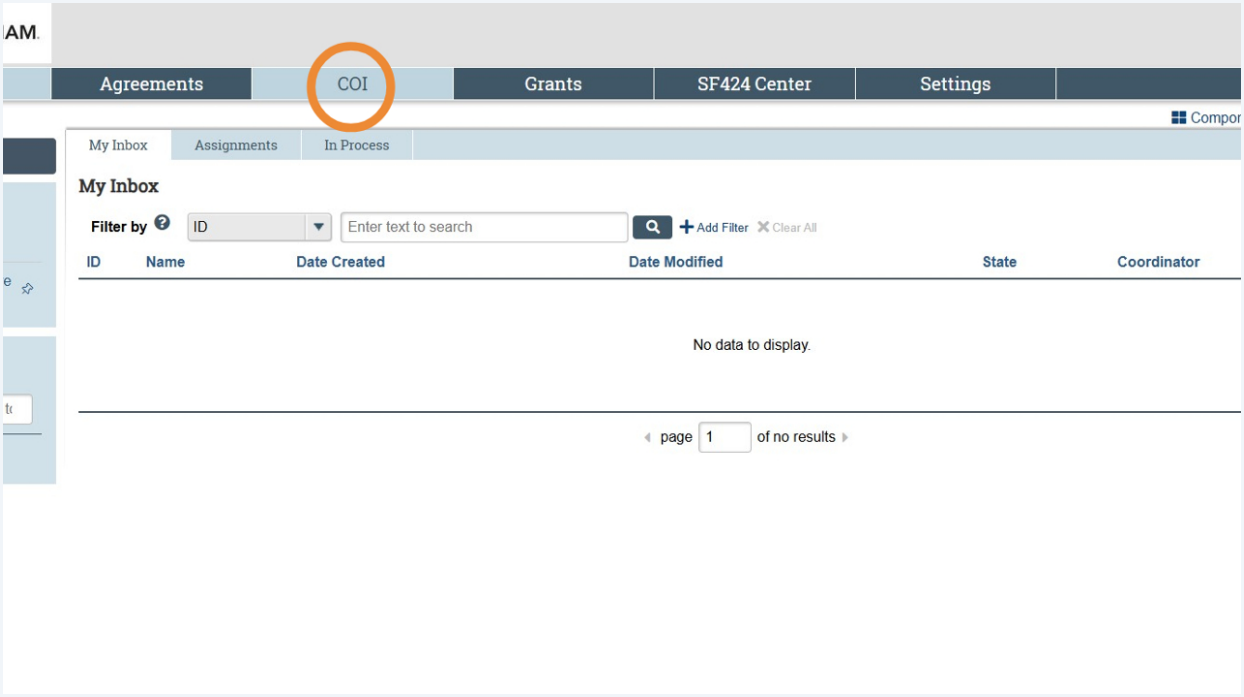
Submitting a PreApproval Request (PAR)

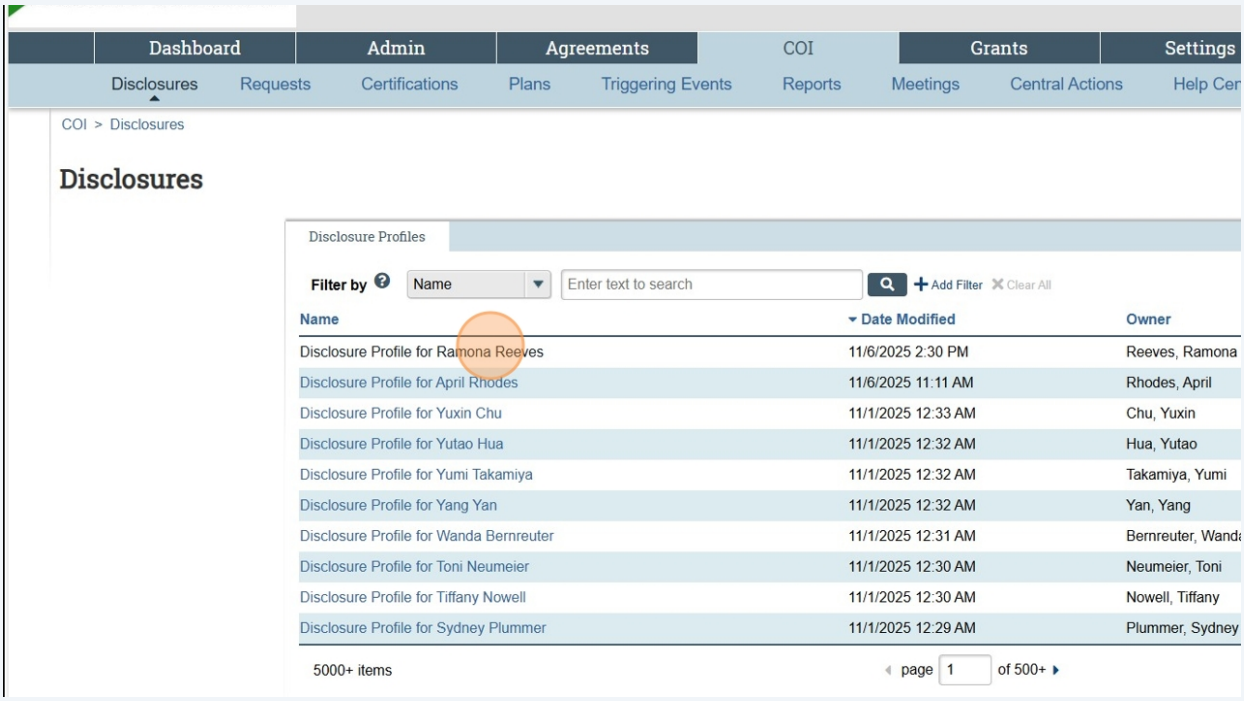
PARs within the system will replace the current External Activities Request with the Oracle EFS.

1 After logging in, click COI

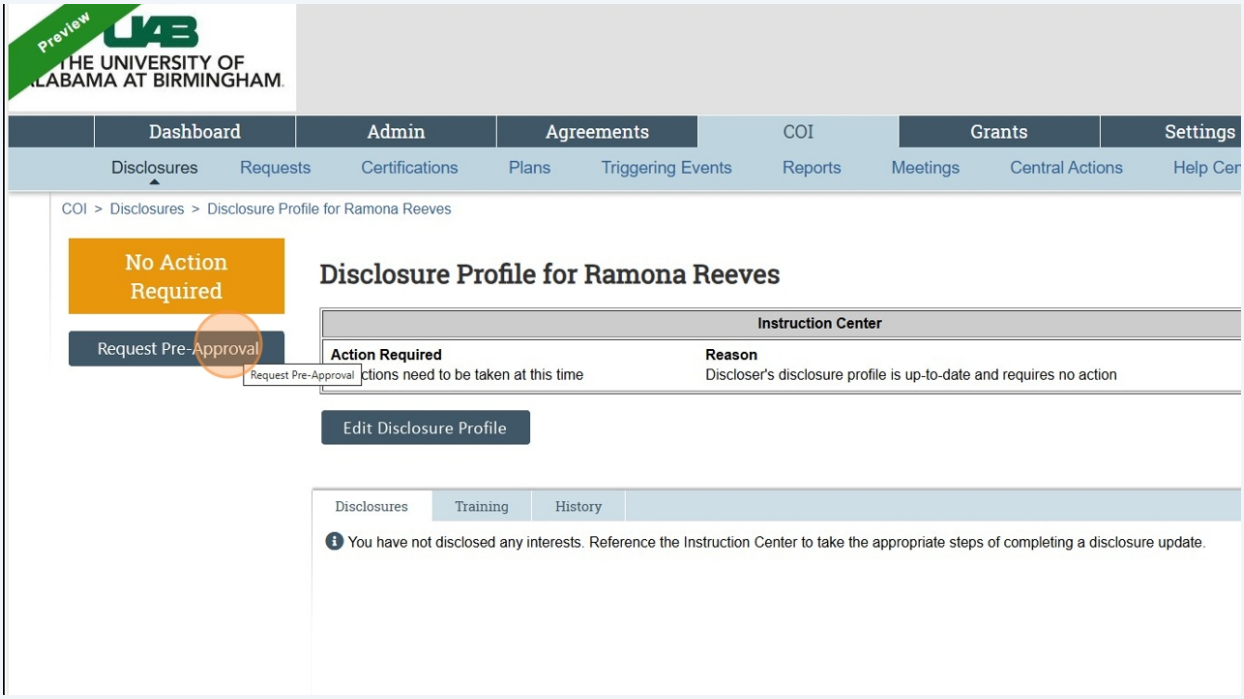


2 Locate and click your disclosure. You may search by name, userID, etc.

Note: % is a 'wild card' in the search text.



3 To get pre-approval for an outside activity, click Request Pre-Approval. The pre-approval request smartform appears.



4

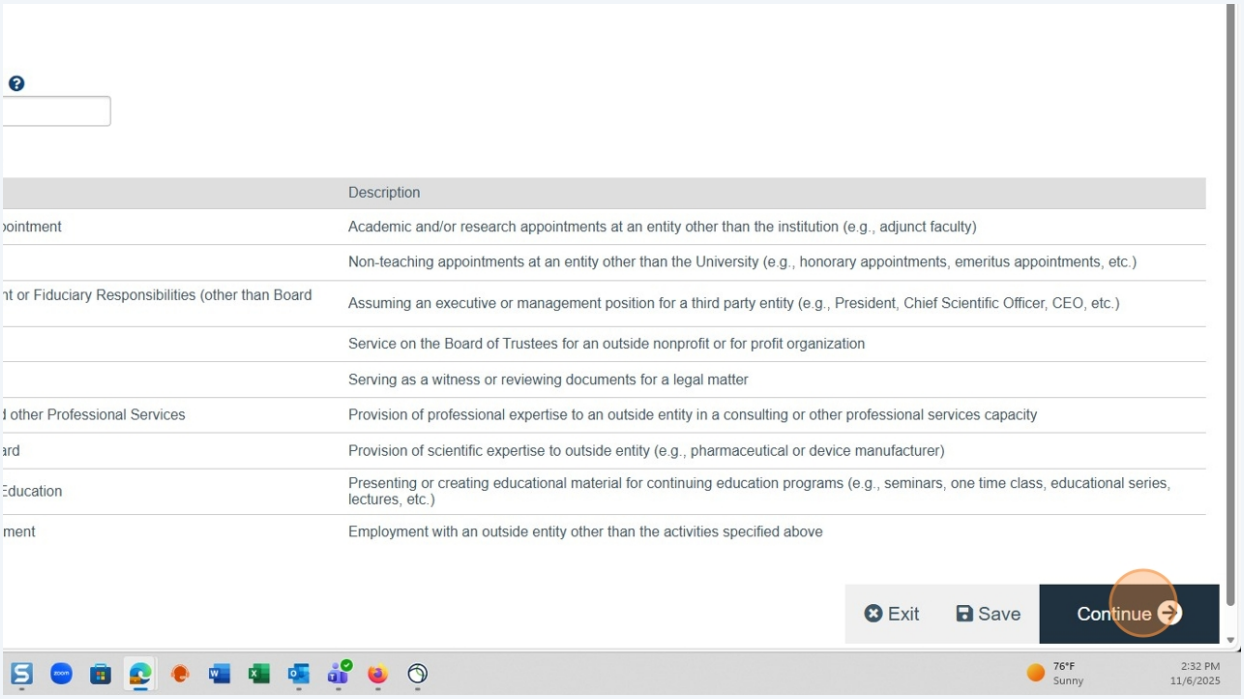
The requestor section is pre-filled by the system. Enter the request name/title and select the type of request. Then click Continue.

Note: you may only select one type of request per pre-approval request.



