

## Pre-Approval Requests (PAR) on RAMP

### What activities require a PAR?

- Outside Professional Activities that are especially likely to create conflicts, or that come under specific Federal or Commonwealth requirements, require prior approval from the responsible Dean.

Examples:

- Performing sponsored research, or administration of a grant or award, for an educational institution or other entity outside of the University;
  - Affiliations or appointments involving foreign entities or countries, including sponsored research, and including activities that would not otherwise need to be disclosed;
  - Consulting or employment outside of the University that exceeds the one-day-per-week limit;
  - Assuming a founding or a co-founding role of a company outside of the University;
  - Assuming an executive or managerial position outside of the University; or
  - Outside activities, including activities for professional organizations, in which a faculty member uses, or commits to using, university facilities, equipment, supplies, or computer time.
- Teaching as an instructor of record at another educational institution requires prior approval from the Provost.
    - This requirement does not pertain to summer employment for nine-month faculty.

### Who needs to submit a PAR?

- Any faculty member engaging in the types of activities listed above must submit a PAR in accordance with George Mason Policy
- For further information, please see [GMU Policy 4021](#)

### Where to submit PARs?

- In the RAMP COI system, the 'Request Pre-Approval' button is on the left side of the Disclosure Profile workspace
- For RAMP PAR Step-By-Step Instructions: [Pre-Approval-Request.pdf \(gmu.edu\)](#)

### Why do PARs need to be submitted?

- Federal regulations require Mason to report to the Government outside activities related to foreign entities or research outside of Mason.
- *Because RAMP is Mason's new system of record for outside activities*, existing activities that were previously approved need to be re-submitted so they are recorded in RAMP.
- Going forward, PARs will be completed prior to engaging in a covered outside professional activity.

### When do PARs need to be submitted?

- As soon as possible if:
  - You have engaged in any of these activities in past twelve months
  - You are planning to engage in any of these activities in the near future