

Pre-Approval Request

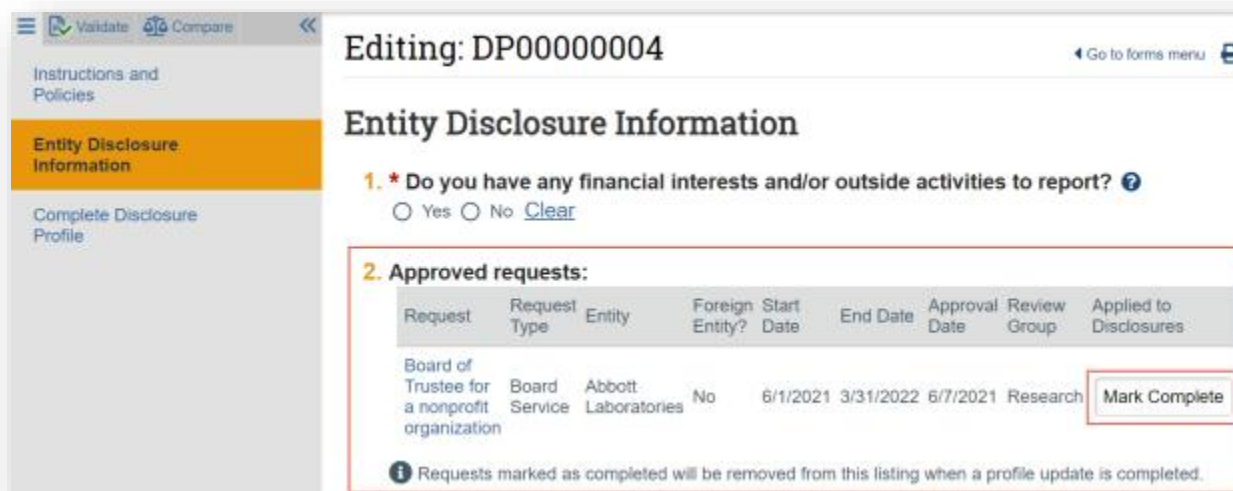
A pre-approval request allows you to submit a request to participate in certain outside activities (such as board service, outside academic appointment, expert witness etc.), which is then reviewed by the appropriate individual before making a determination.

The pre-approval request is pro-active in nature, wherein you create requests in RAMP COI before you participate in those activities. The pre-approval request is then sent for review by the appropriate reviewers, determined by the appropriate institutional officials in COI Settings. Based on the details of the pre-approval request submitted, the reviewer makes an appropriate determination.

Note: The pre-approval request feature depends on your institution's COI Settings.

Pre-Approval Request Process

When you submit a pre-approval request, you will be notified if it is approved or disapproved. Approved pre-approval requests appear on the Approved requests section in your disclosure profile. Once you complete the activity mentioned in this pre-approval request, you can select the Mark Complete button. Pre-approval requests marked as completed will be removed from the Approved requests section in your disclosure profile when your disclosure profile update is completed.



Request	Request Type	Entity	Foreign Entity?	Start Date	End Date	Approval Date	Review Group	Applied to Disclosures
Board of Trustee for a nonprofit organization	Board Service	Abbott Laboratories	No	6/1/2021	3/31/2022	6/7/2021	Research	Mark Complete

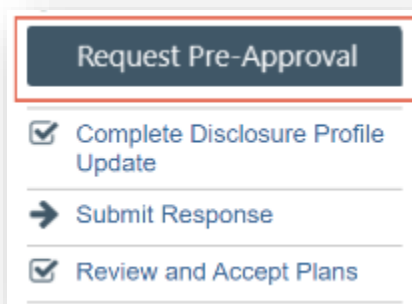
Note: These requests are still available for reference in the Disclosure Profile workspace, under the Pre-Approval Requests tab.

Create and Submit a Pre-Approval Request

A pre-approval request allows you to submit a request to participate in certain activities, which is then reviewed before making a determination. You can only select one activity in a pre-approval request. If you have more than one activity that you need to request permission for, submit a pre-approval request for each activity.