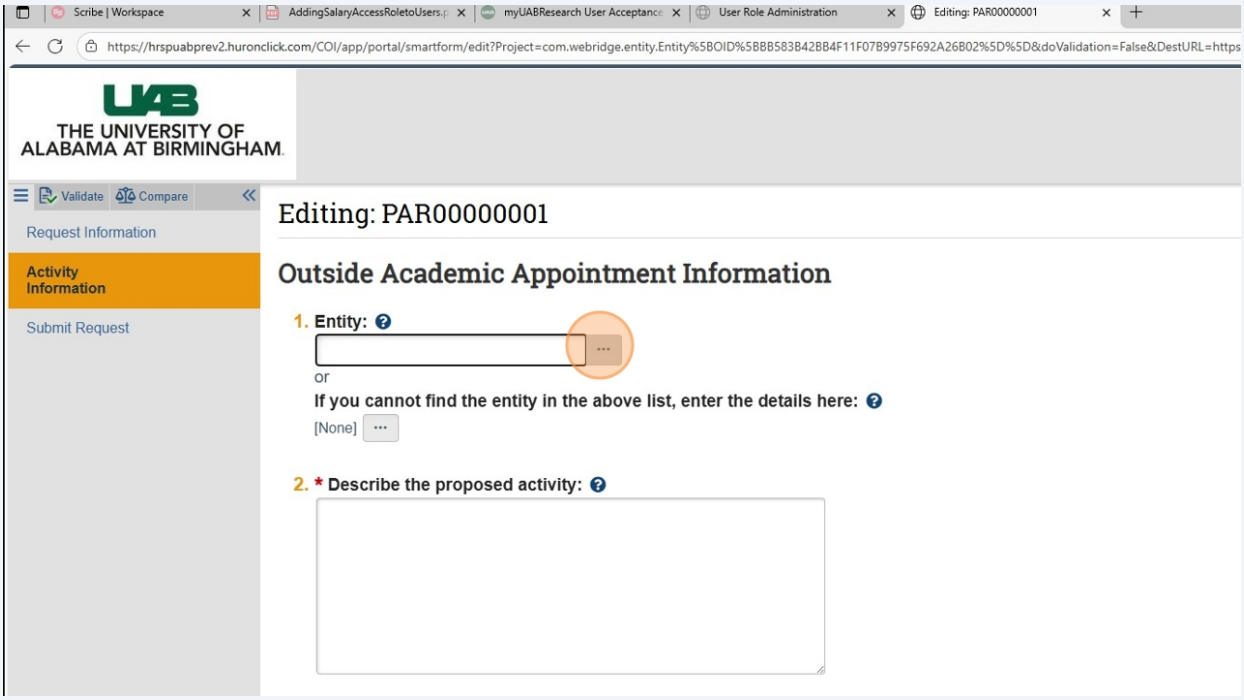
5

Click Continue



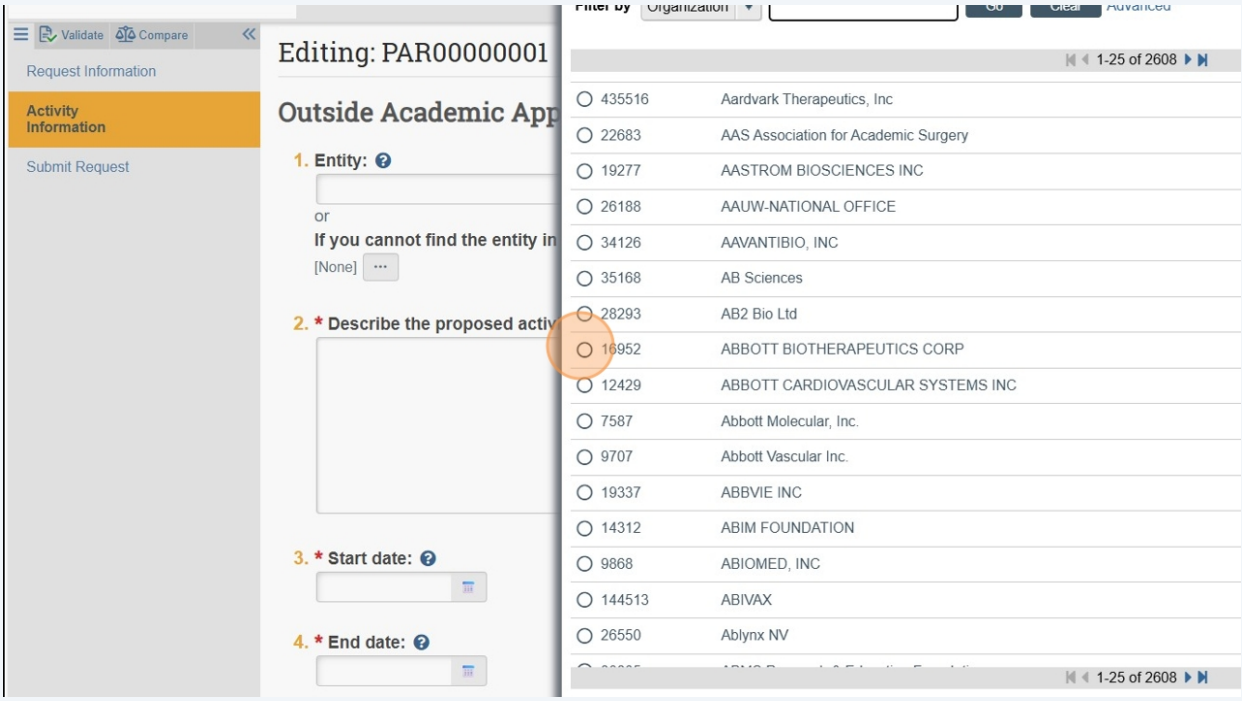
6 After clicking continue, instructions specific to the type of request you chose appear. The below information provides an example of the “Outside Academic Appointment” selection. You may see a different page depending on the request type you chose on the Request Information page.

On the form, select the entity by clicking on the three dots and choosing the entity from the list that appears. Describe the proposed activity, the start and end date, the amount of time you will spend on the activity, and your anticipated compensation. For questions 7,8, and 9, additional questions may appear depending on your responses. If needed, provide any additional details or supporting documents, and click Continue.

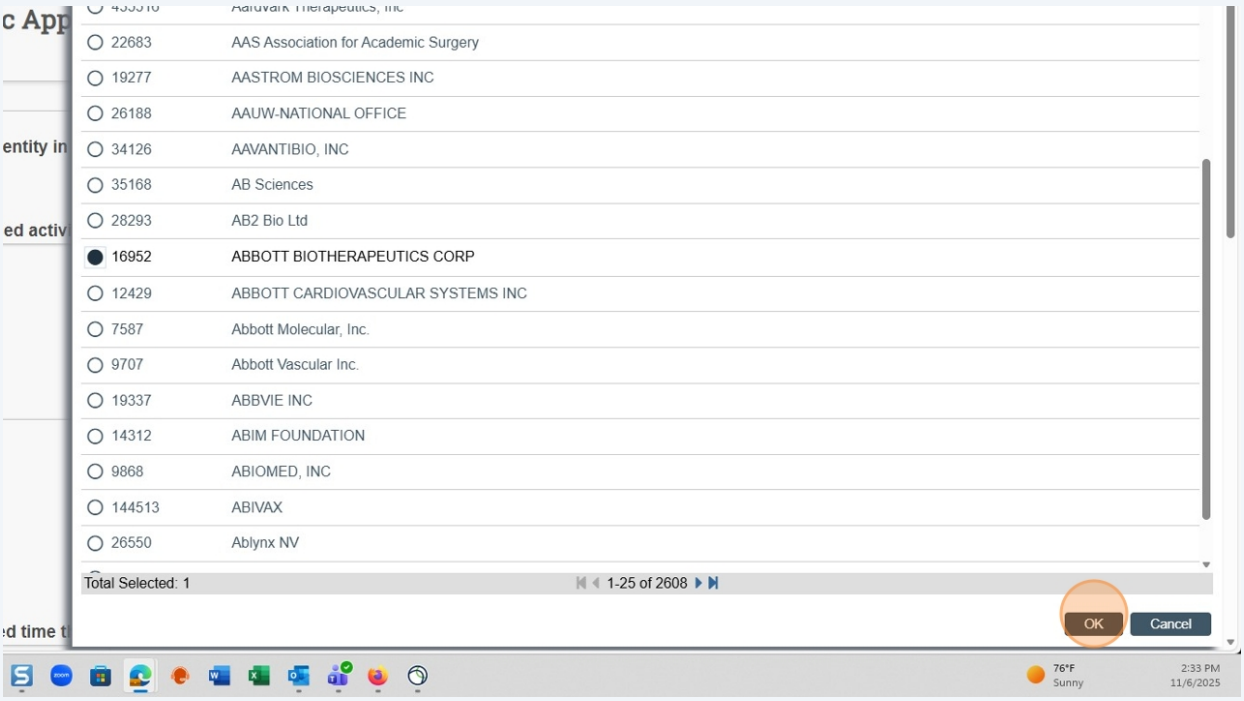


7 Search for and choose your Entity.

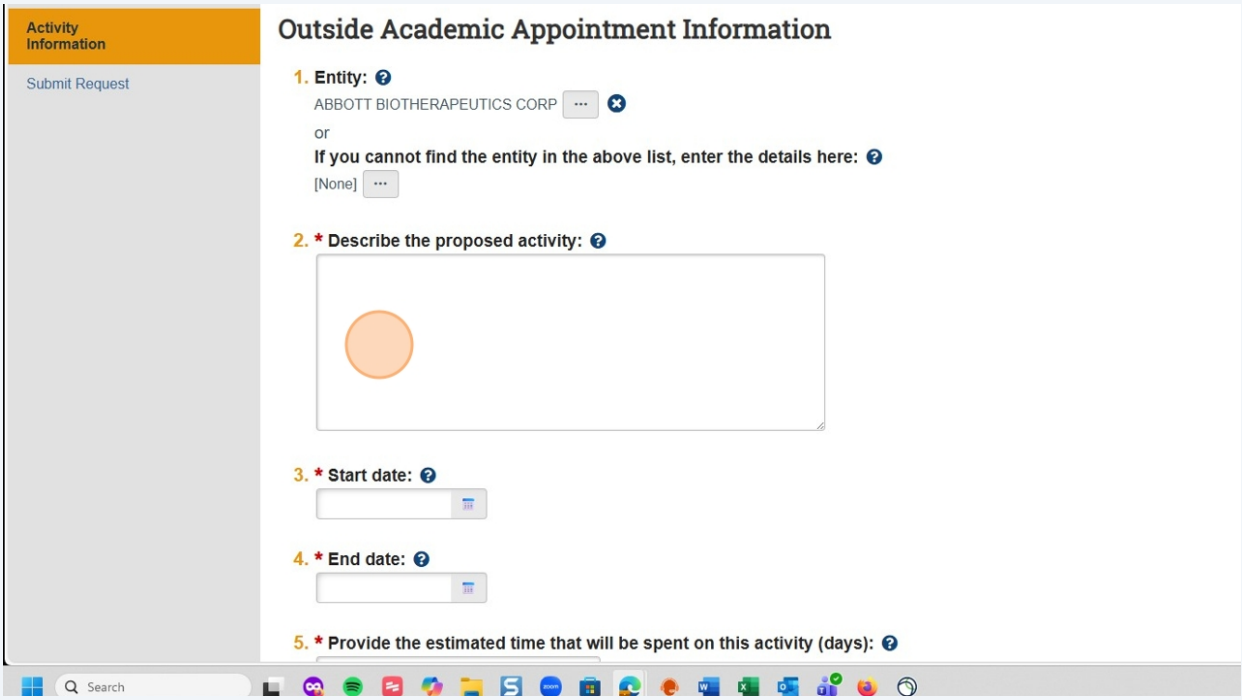
Note: % acts as a wild card in the search field



