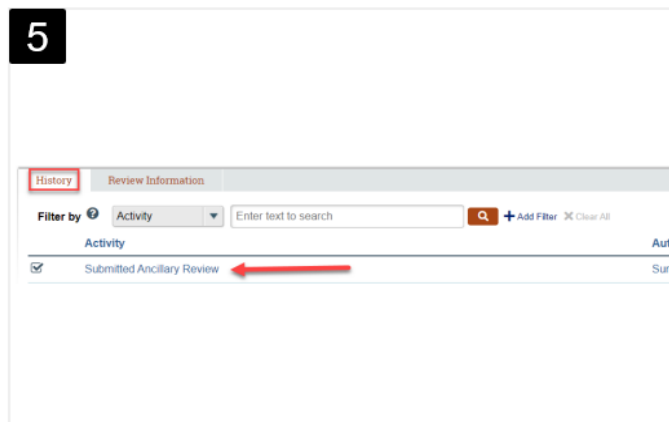
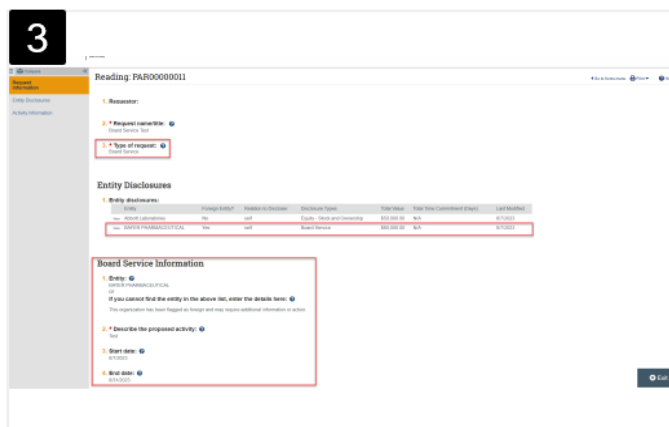
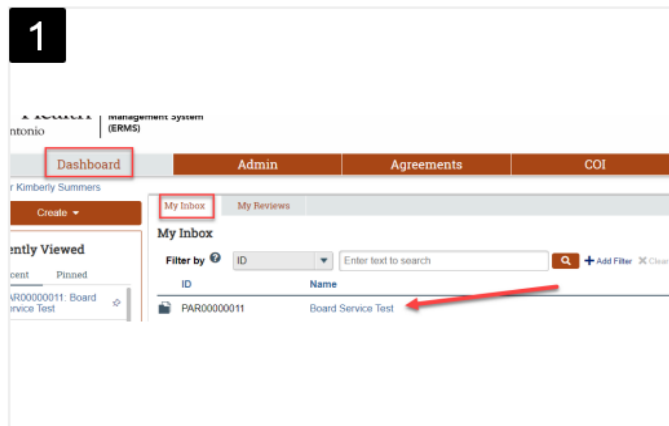
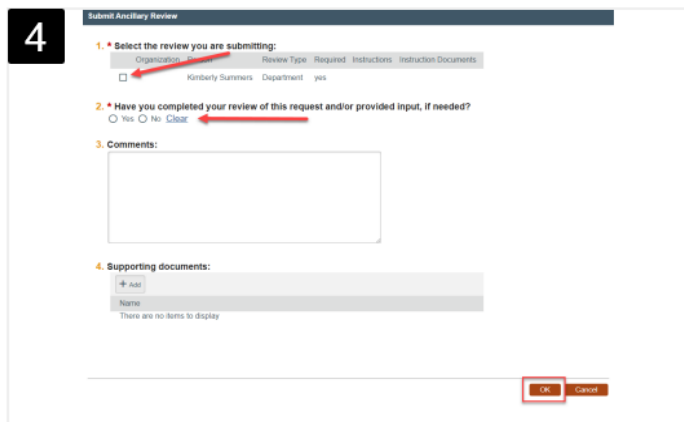
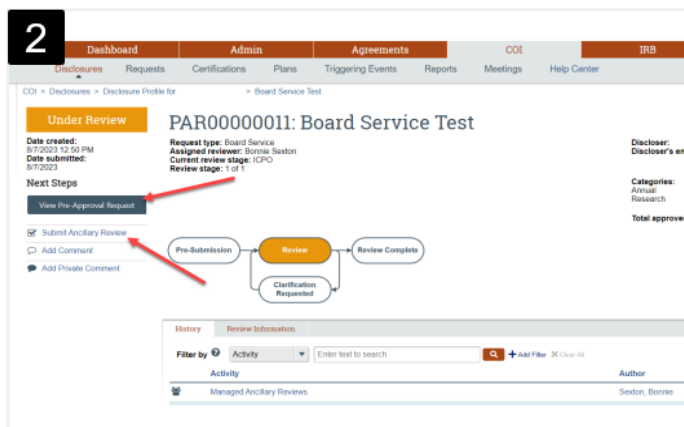


ERMS-COI: How to Submit an Ancillary Review- Pre-Approval Request



1 To access the Ancillary Review assigned for your review you may use the hyperlink in the email notification you received or navigate to your ERMS Dashboard. Pre-Approval Requests (PARs) that require your review can be found in your ERMS Dashboard Inbox. Select the PAR hyperlink.

2 You are now in the Ancillary Review Workspace for the PAR. Click the "View Pre-Approval Request" link to review the PAR details so that you may approve or disapprove the PAR.

3 A pop-up will appear that provides the requested outside activity disclosure details. To view more detail for the PAR scroll down. When you have completed review of the PAR details select "Exit."

4 You are now back in the Ancillary Review Workspace. To document your Ancillary Review of the PAR click the "Submit Ancillary Review" hyperlink in the Ancillary Review Workspace (see pic. 2). A pop-up will appear. Select the checkbox by your name and complete the additional questions documenting your approval or disapproval of the PAR in the Comment's" section. Click "OK" when complete.

5 You can confirm submission of the Ancillary Review in the History Tab on the Ancillary Review Workspace.