

Pre-Reviewer Instructions

for Reviewing Financial Disclosures & Outside Activities Requests

How to access Financial Disclosures and Outside Activities for direct reports:

1. Navigate to the review platform:
https://access.caltech.edu/pls/coi/f?p=112:68:1610738479641::::P0_APPLICATION_ID,P0_USER_TYPE:1,REVIEWER
2. Log in using your assigned credentials.

Reviewing Financial Disclosures:

1. Once logged in, locate the table section of the dashboard.
2. Click on the number under the new section in the “Final Review Queue.”
3. Select a financial disclosure pending review.
4. Review the information provided.
5. Make a determination.
6. Click on “Review Access Completed” to submit.

Reviewing Outside Activities Requests:

1. Navigate to the “Outside Activities” link in the table section.
2. Open the outside activity pending review.
3. Review the details of the activity.
4. Answer the supervisor questions.
5. Make a determination and click on “apply changes” to submit.

For questions:

Please contact Employee and Organizational Development (EOD) in Human Resources:

- Phone: 626-395-6382
- Email: eod@caltech.edu