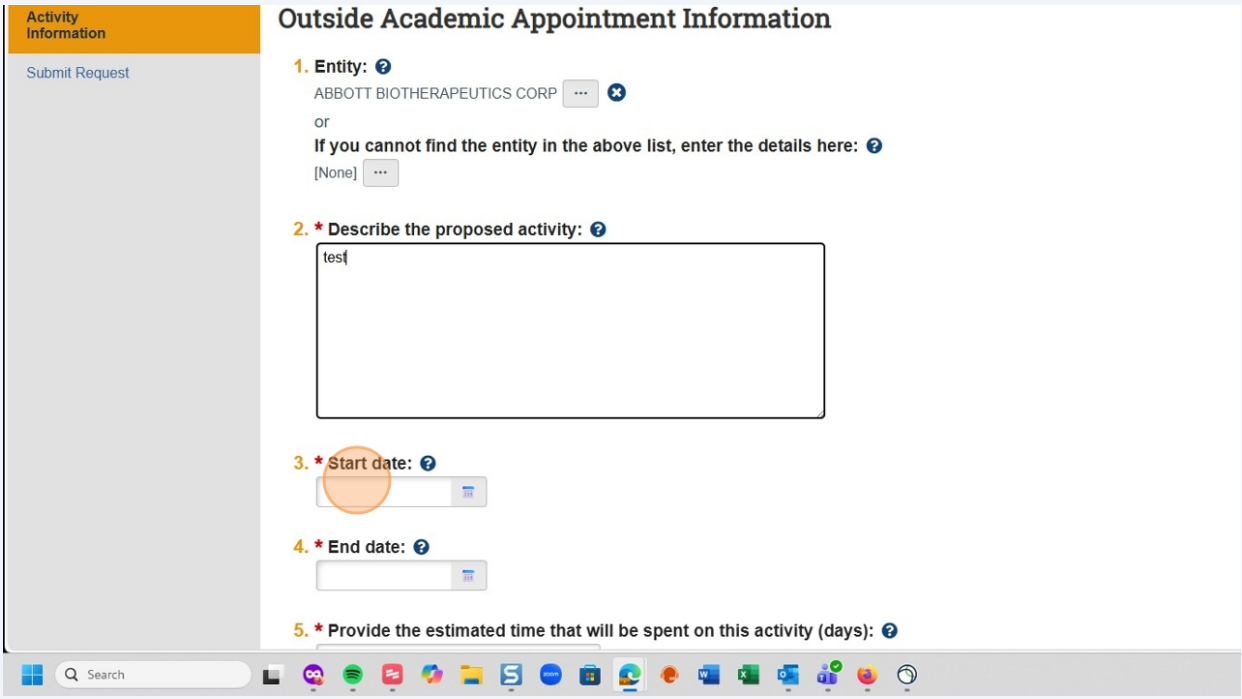
8 After choosing the Entity, click OK



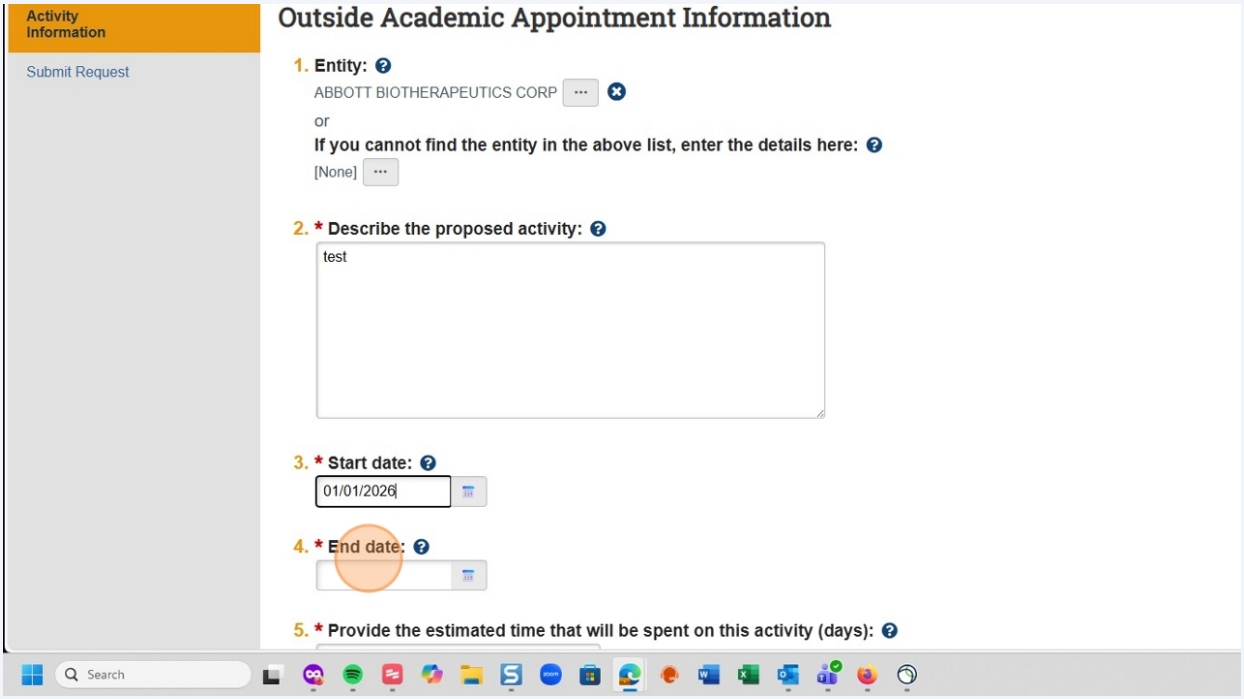
9 Complete the remaining required fields



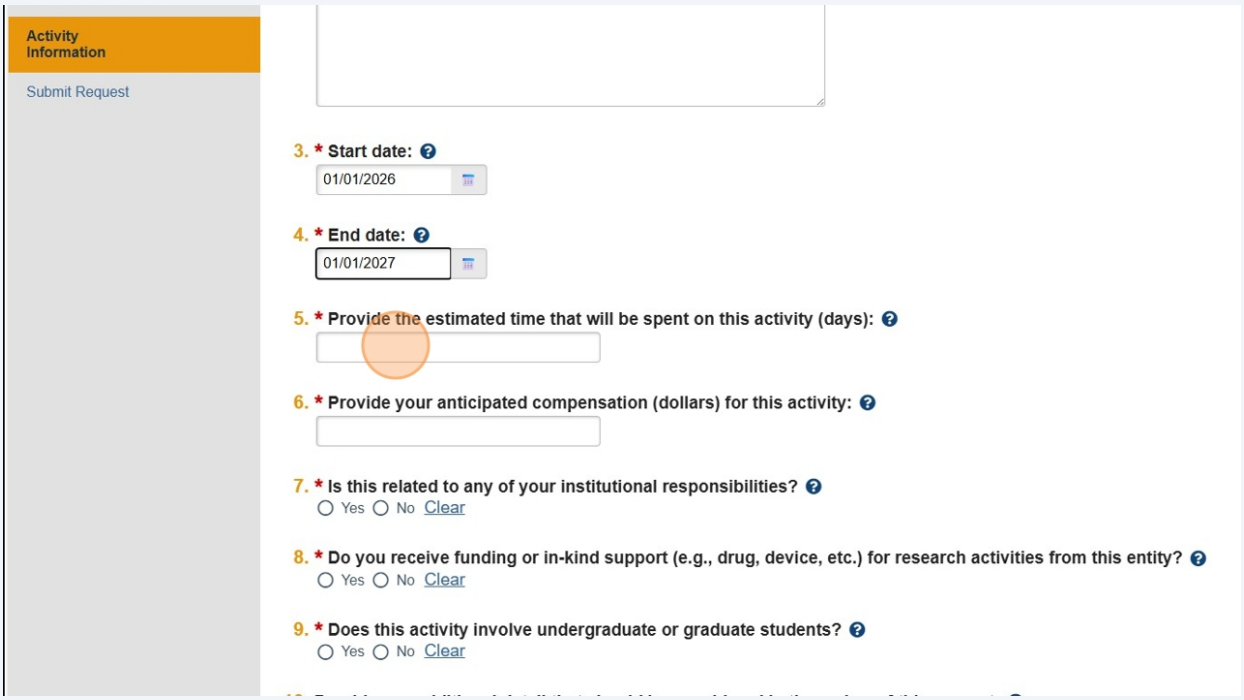
10



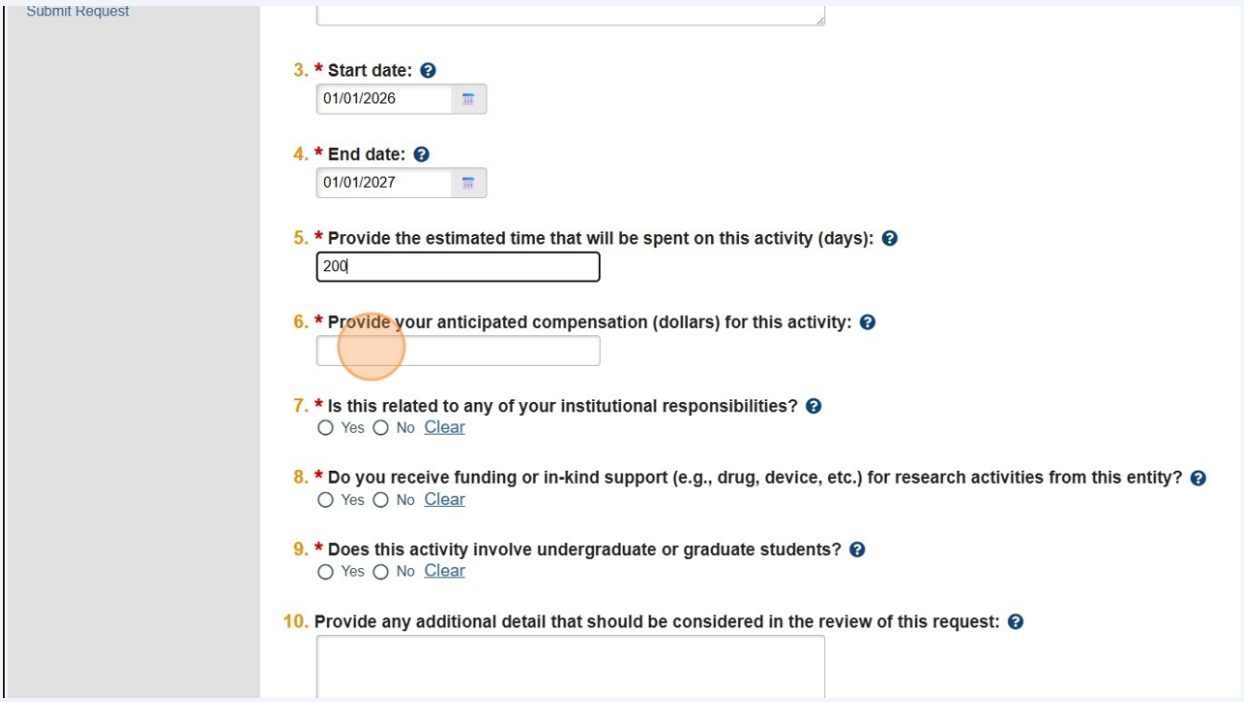
11


Activity Information
Submit Request
Outside Academic Appointment Information
1. Entity:
ABBOTT BIOTHERAPEUTICS CORP
or
If you cannot find the entity in the above list, enter the details here:
[None]
2. * Describe the proposed activity:
test
3. * Start date:
01/01/2026
4. * End date:
5. * Provide the estimated time that will be spent on this activity (days):
Search

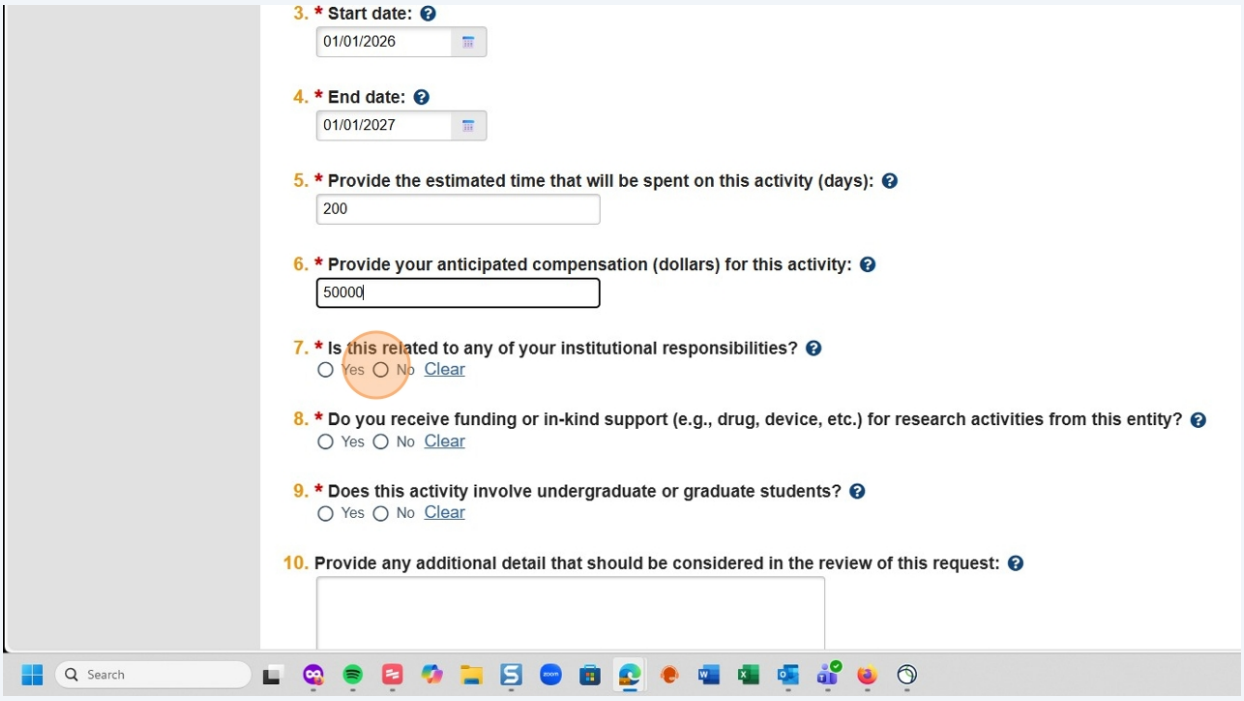
12


Activity Information
Submit Request
3. * Start date:
01/01/2026
4. * End date:
01/01/2027
5. * Provide the estimated time that will be spent on this activity (days):
6. * Provide your anticipated compensation (dollars) for this activity:
7. * Is this related to any of your institutional responsibilities?
Yes No Clear
8. * Do you receive funding or in-kind support (e.g., drug, device, etc.) for research activities from this entity?
Yes No Clear
9. * Does this activity involve undergraduate or graduate students?
Yes No Clear

