

Military Security Agency Workflow

Department Users

Overview

The Office of Research Compliance has put into place processes / procedures to comply with the federal government's requirements concerning inappropriate foreign influence. As a result, there is a NEW Military Service / Security Agency Question Set and Workflow effective starting 3/1/21 for the 21-22 IU Graduate CAS Application. See the summary and detailed instructions below.

Steps

1. Watch for Local Status of **STOP - Compliance Review Pending**. Do not move forward with any process for this applicant.

Designations							
Designation	Local Status	Decision Code	Application Status	Submitted Date	Completed	Last Exported	Details
Doctor of Dental Surgery - DDS Su 22	STOP - Compliance Review Pending	Internal Review	Complete	Jun 29 2021	Jun 29 2021	-	Details

You should see an assignment on the detail page with the Overall Remark = **Risk Committee Review – Pending**.

Complete	Remark	Score	Comments	Assignment Type	Assigned To	Date Assigned
▶ Submit Results				GRADOFF.IUPUI21.22-Military/Sec Agcy Review	DeVoe, Julie C	Jul 02 2021
▶ Submit Results				GRADOFF.IUPUI21.22-Military/Sec Agcy Review	Swank, Eric	Jul 02 2021

Update assignment

	Score	Comments
Risk Committee Review Required? (yes/no):	-	<input type="text"/>
Overall Comments:		<input type="text"/>
Overall Remark:		Risk Committee Review – Pending

[Complete assignment](#) [Save without Completing](#)

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Local Status

2. Watch for Local Status of **Return to Department**

Return to Department

- Access details for applicant and scroll to Assignments section. If an assignment exists, click to see Overall Comments and Remarks.

3. There are 3 Overall Remarks that the Compliance Team will use:

- If Remarks = **Risk Committee Review – Denied** do not move forward with admission of this applicant and mark the Local Status as **Deny**
 - DO NOT CONTACT APPLICANT - Reach out to the Graduate Office for next steps

The screenshot shows a web form titled "Update assignment" with a close button (X) in the top right corner. The form has two columns: "Score" and "Comments". Under "Score", there is a label "Risk Committee Review Required? (yes/no):" and a text input field containing a hyphen "-". Under "Comments", there is a label "Overall Comments:" and a large text area. Below the text area is a label "Overall Remark:" followed by a dropdown menu showing "Risk Committee Review – Denied". At the bottom of the form is a blue button labeled "Update assignment Results".

- If Remarks = **Risk Committee Review – Pending**. This status shouldn't be used at this point. Contact the Grad Office to investigate.
- If Remarks = **Risk Committee Review – OK to Admit** continue the department review of the applicant as normal.

The screenshot shows a web form titled "Update assignment" with a close button (X) in the top right corner. The form has two columns: "Score" and "Comments". Under "Score", there is a label "Risk Committee Review Required? (yes/no):" and a text input field containing "No". Under "Comments", there is a label "Overall Comments:" and a large text area. Below the text area is a label "Overall Remark:" followed by a dropdown menu showing "Risk Committee Review – OK to admit". At the bottom of the form is a blue button labeled "Update assignment Results".