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.

You should see an assignment on the detail page with the Overall Remark = **Risk Committee Review – Pending**.
2. Watch for Local Status of **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

- 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.