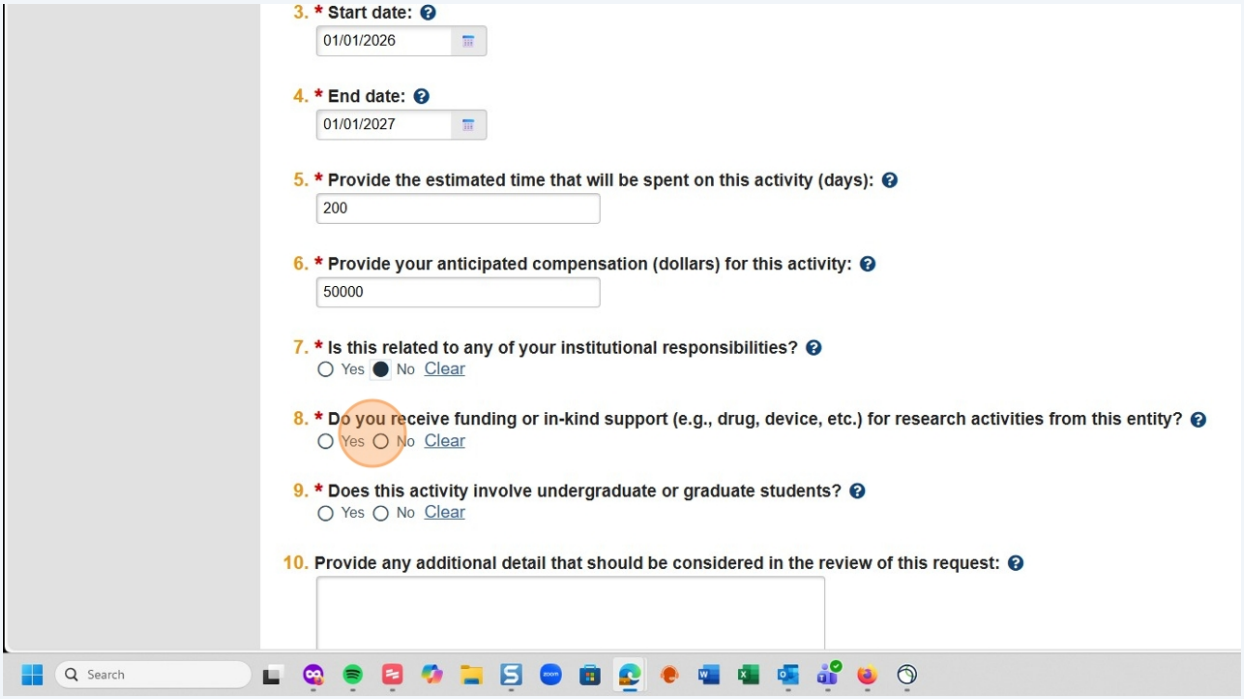
13


Submit Request
3. * Start date:
01/01/2026
4. * End date:
01/01/2027
5. * Provide the estimated time that will be spent on this activity (days):
200
6. * Provide your anticipated compensation (dollars) for this activity:
7. * Is this related to any of your institutional responsibilities?
Yes No Clear
8. * Do you receive funding or in-kind support (e.g., drug, device, etc.) for research activities from this entity?
Yes No Clear
9. * Does this activity involve undergraduate or graduate students?
Yes No Clear
10. Provide any additional detail that should be considered in the review of this request:

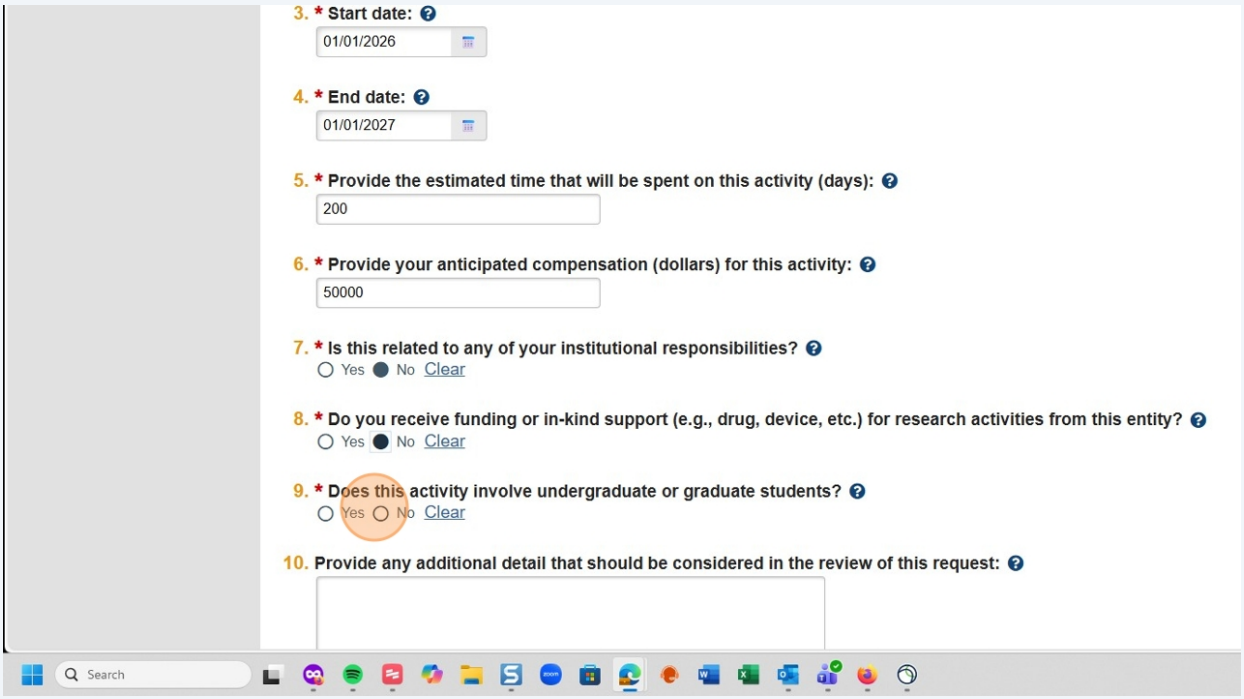
14


3. * Start date:
01/01/2026
4. * End date:
01/01/2027
5. * Provide the estimated time that will be spent on this activity (days):
200
6. * Provide your anticipated compensation (dollars) for this activity:
50000
7. * Is this related to any of your institutional responsibilities?
Yes No Clear
8. * Do you receive funding or in-kind support (e.g., drug, device, etc.) for research activities from this entity?
Yes No Clear
9. * Does this activity involve undergraduate or graduate students?
Yes No Clear
10. Provide any additional detail that should be considered in the review of this request:
Search

15


3. * Start date:
01/01/2026
4. * End date:
01/01/2027
5. * Provide the estimated time that will be spent on this activity (days):
200
6. * Provide your anticipated compensation (dollars) for this activity:
50000
7. * Is this related to any of your institutional responsibilities?
Yes No Clear
8. * Do you receive funding or in-kind support (e.g., drug, device, etc.) for research activities from this entity?
Yes No Clear
9. * Does this activity involve undergraduate or graduate students?
Yes No Clear
10. Provide any additional detail that should be considered in the review of this request:
Search

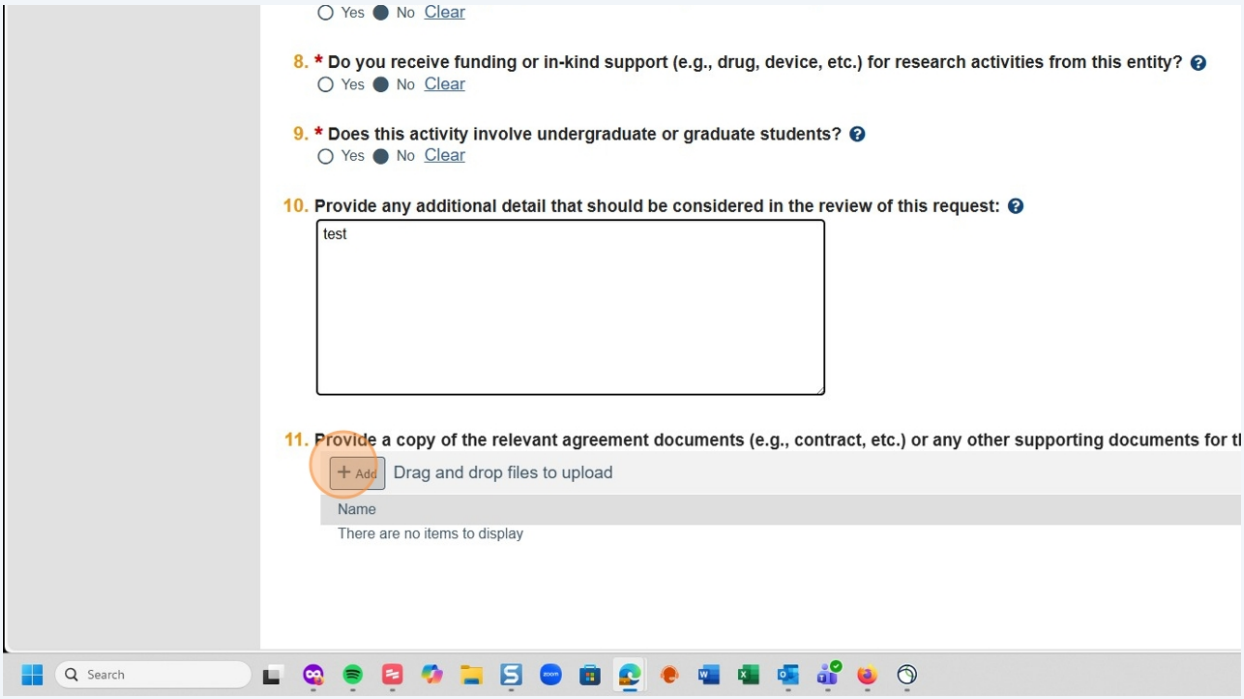
16


3. * Start date:
01/01/2026
4. * End date:
01/01/2027
5. * Provide the estimated time that will be spent on this activity (days):
200
6. * Provide your anticipated compensation (dollars) for this activity:
50000
7. * Is this related to any of your institutional responsibilities?
Yes No Clear
8. * Do you receive funding or in-kind support (e.g., drug, device, etc.) for research activities from this entity?
Yes No Clear
9. * Does this activity involve undergraduate or graduate students?
Yes No Clear
10. Provide any additional detail that should be considered in the review of this request:
Search

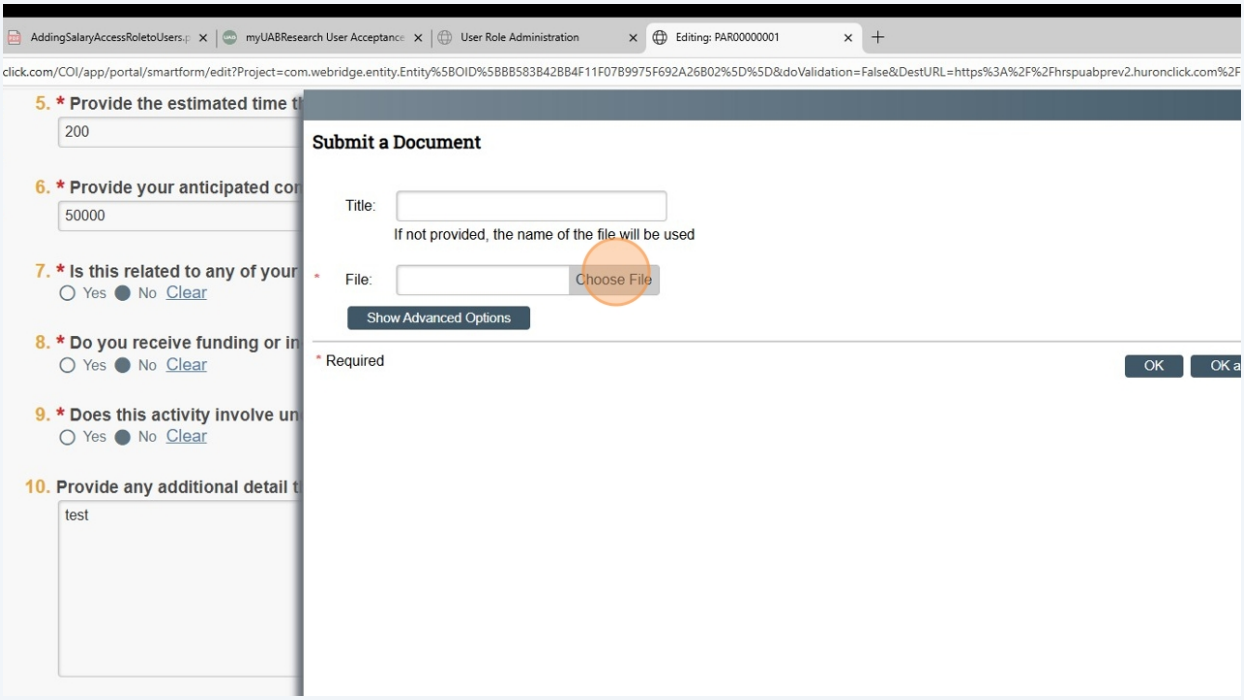
17


Submit Request
7. * Is this related to any of your institutional responsibilities?
Yes No Clear
8. * Do you receive funding or in-kind support (e.g., drug, device, etc.) for research activities from this entity?
Yes No Clear
9. * Does this activity involve undergraduate or graduate students?
Yes No Clear
10. Provide any additional detail that should be considered in the review of this request:
11. Provide a copy of the relevant agreement documents (e.g., contract, etc.) or any other supporting documents for tl
Add
Name
There are no items to display

