



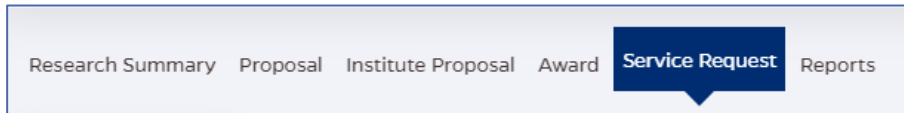
Create a Service Request

Foreign Component (Prior Approval)

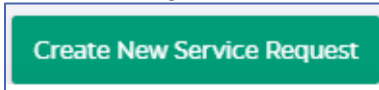
How do I create a Service Request for a Foreign Component - Prior Approval?

❖ Foreign Component (Prior Approval) was previously known as Administrative Action in Coeus. This type of proposal did not migrate to Fibi from Coeus.

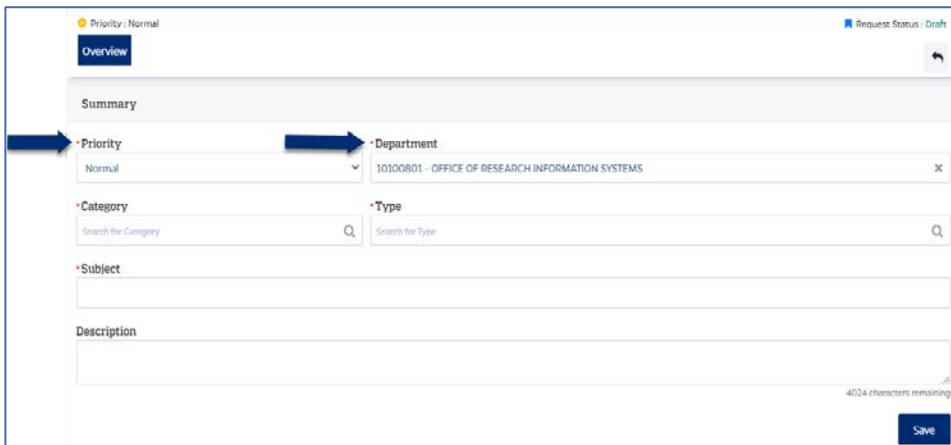
- ❑ From the Dashboard, click on **Service Request** in the top row.



- ❑ Click on the green **Create New Service Request** button in the upper right corner.

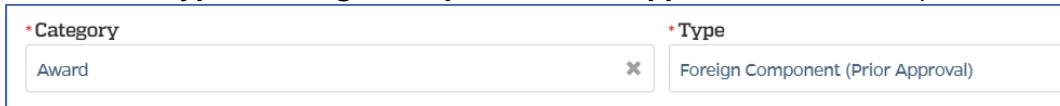


The following screen will open:



The **Priority** dropdown menu can be changed if needed to *low* or *high*.

- ❑ The **Department** field is the lead unit or first 8-digits of the cost center. Begin typing the unit name and a dropdown menu with options will open.
- ❑ Choose the **Category** – **Award** from the dropdown menu; in order to link to the award.
- ❑ Choose the **Type** – **Foreign Component Prior Approval** from the dropdown menu.



- ❑ Complete the **Link Award** field as appropriate. This field is an elastic search. To search the Link Award field, the user can input the sponsor, SAP award #, PI, or title.

Once the appropriate award appears, click on the award in the dropdown menu.


The screenshot shows a search bar with 'bell, myu' entered. Below the search bar, there are two search results listed. The first result is '132028-00001 | A Medical Physics Approach to Defining Safety Limits for Photoacoustic... | ALFRED P SLOAN RESEARCH FOUNDATION | ELECT & COMP ENG - BELL | Bell, Muyinatu |'. The second result is '126571-00001 | Coherence-Based Photoacoustic Image Guidance of Transsphenoidal Surgeries | NATIONAL INSTITUTE OF BIOMEDICAL IMAGING | ELECT & COMP ENG - BELL | Bell, Muyinatu |'.

