



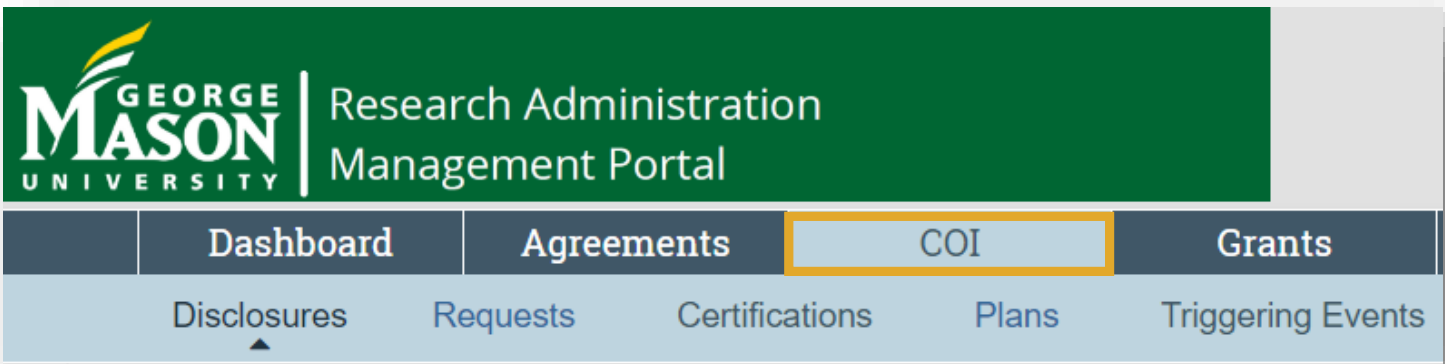
## RAMP COI: Disclosing Family Members

When a discloser has an immediate family member that is also a GMU employee, users must complete an Immediate Family Waiver using the Pre-Approval Request function in RAMP. Below are instructions on how to disclose immediate family members.

### Complete a Pre-Approval Request

In your browser, navigate to <https://coi.ramp.gmu.edu/coi/> and perform your SSO login using your Mason NetID.

Once you are in RAMP COI, if you do not see your Disclosure Profile workspace, select the COI tab at the top menu.



Select the **Pre-Approval Request** button at the left of the page.

No Action  
Required

**Disclosure profile last completed:**  
5/18/2023

**Training last completed:**  
4/6/2023

**Training expiration date:**  
4/5/2024

Request Pre-Approval

From the Request Type menu, select the **Immediate Family Waiver**.

**1. Requestor:**  
Margaret Ewell

**2. \* Request name/title:** ?

**3. \* Type of request:** ?

Name	Description
<input type="radio"/> Foreign Talent Program Participation	Participation in a talent program sponsored by a foreign government or organization
<input type="radio"/> Foreign Travel	Travel outside of the U.S. for non-recreational purposes
<input type="radio"/> Outside Employment	Employment with an outside entity
<input checked="" type="radio"/> Immediate Family Waiver	Disclose if your spouse or a dependent who lives in your household is a Mason employee.
<input type="radio"/> Conflict of Interest Waiver Request	Disclose if you have a financial interest of over \$5,000 annual income or over 3% ownership interest in a company that has a contract with Mason.

[Clear](#)

Select **Continue**, then complete the Immediate Family Waiver Information SmartForm.

**Immediate Family Waiver**

## Immediate Family Waiver Information

[Submit Request](#)

**1. Select your Immediate Family Member from the list:**

...

Or

**If you cannot find the person in the above list, enter your Immediate Family**

After completing the form select **Submit** in the Submit Request SmartForm.

## Submit Pre-Approval Request

Click the Submit button to submit your request for pre-approval.

Submit

Finally, certify that the information provided is complete and accurate.

**Submit**

I certify that the information provided in this Pre-Approval Request is complete and accurate.

---

OK
Cancel

Once submitted, the request is routed automatically to HR for review and then to Elizabeth Woodley for final approval. You can view the status of the request in the dashboard.

Under Review

**Date created:**  
5/18/2023 4:51 PM

**Date submitted:**  
5/18/2023

**Next Steps**

View Pre-Approval Request

[Add Comment](#)

[Copy Request](#)

## PAR0000073: Immediate Family Waiver

**Request type:** Immediate Family Waiver


**Assigned reviewer:** Michael Laskofski

**Current review stage:** Supervisor Review

**Review stage:** 1 of 3

**Discloser:** Margaret Ewell

**Discloser's employer:** Sponsored Programs Admin



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graph LR
    A([Pre-Submission]) --> B([Review])
    B --> C([Review Complete])
    B --> D([Clarification Requested])
    D --> B
            
```

History		
Review Information		
Filter by <span style="font-size: 0.8em;">?</span>	Activity	
<input type="text" value="Enter text to search"/> <span style="float: right;">🔍</span>		
<span style="font-size: 0.8em;">+ Add Filter</span> <span style="font-size: 0.8em;">✕ Clear All</span>		
Activity	Author	Activity Date
<span style="font-size: 0.8em;">➡</span> Pre-Approval Request Submitted	Ewell, Margaret	5/18/2023 4:57 PM