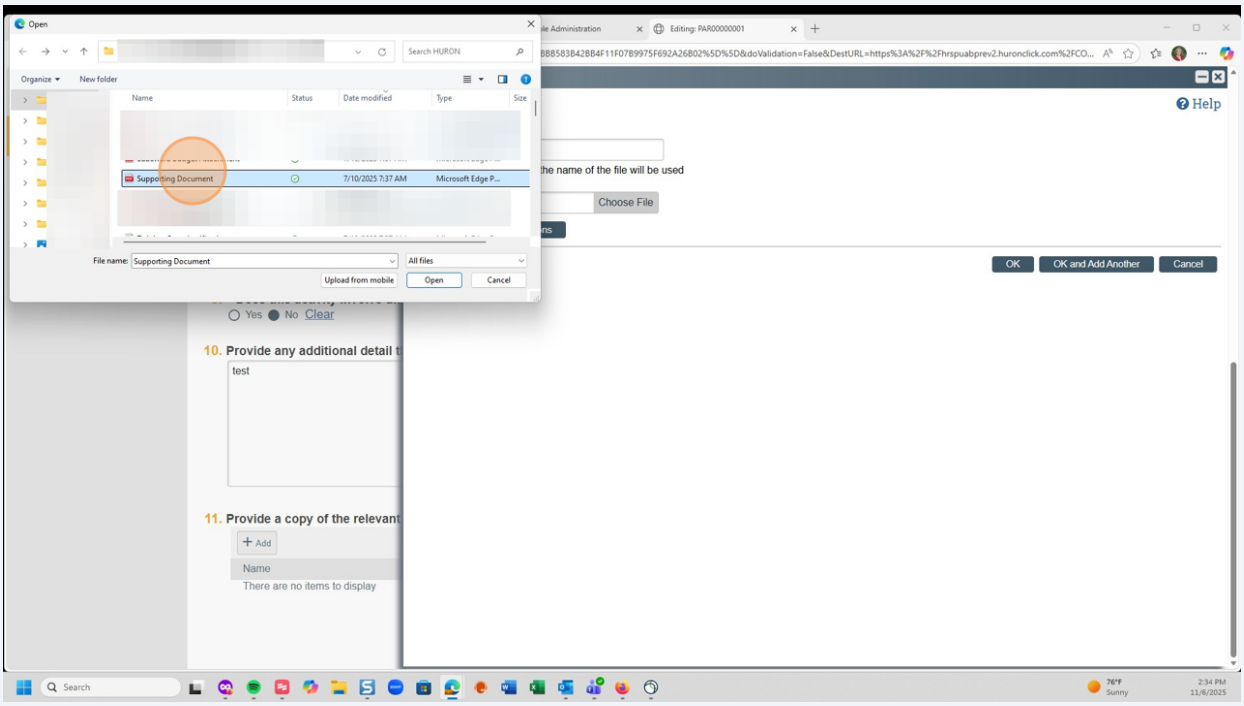
18


Yes No Clear
8. * Do you receive funding or in-kind support (e.g., drug, device, etc.) for research activities from this entity?
Yes No Clear
9. * Does this activity involve undergraduate or graduate students?
Yes No Clear
10. Provide any additional detail that should be considered in the review of this request:
test
11. Provide a copy of the relevant agreement documents (e.g., contract, etc.) or any other supporting documents for tl
Add
Drag and drop files to upload
Name
There are no items to display
Search

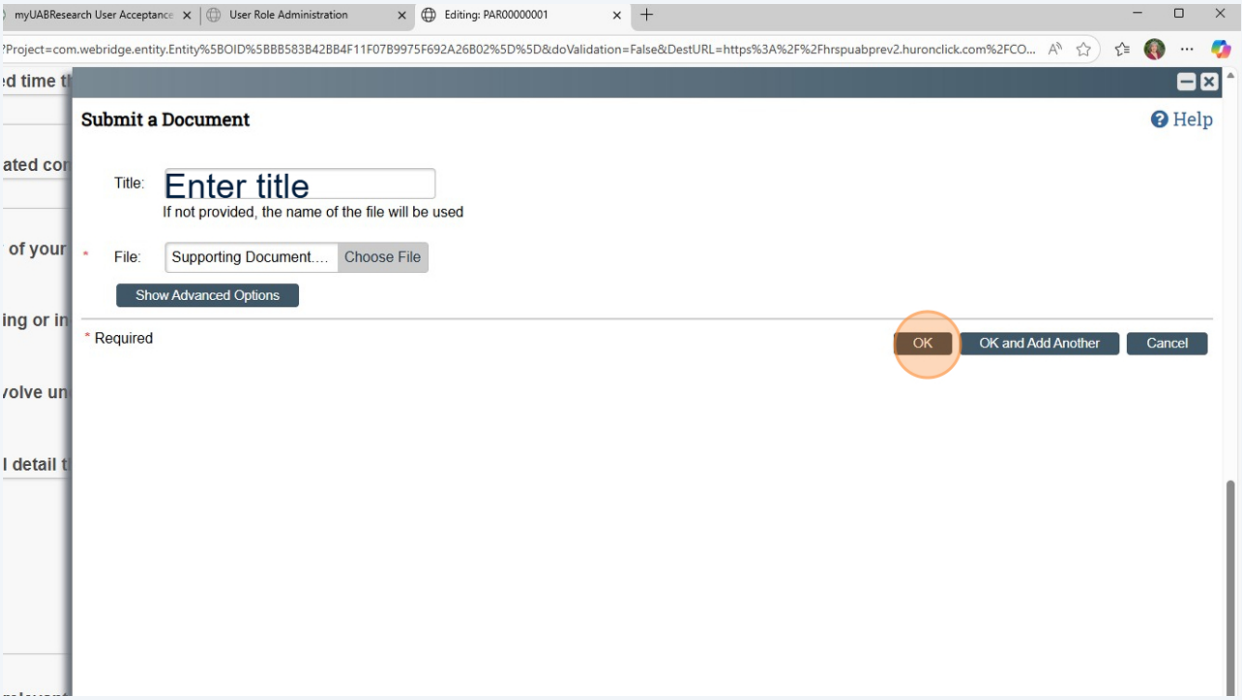
19



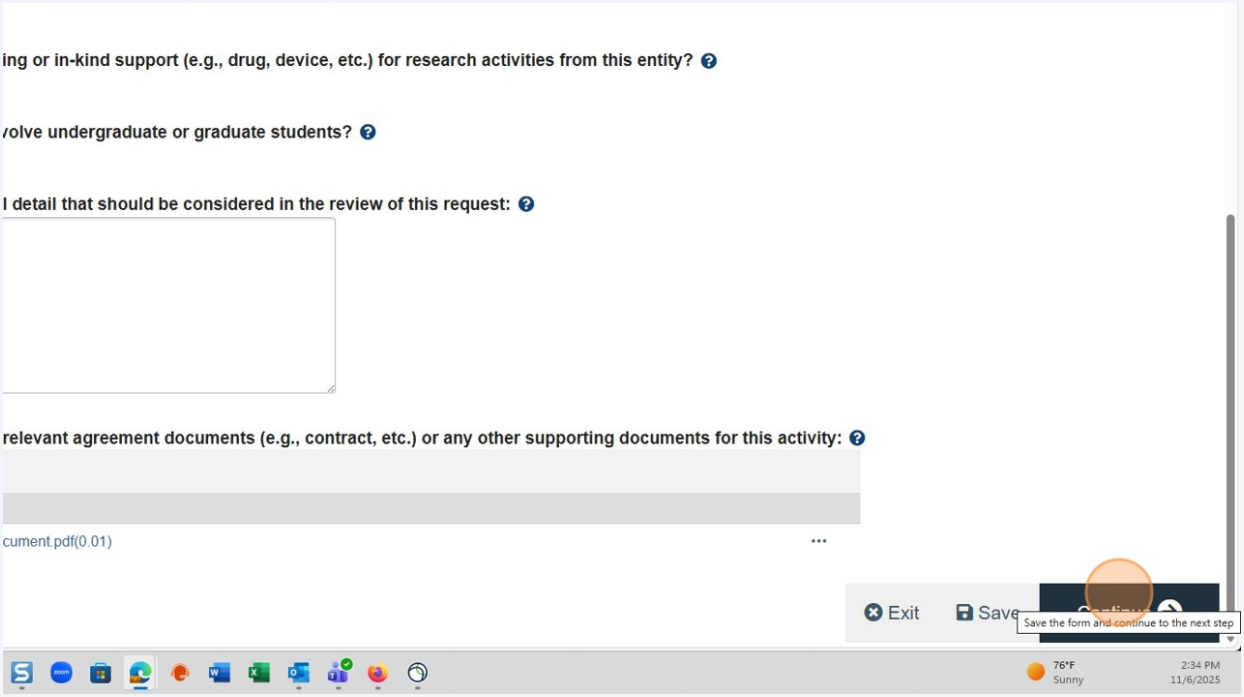
20 Double-click here or click the file name and click Open



21 Enter file name and click OK

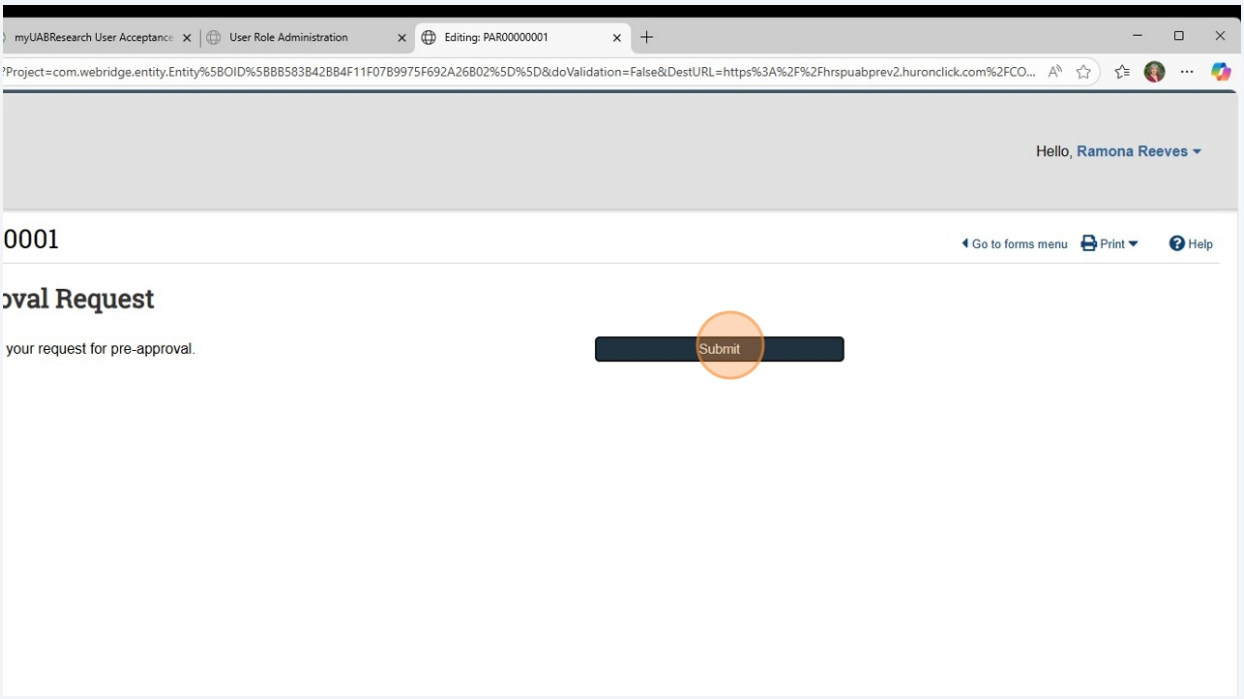


22 Click Continue

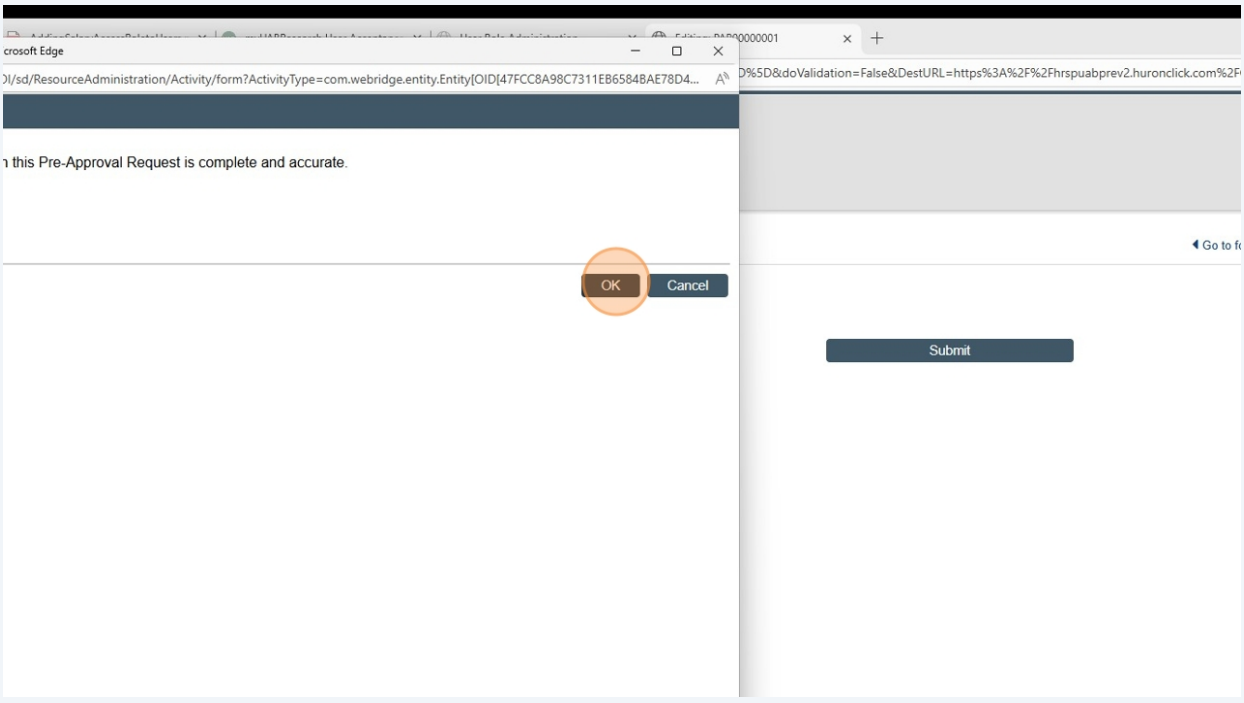


23 The Submit Pre-Approval Request page appears. Click Submit to send the pre-approval request for review, then click OK.