To create a pre-approval request

1. From the disclosure profile workspace, click **Request Pre-Approval**.



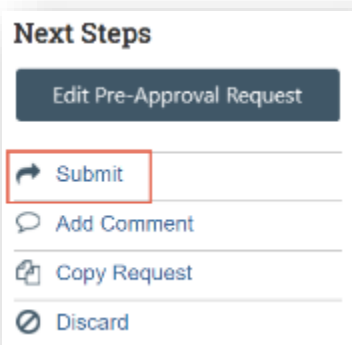
2. Enter a name for this pre-approval request.
3. Select the type of pre-approval request that you want to submit. The type of request that you select here drives the questions that you have to complete for this pre-approval request. Click **Continue** to move to the next page.
Note: You can only select one type of request at a time. If you need to submit requests for more than one type, complete the details of the first type and then create additional requests.
4. Complete the page and click **Continue**.
5. On the final page, click **Finish**.

The newly created requests workspace appears.

Important! Clicking Finish does not send the pre-approval request for review. It remains in the Pre-Submission state. You can continue to edit the pre-approval request (Edit Pre-Approval Request button) until you submit it for review. When the study is ready for COI review, you must submit it using the steps that follow.

To submit a pre-approval request from the requests workspace

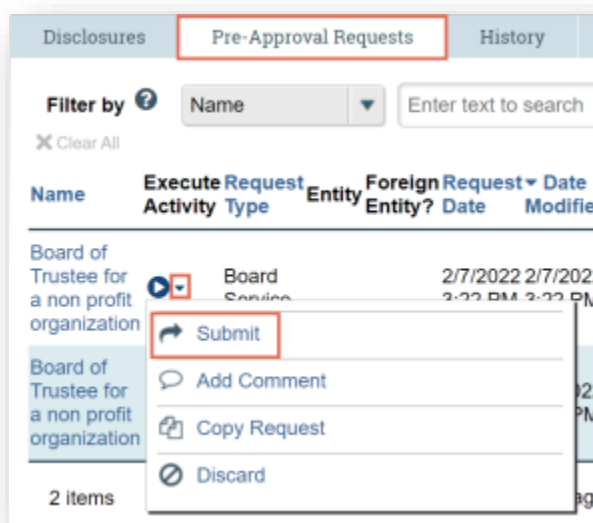
1. From the Top Navigator, click **COI** and then click **Requests**.
The Requests page appears.
2. Click the **All Requests** tab.
3. Select the pre-approval request that you wish to submit.
4. From the requests workspace, click **Submit**.



5. Click **OK** to agree to the terms.

To submit a pre-approval request from your disclosure profile

1. From the Top Navigator, click **COI** and then click **Disclosures**.
The Disclosure workspace appears.
2. On the **Pre-Approval Requests** tab, select the drop-down menu in the **Execute Activity** column of the pre-approval request you wish to submit.



3. Click **Submit** to submit this pre-approval request for review.
4. Click **OK** to agree to the terms.
The requests workspace appears. The pre-approval request is submitted and moves to the Review state.

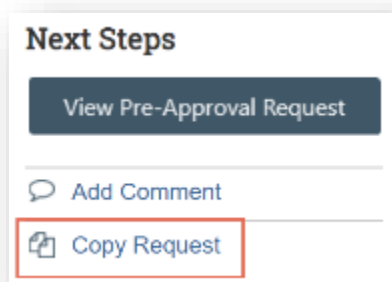
Copy a Pre-Approval Request

The COI system allows you to copy a pre-approval request that you previously submitted. Copying a pre-approval request is helpful if the pre-approval requests are similar but the start and end dates of the activity are different.

When you copy a pre-approval request, all details, including the type of request and activity information are copied along with it. Once the pre-approval request is copied, the new pre-approval request can be edited before the new pre-approval request is submitted for review. You remain the discloser for the new pre-approval request, and it appears in your inbox.

