

University of Tennessee

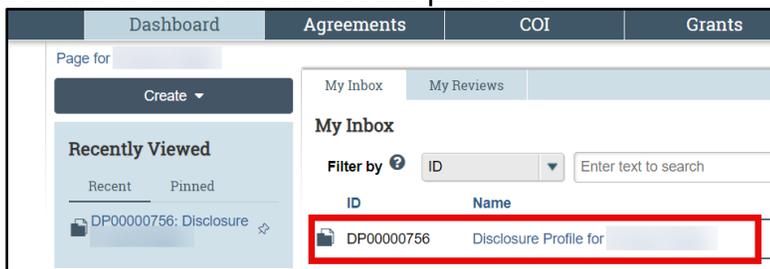
Quick Guide for Completing a Pre-Approval Request

Target Audience – this guide is useful to all employees who must request approval from the supervisor before starting an outside activity.

Purpose – A pre-approval request allows submission of a request to participate in certain outside activities (such as board service, outside academic appointment, expert witness, etc.) prior to beginning the activity. The pre-approval request is then reviewed by your supervisor. You will submit a separate request for each outside activity.

How to use – The guide will list labels as shown in the application in bold. A bold and italicized label in the instructions is your indication to make that selection.

1. Navigate to Huron COI System at <https://coi.dash.tennessee.edu>
2. Open your disclosure profile by clicking ***Disclosure Profile for Your Name*** below the name column to start the disclosure process.



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



4. Enter a name for this pre-approval request using this format: Your last name, the request type (found next to the radio button selection you are making), and the current calendar year. Use dashes to separate the values i.e. Smith-Board Service-2025. This format will help both you and your supervisor find specific requests in the database.



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5. Select the type of pre-approval request that you want to submit. The type of request you select drives the questions you must complete for this pre-approval request. Click **Continue** to move to the next page.

3. * Type of request: ?

Name	Description
<input type="radio"/> Outside Academic Appointment	Academic and/or research appointments at an entity other than the institution (e.g., adjunct faculty)
<input type="radio"/> Other Appointment	Non-teaching appointments at an entity other than the University (e.g., honorary appointments, emeritus appointments, etc.)
<input type="radio"/> Assuming Management or Fiduciary Responsibilities (other than Board Service)	Assuming an executive or managerial position (e.g., Chief Scientific Officer, CEO, etc.)

✕ Exit Save Continue →

Note: You can only select one type of request at a time. If you need to submit requests for more than one type or activity, complete the details of the first type and then create additional requests.

6. Complete the questions on the next page and click **Continue**.
7. On the final screen, click **Submit**.

Submit Pre-Approval Request

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

Submit

8. Click the **OK** button to certify the information is complete and accurate.

Submit

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

The University of Tennessee holds itself to the highest ethical and scientific standards. University employees are expected to have a unified commitment to honesty and transparency which benefits themselves, the University mission, and the public at-large.

OK Cancel

9. The pre-approval request has been submitted and moved to the Review state for supervisor approval. After the request is approved and the outside interest becomes effective, you should update your disclosure profile.