After your pre-approval request has been approved, you'll need to enter the details as an interest in your Disclosure Profile. (see Add PAR details to Disclosure)

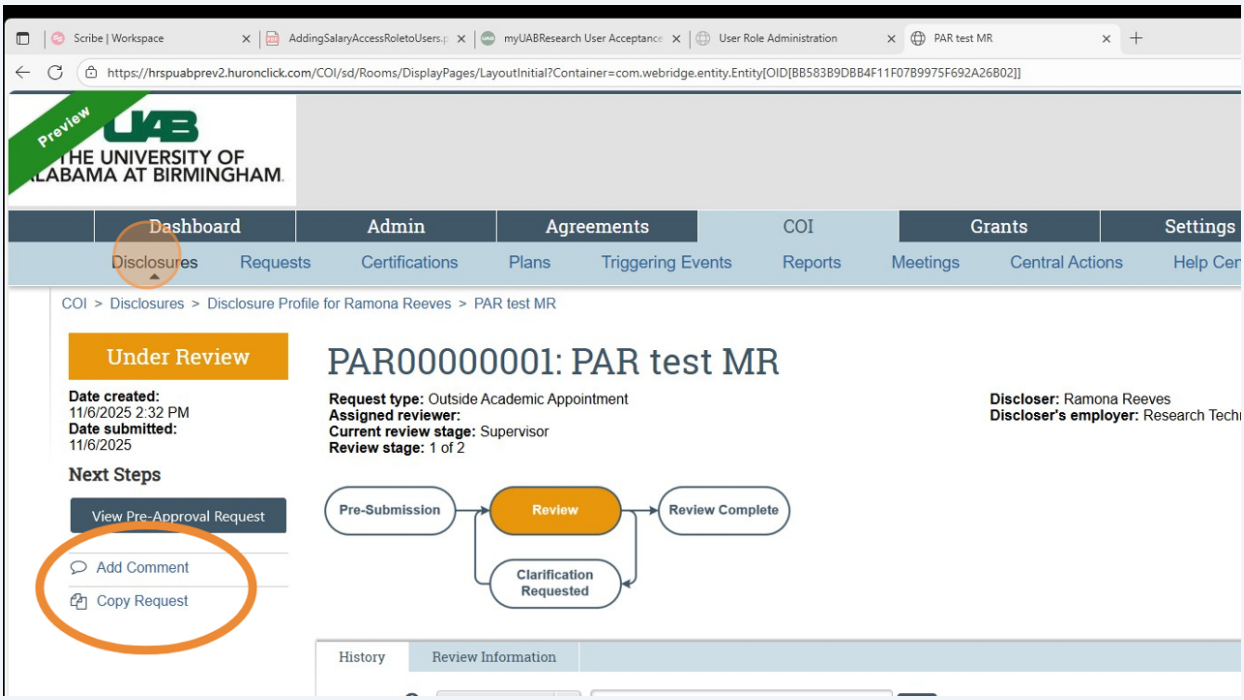


24 Click OK

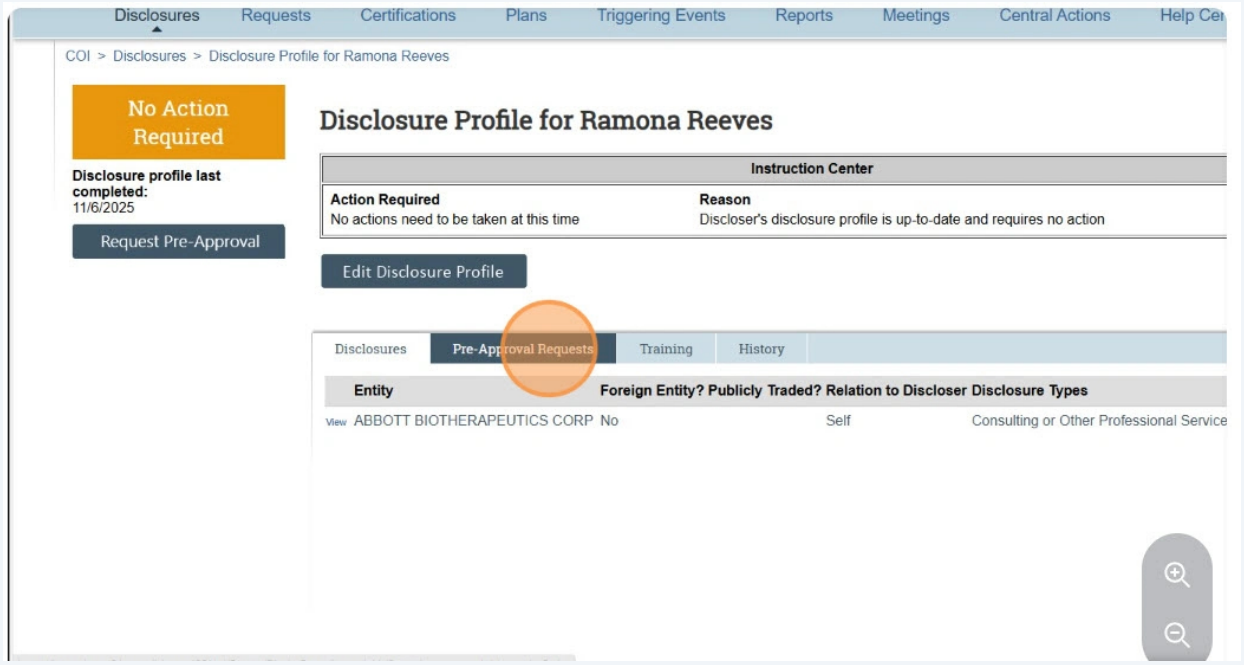


25 The pre-approval request is now in the Under Review state.

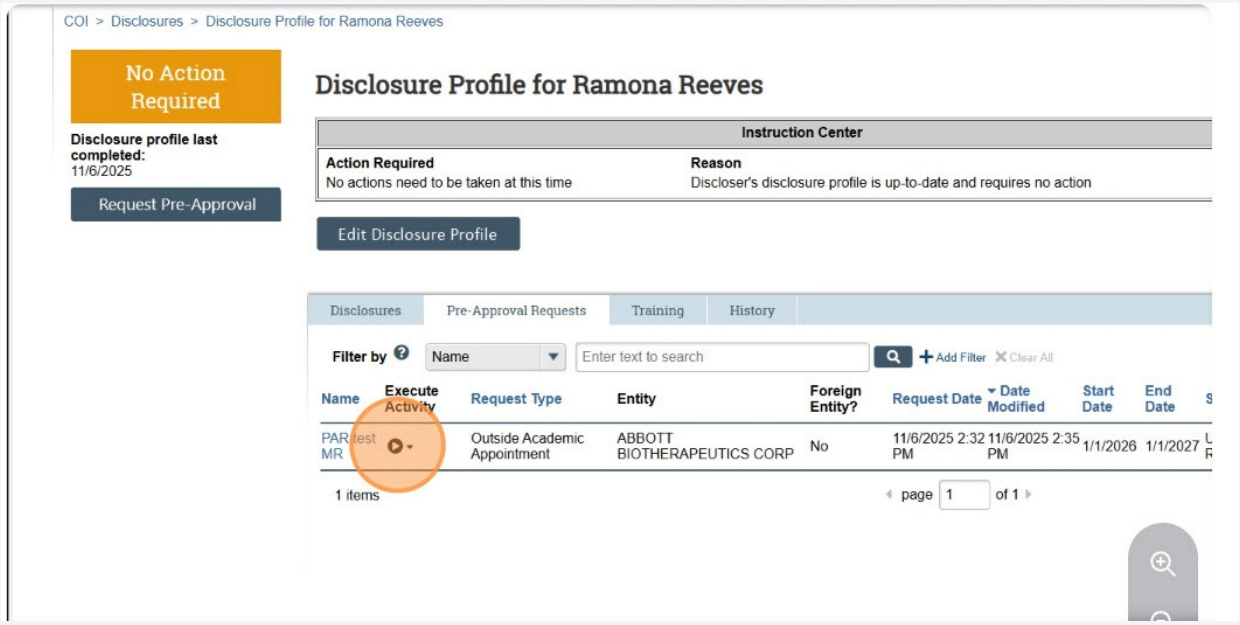
If you'd like to Add Comment or Copy Request, please jump to **Step 28**



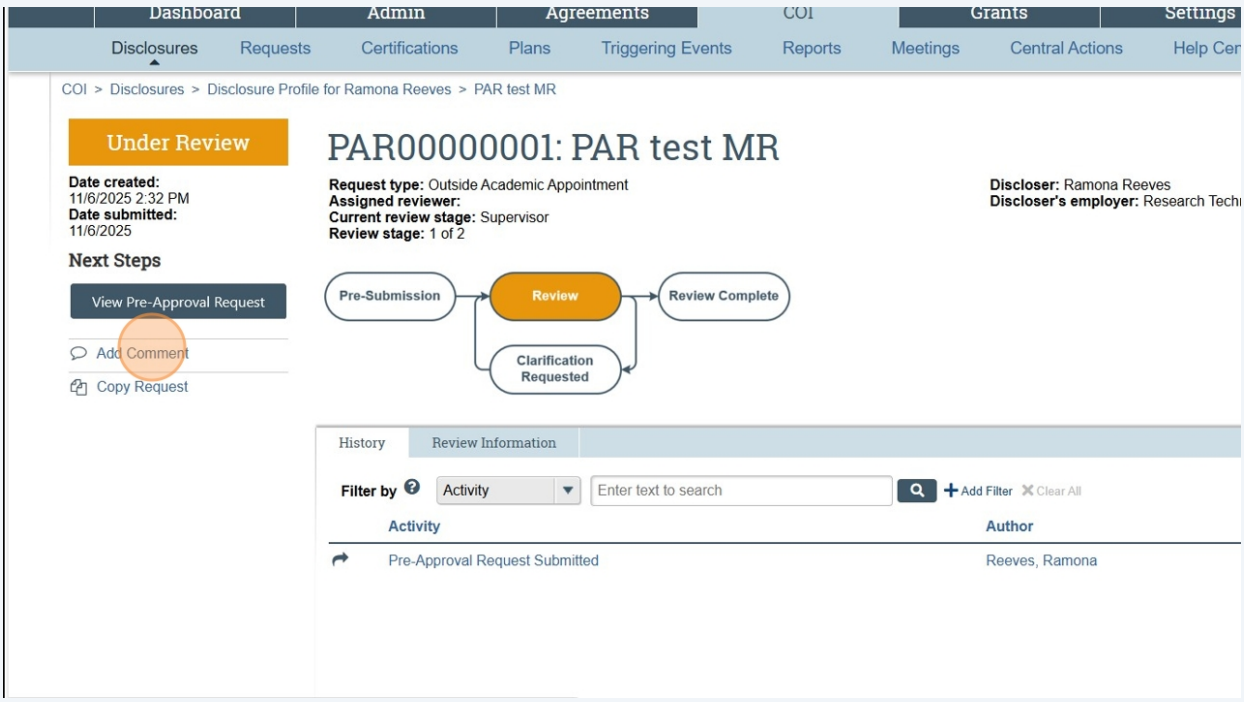
26 If you go back to your disclosure profile, you will see all your pre-approval requests under the Pre-Approval Request tab.