- ❑ Complete the Subject line in the **Subject** field. The first section of the Subject is the type of Service Request followed by other identifying information that the user will need to input.

The screenshot shows a text input field labeled '* Subject'. The placeholder text inside the field is 'Foreign Component (Prior Approval)/Due date - /Dept. - /PI Last Name -'.


Enter the **due date**, **department**, and **PI**.

The screenshot shows the 'Subject' field with the placeholder text filled in: '/Duedate - 1/24/23 /Dept. - ORIS /PI Last Name - Bell'.

- ❑ Click on the **Save** button in the bottom right corner.  The Service Request has now been started and assigned a system number.
- ❑ Click on the **Questionnaire** tab and complete all questions on all questionnaires. Each questionnaire will begin as a **yellow** tab. There may be multiple questionnaires.

The screenshot shows a 'Questionnaire' tab with three yellow tabs: '* Foreign Component - Prior Approval', '* Simplified Compliance Questionnaire', and '* International Questionnaire'. Below the tabs, there is a light blue information box that says: 'This Service Request type is used when prior approval is required in the case of adding a foreign component.'

After the questionnaire is complete, the tab will change to **green**.

- ❑ Click on the **More Actions** button in the upper right corner. 
- ❑ Click on **Print Service Request**.

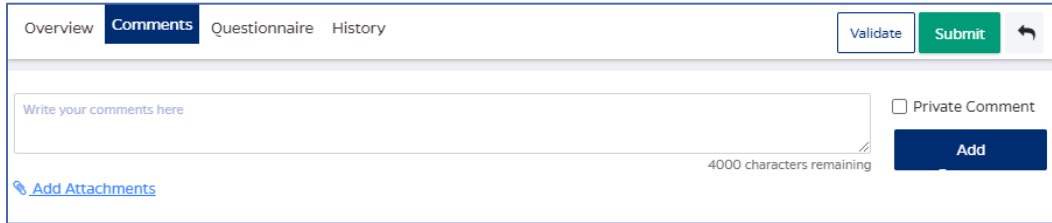
The screenshot shows a row of buttons: 'Validate', 'Save', 'Submit', a back arrow, and a 'More Actions' button (three dots). Below these buttons is a 'Print Service Request' button with a printer icon. A blue arrow points to the 'Print Service Request' button.

- ❑ Choose **ForeignComponentPriorApproval** from the list in the dropdown and then click on **Print**.
- ❑ Send the fillable form to the PI to be completed and signed.
- ❑ Complete all Questionnaire tabs according to the PIs provided answers.
- ❑ Upload the signed fillable form to the Service Request where the PI Certification is requested.

If additional information or attachments need to be added:

- ❑ Click on the **Comments** tab.

The following files under 50 MB are supported: pdf, doc, docx, csv, xml, ppt, pptx, txt, xls, xlsx, zip, json, xlsx, jpg, msg.



The screenshot shows a web interface with a navigation bar containing 'Overview', 'Comments' (highlighted), 'Questionnaire', and 'History'. On the right side of the navigation bar are buttons for 'Validate', 'Submit', and a refresh icon. Below the navigation bar is a large text input field with the placeholder text 'Write your comments here'. To the right of the input field is a checkbox labeled 'Private Comment'. Below the input field is a blue button labeled 'Add'. At the bottom left of the input field is a link labeled 'Add Attachments'. At the bottom right of the input field, it says '4000 characters remaining'.

- ❑ Click on the **Validate** button in the upper right corner to determine if further action is required. Fix any errors and evaluate if any warnings require changes. A Service Request can be submitted with warnings, but all errors that display must be fixed before Fibi will be able to route the Service Request for approval.

- ❑ Click on the **Submit** button when ready to submit.



The screenshot shows a web interface with a status indicator 'Request Status : Draft' at the top. Below the status indicator are four buttons: 'Validate', 'Save', 'Submit', and a refresh icon.

If the Submit button does not show, the user will need to contact ORIS by emailing oris@jhu.edu to request access to the lead unit input on the General tab.