

## Pre-approval for Essential Travel to a CDC Warning Level 2 or Above Country: Department Chair Review

Due to the sensitive nature of these requests, following submission, the University has 36 hours to review and approve/deny the academic appointee's request.

When an academic appointee has submitted a request for pre-approval for essential travel to a country that has been designated as a warning level 2 or above by the Centers for Disease Control and Prevention (CDC) and/or the U.S. State Department, an automated email message from Interfolio will be sent to the Department Chair.

To review a case for pre-approval for essential travel, follow the steps below.

1. Using the automated email message, click on the “review candidate” button located in the message content.
  - Alternatively, you may login to Interfolio at [review.ucsd.edu](http://review.ucsd.edu) and located the academic appointee's name in the “Your Action Items” section of your dashboard.
2. To review the academic appointee's request form, click on the “Pre-approval for travel to a country that has been designated as a warning level 2 or above” hyperlink within the Request Form section.

University of California-San Diego > Cases >

### Jay Gatsby

Unit: TestDepartment | Template: Pre-approval for Travel to Countries Designated with CDC Warning Level 3 Travel Notice | Status: Select Status

Case Materials | Case Details

Search case materials by title

Expand All | Collapse All | Download | Share | Settings | Move

#### Candidate Packet

Any materials added to the candidate packet will be visible to the candidate and available for them to use in their current case. The candidate will be able to replace or delete any files in an unlocked section before they submit.

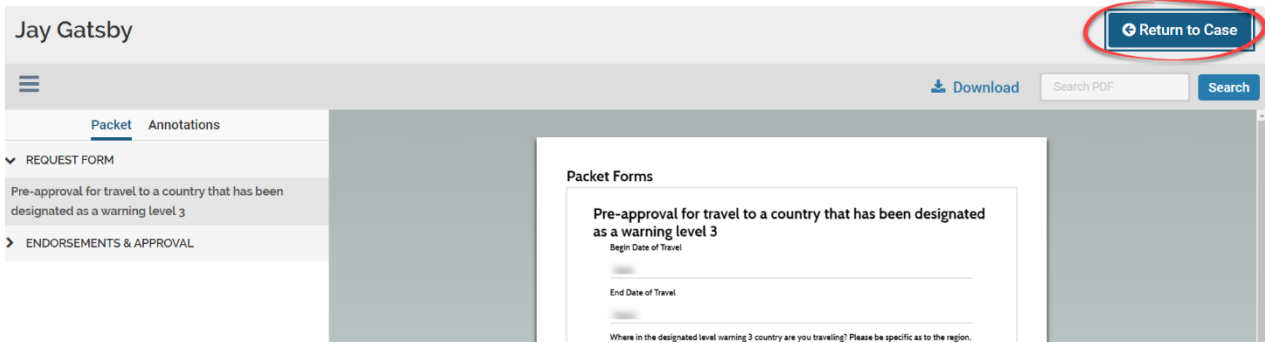
Request Form **Locked** Unlock

Additional Documents optional Add File

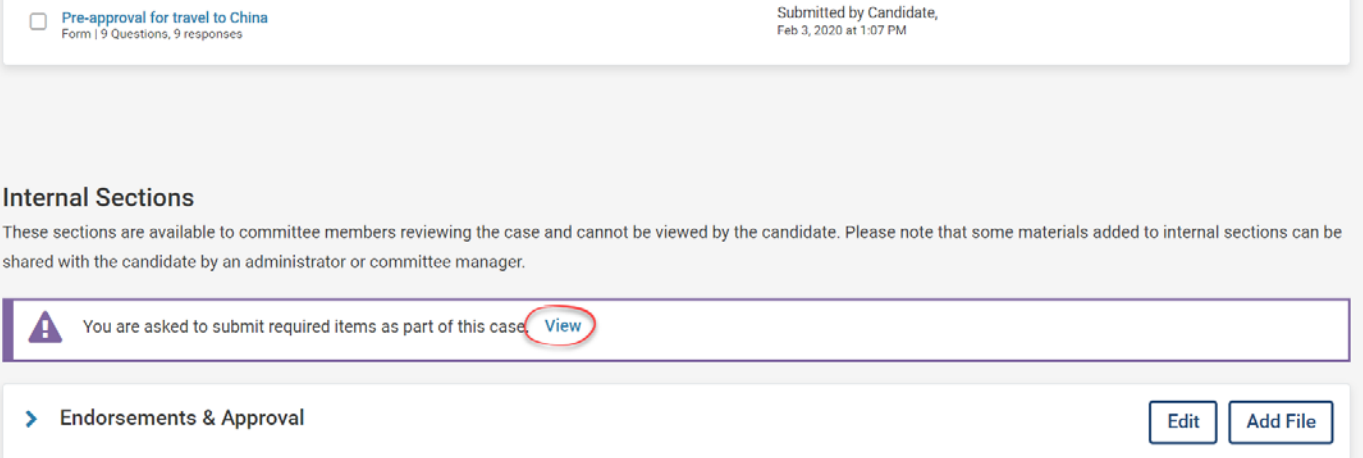
No files have been submitted.