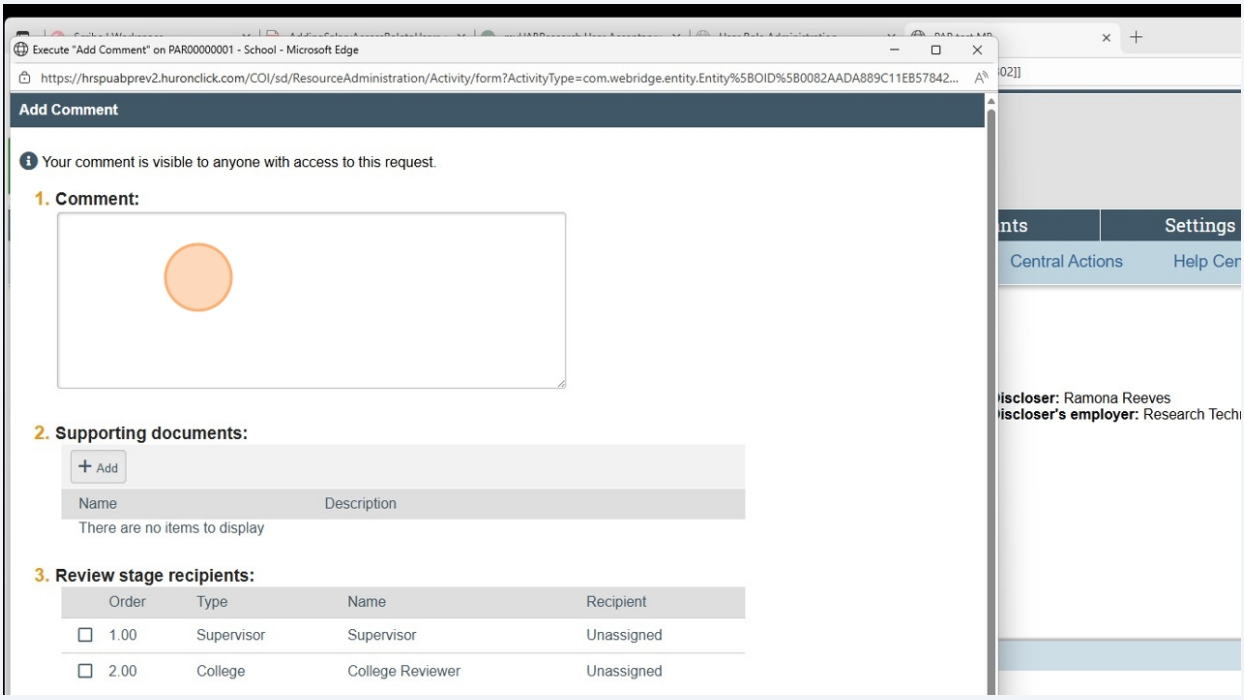
27 The Execute Activity section shows all the activities you can perform on the request.



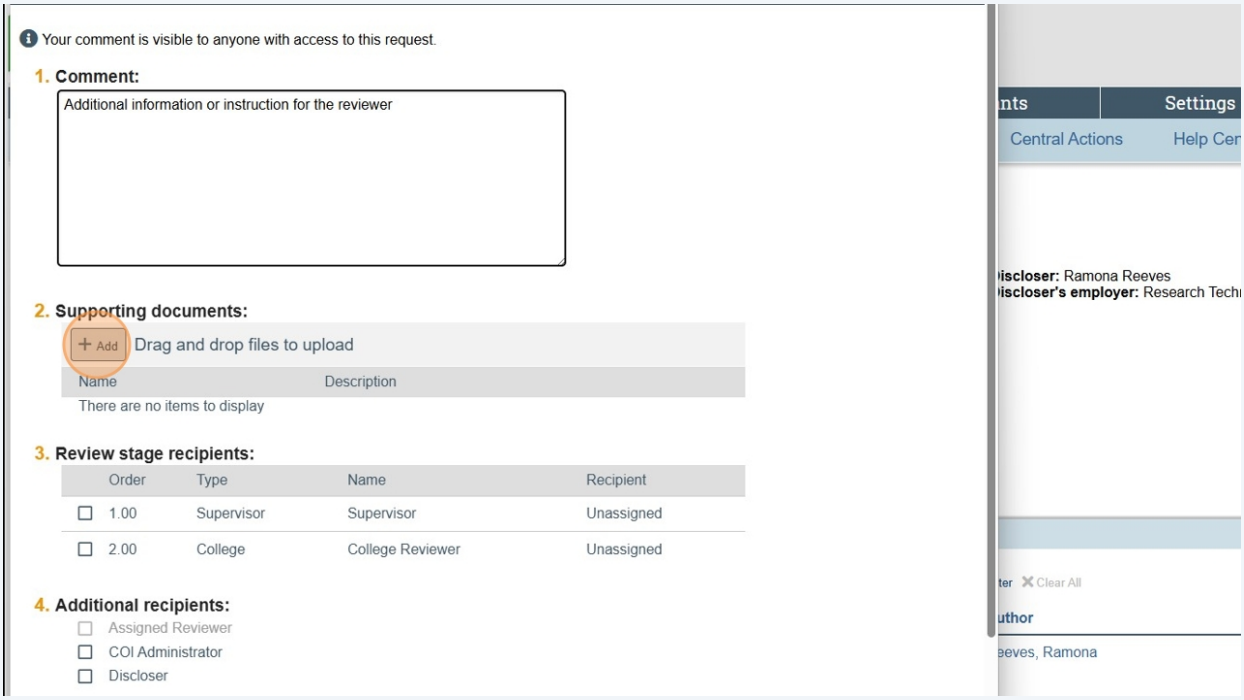
28 **OPTIONAL**: You can add a comment for the reviewer by clicking Add Comment. You also have the option to copy the request. This is handy if this particular request is reoccurring, or you need to start a pre-approval request similar to this one. **The remaining steps are Optional**.



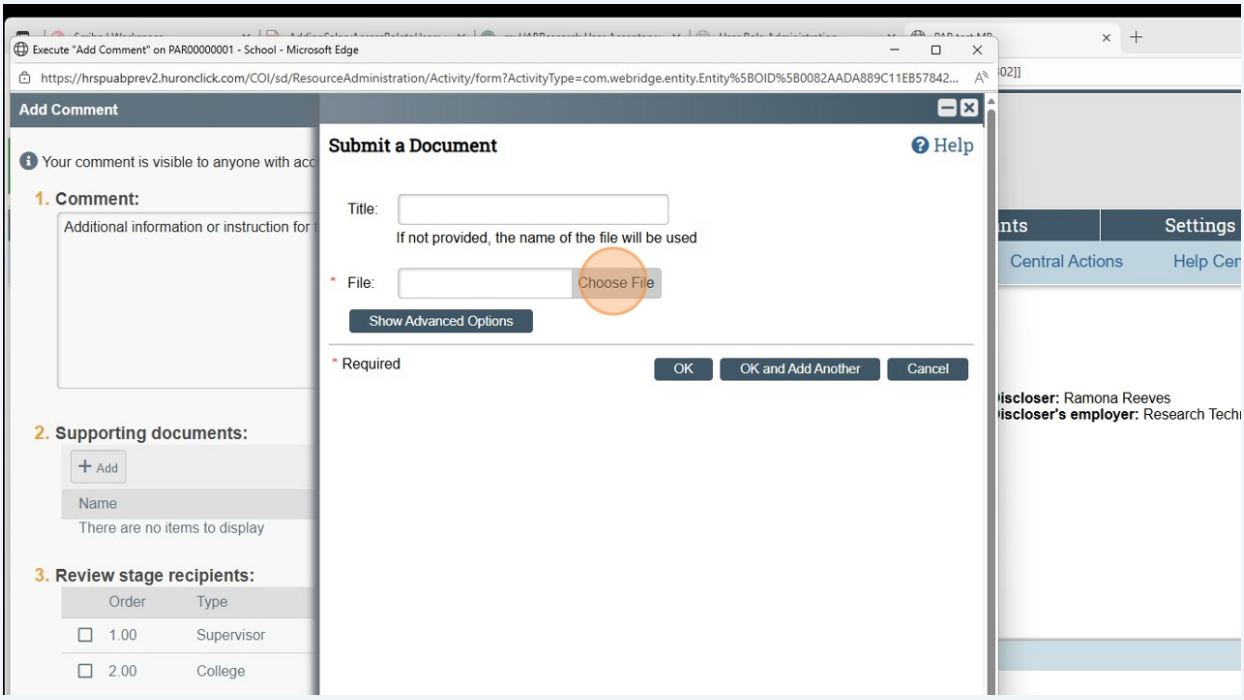
29 If you choose to send comments, enter all pertinent comments/information, document(s) and files.



