

3.2 How to Review Student Involvement Forms

The screenshot shows the University of California ATs portal interface. At the top, the 'Fiscal Year' is set to '2018 - 2019'. The 'AP REVIEW' tab is selected. Below the navigation bar, there are several filter tabs: 'NEEDS MY REVIEW' (highlighted with a red box and arrow), 'FORMS IN PROCESS', 'APPROVED', 'STOCK VALUATION', 'ALL ACTIVITIES', 'ANNUAL CERTIFICATIONS', and 'DELETED'. The main content area displays a table of activities under the heading 'ACTIVITIES: REVIEW REQUIRED'. The table has columns for 'Request Approval Type', 'Faculty', 'Activity Types / Roles', 'Details', 'Submission Date', and 'Actions'. Two rows are visible: 'Student Involvement' and 'Over Time TH'. The 'Actions' column for 'Student Involvement' has a button labeled 'Student Involvement Dept Reviewer' (highlighted with a red box and '3'). The 'Actions' column for 'Over Time TH' has a button labeled 'Over Time TH Dept Reviewer'.

To review a Student Involvement form, do the following:

- (1) Verify you are viewing the correct fiscal year.
- (2) Click the **AP Review** button and then click the **Needs My Review** tab.
- (3) Locate the faculty member you would like to review and then click the **Student Involvement** form.

The screenshot shows the 'Student Involvement' form details page. At the top, there are tabs for 'FORM DETAILS' and 'NOTES' (highlighted with a red box and '5'). Below the tabs, there is a form with the following information:

- Activity Label: Student Faire
- Organization Sector: Cookies Inc
- Organization Name: Cookies Inc
- Start Date: 09/11/2018
- Student Involvement: Yes
- Organization Type: Non Profit
- Activity Type(s)/Role(s): Providing or presenting a workshop for industry (Cat. 2) Developing scholarly or creative works (Cat. 3)
- End Date: 06/30/2019

Below the form information, there is an 'Export current data' button and a table of students. The table has columns for 'Student Name', 'Type', 'Participation Description', 'Instructional/Supervisory/Evaluative Role?', and 'Details'. Two rows are visible:

Student Name	Type	Participation Description	Instructional/Supervisory/Evaluative Role?	Details
Christy Christy	Undergraduate	none	No	
Christy Kissel	Graduate	none	No	

The 'Participation Description' column for the second row is highlighted with a red box and '4'.

- (4) When reviewing the Student Involvement form you may consider,
 - o What year is the student?
 - o How many hours will they be participating?
 - o If they are going to work in a lab, is the lab OSHA approved?
 - o Has the student completed all necessary safety training?
 - o Is the faculty going to have a supervisory role? If yes, is there a possible conflict of interest?
 - o Check for spelling errors.
- (5) Check the **Notes** tab for messages and attachments related to the request.

(6) Select an action.

- **Reviewed:** Select this option if the form is ready for the approver’s approval.
- **Send Back To Faculty:** Select this option if the faculty member did not provide all required information. In the space provided describe what you need from the faculty member. The form will be returned to them.
- **Add Alternate Approver:** You may select an alternate approver if there is a conflict of interest between the faculty member and approver. For example, the faculty member is related or married to the approver or the faculty member is also the Department Chair.

(7) Click **Submit Action** to complete the review process.

How to Add an Alternate Approver

1. Click the **Add Alternate Approver** button.

2. Enter the alternate approver’s name. Select the name once it appears.

3. Click the **Add** button.