## 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.
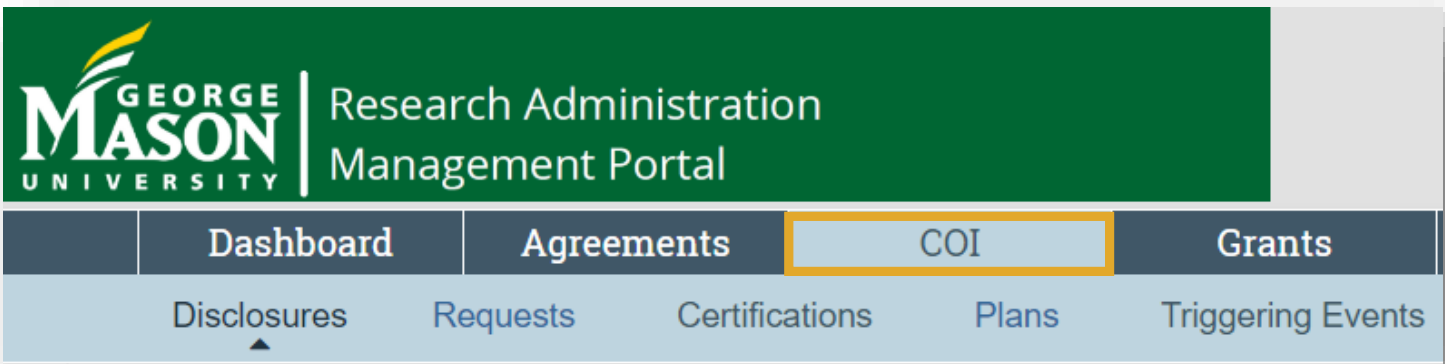


Select the **Pre-Approval Request** button at the left of the page.

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



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



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**

## PAR00000073: Immediate Family Waiver

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

**Next Steps**

[ View Pre-Approval Request ]

💬 Add Comment

📑 Copy Request

**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

Pre-Submission → Review → Review Complete
Clarification Requested

| History | Review Information |
| --- | --- |

Filter by ❓ | Activity ▾ | Enter text to search | 🔍 | ⚙

➕ Add Filter ✖ Clear All

| Activity | Author | ▾ Activity Date |
| --- | --- | --- |
| ➡ Pre-Approval Request Submitted | Ewell, Margaret | 5/18/2023 4:57 PM |