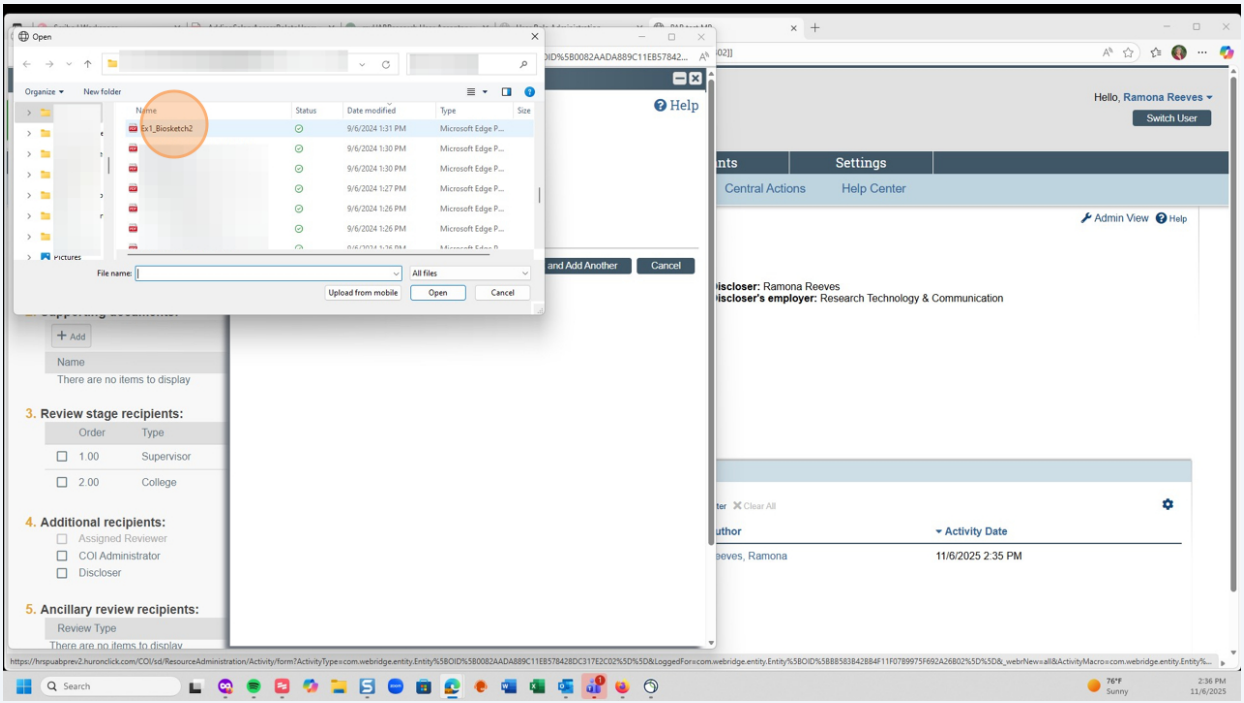
30



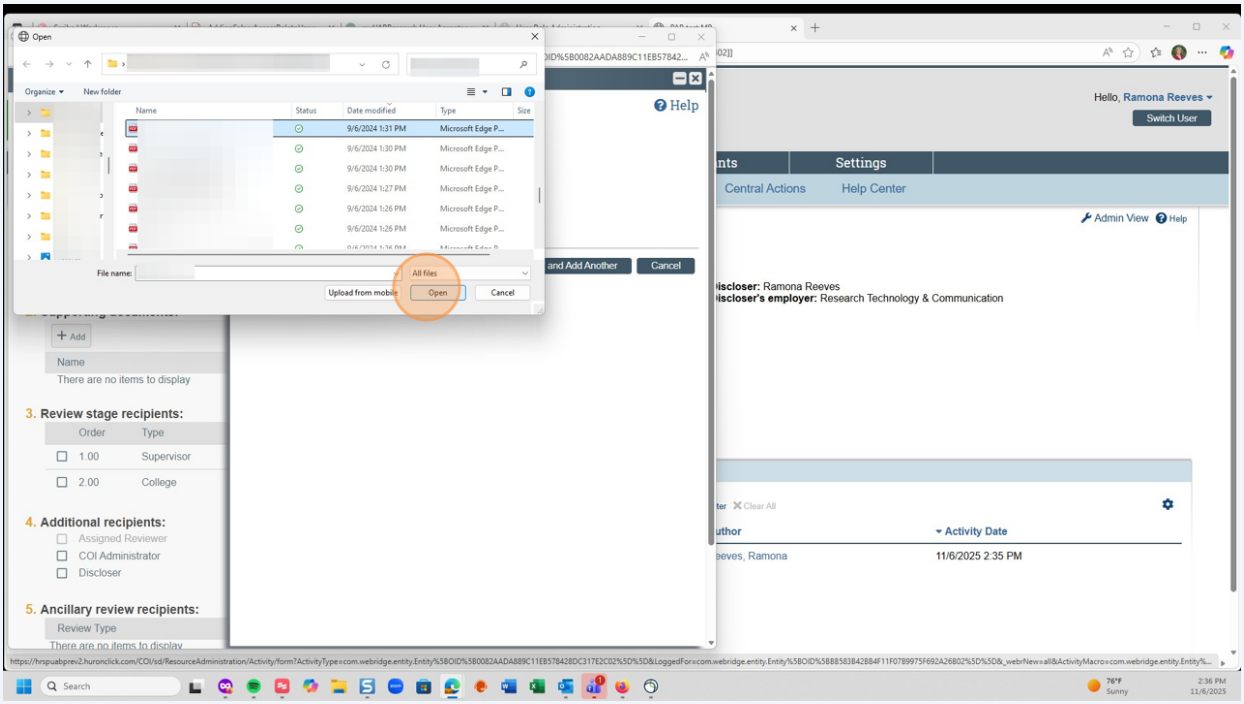
31



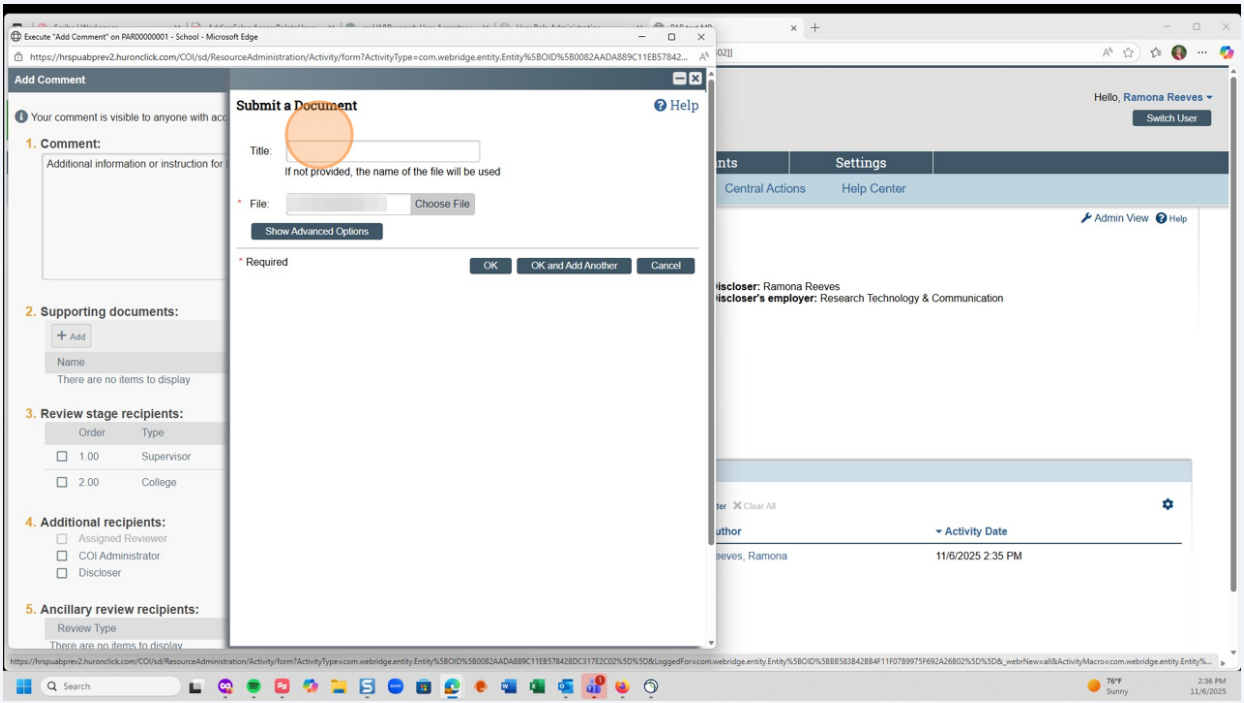
32 Choose your file



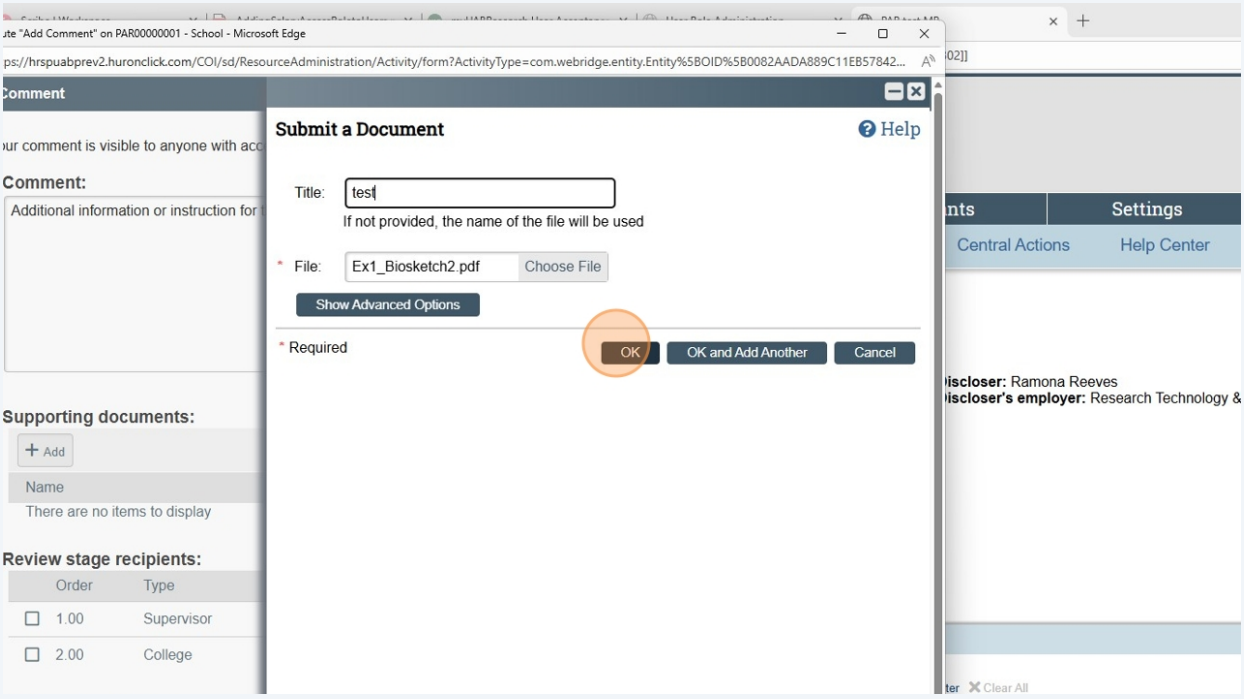
33 Click Open (or double click the file name)



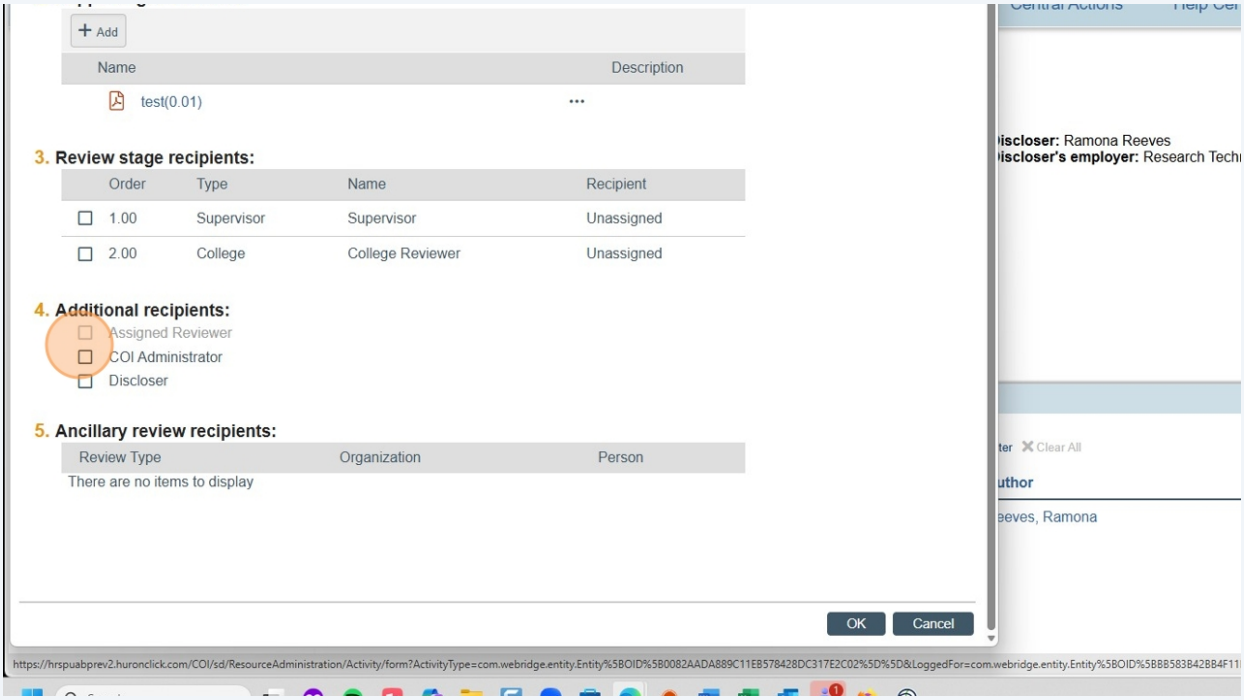
34 Add document title



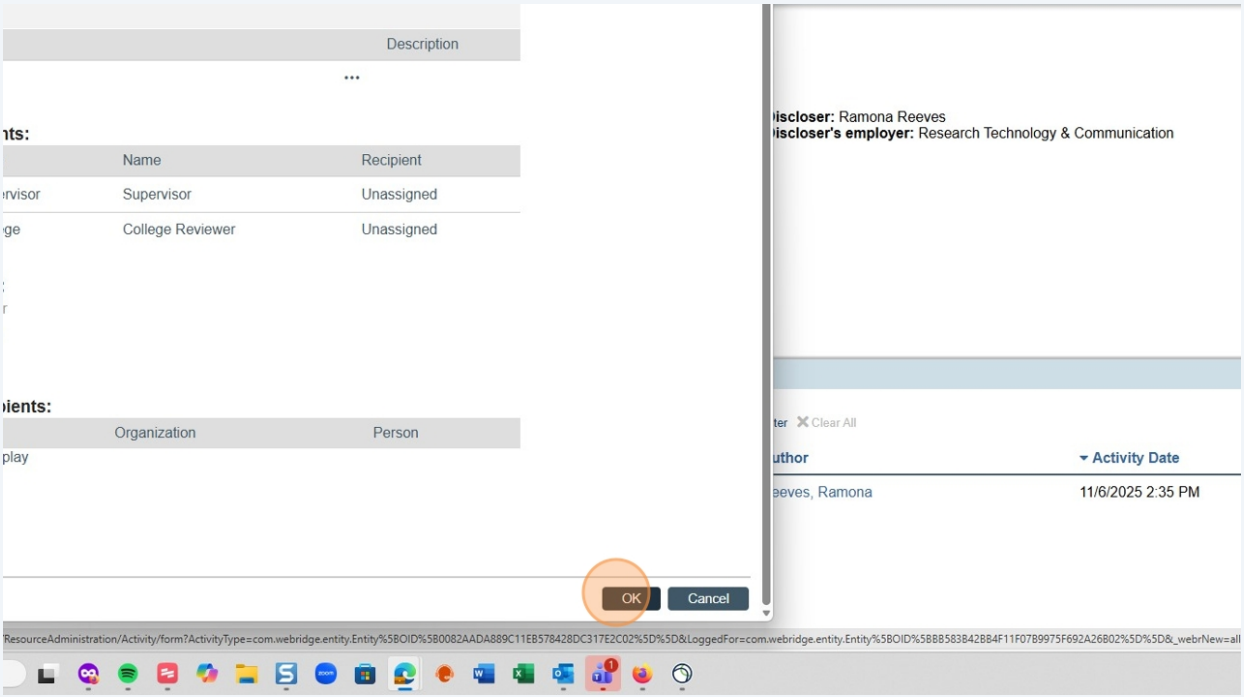
35 Click OK



36 Complete remaining information



37 Click OK


Description
Name
Recipient
Supervisor
Unassigned
College Reviewer
Unassigned
Organization
Person
OK
Cancel
Clear All
Activity Date
11/6/2025 2:35 PM