[Pre-approval for travel to a country that has been designated as a warning level 3 Form: 9 Questions, 9 responses](#) Submitted by Candidate, Feb 27, 2020 at 2:36 PM

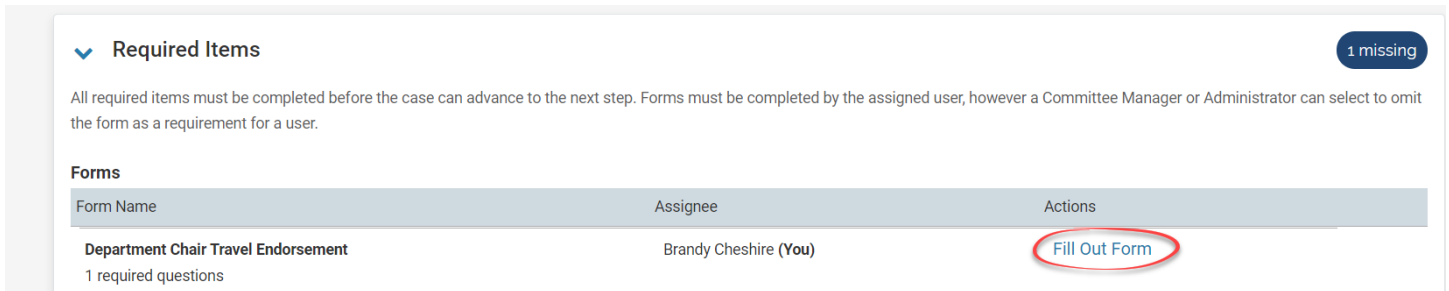
3. After reviewing the form, click the “return to case” button located in the upper right-hand corner of the case reader.



4. Scroll down to locate the Internal Sections portion of the screen. You will see a purple alert informing you that must submit required items. Click the “View” hyperlink.



5. Click on the “Fill Out Form” hyperlink.



6. Complete the form by selecting one of the provided options. Click the “Submit Form” button when complete.

## Department Chair Travel Endorsement

Faculty essential travel is defined as that which is required to:

- Preserve the safety of a research subject and which is not possible to be postponed; or
- Preserve the results of a research activity and which is not possible to be postponed.

By way of comparison, faculty essential travel does not include travel to attend educational conferences. This is just one example of non-essential travel and does not include all other activities that would also be considered non-essential travel.

I have reviewed this request and: \*

- Agree that this is essential travel
- Do not agree that this is essential travel

**Submit Form**

Save Responses

Cancel

7. Once you have submitted the form, you will be taken back to the Case Details overview page. Click the “Send Case” button and click on “Forward to Dean AP Staff Review-Finalize Approval”.

University of California-San Diego > Cases >

### Jay Gatsby

Unit: TestDepartment      Template: Pre-Approval for Travel to China

Case Materials    Case Details

Search case materials by title

Expand All     Collapse All    Download    Share    Settings    Move

#### Candidate Packet

Any materials added to the candidate packet will be visible to the candidate and available for them to use in their current case. The candidate will be able to replace or delete any files in an unlocked section before they submit.

Request Form Locked

Additional Documents optional

**Send Case** dropdown menu:  
Forward to Dean AP Staff Review-Finalize Approval  
Backwards to Department Chair Review

8. In the subject line of the “Send Case Forward” pop up menu, please enter the Candidate’s Name, Department, and Pre-Approval for essential travel to a designated warning level 3 country.
  - Example: Charles Xavier-Medicine- pre-approval for essential travel to a designated warning level 2 or above country

## Send Case Forward



Great job! You're sending the case forward to the next step, Dean Review & Approval. The following reviewers will lose access to the case:

Department Chair | 0 members

The following reviewers will gain access to the case:

Department Chair | 0 members

Send a message to the reviewers gaining access.

If recipients respond to this message, their response will come directly to your email inbox.

**Subject \***

Charles Xavier-Medicine- pre-approval for essential travel to a designated warning level 3 country

**Message \***

Dear committee members,

This case is coming your way for review. You'll be able to see the documents and deadlines in Review, Promotion & Tenure when you sign in.

Best,  
Brandy Cheshire

Preview

**Continue**

Cancel

9. Click the "Continue" button to send the notification.

After you provide your endorsement on the form and move the case onward, your divisional dean will receive an automated email from Interfolio alerting them that a form for the academic appointee is pending their review and approval. The entire submission, review, and approval process may not exceed 36 hours.