To copy a pre-approval request from the pre-approval request workspace

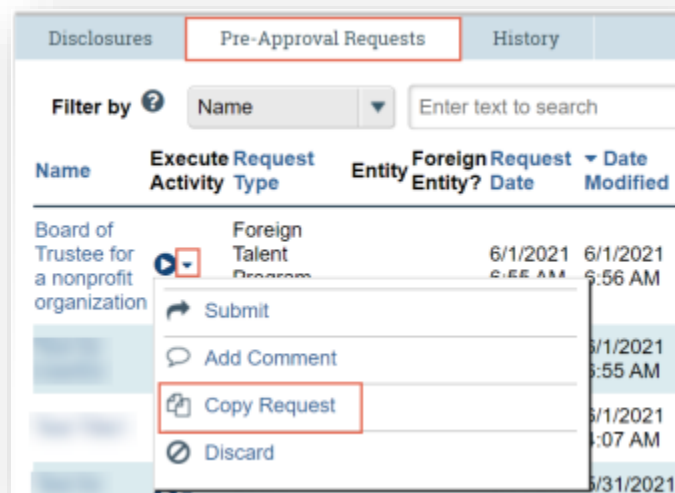
1. From the Top Navigator, click **COI** and then click **Requests**.
The Requests page appears.
2. From the Requests page, open the pre-approval request you wish to copy.
3. From the pre-approval request workspace, click **Copy Request**.



4. Type a name for the new pre-approval request in the **New request name** box.
5. Click **OK**.
You are taken back to the pre-approval request workspace.
6. On the **History** tab, click the new pre-approval request ID link.
The new pre-approval request workspace appears.

To copy a pre-approval request from your disclosure profile

1. From the Top Navigator, click **COI** and then click **Disclosures**.
The Disclosure workspace appears.
2. Click the **Pre-Approval Requests** tab, select the drop-down menu in the **Execute Activity** column of the pre-approval request you wish to copy.



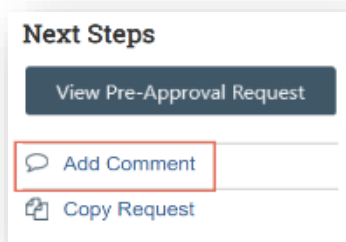
3. Type a name for the new pre-approval request in the **New request name** box.
 4. Click **OK**.
You are taken back to the disclosure profile workspace.
 5. The new pre-approval request workspace appears on the pre-approval requests tab. Click the new pre-approval request to open it.
- Note:** You can continue to edit the pre-approval request until you submit it for review.

Add Comment to a Pre-Approval Request

You may want to add comments for reviewers to see when they review the pre-approval request. When you add a comment, it appears in the pre-approval request's History tab. Comments are viewable by any COI user who can view the pre-approval request.

To add comment to a pre-approval request

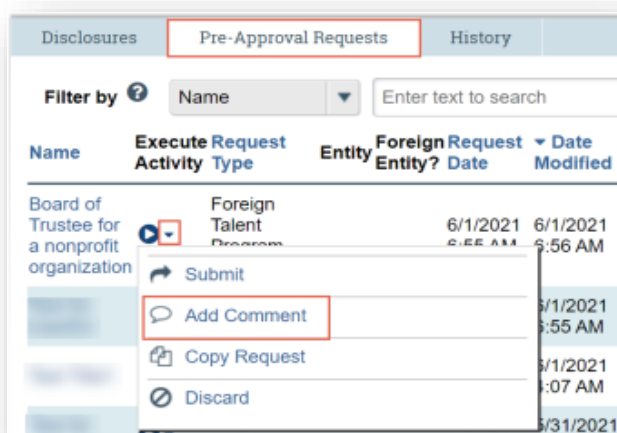
1. From the Top Navigator, click **COI** and then click **Requests**.
The Requests page appears.
2. From the Requests page, select the pre-approval request to which you wish to add the comment.
3. From the pre-approval request workspace, click **Add Comment** to add a comment that is visible to anyone with access to this pre-approval request.



4. Type your comments.
5. If required, add supporting documents.
6. Select any roles related to this pre-approval request that should receive an e-mail notification.
Note: No one will receive duplicate e-mail notifications about your comment.
7. Click **OK**.

To add a comment to a pre-approval request from your disclosure profile

1. From the Top Navigator, click **COI** and then click **Disclosures**.
The Disclosure workspace appears.
2. Click the **Pre-Approval Requests** tab, select the drop-down menu in the **Execute Activity** column of the pre-approval request you wish to add comment to.



3. Click **Add Comment** to add a comment that is visible to anyone with access to this pre-approval request.
4. Type your comments.
5. If required, add supporting documents.
6. Select any roles related to this pre-approval request that should receive an e-mail notification.
Note: No one will receive duplicate e-mail notifications about your comment.
7. Click **OK**.
You are taken back to the disclosure profile workspace.