Pre-Approval Request Quick Guide

Step 1: Create the Pre-Approval Request (PAR)
Log in to CARA and navigate to the COI tab and Disclosures subtab. From your disclosure workspace, select 'Request Pre-Approval'.

Step 2: Complete the PAR SmartForms
Complete each page of the Pre-Approval Request SmartForms. 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.

Step 3: Submit for Review
After completing all required questions on the Activity Information page, hit 'Continue' and then 'Submit'. Once your request is submitted, it will route for review and determination.

The PAR now appears on the 'Pre-Approval Request' section of your disclosure profile with a status of 'Under Review'. Upon review, you will be notified if it is approved or disapproved.

Need Help? Check out the detailed CARA COI Disclosers guide
or contact CARAsupport@baylor.edu.