

Guide to Completing Sandia's Review & Approval Online Form

- URL to R&A form: <https://cfwebprod.sandia.gov/cfdocs/RAA/templates/index.cfm>
- Use the guide below to help you fill out the R&A online form.
- Questions? Contact Winalee Carter (4-2202)

Section of Request	What You Need to Fill In	Additional Notes
<i>Sandia Content Contact</i>	NOTE: Requestor and contact must have SRN access. Intern Name (or Mentor's Name if you don't have SRN access) Must type name and hit "Lookup"	
<i>Sandia Author(s)</i>	Include all author name(s); make sure name is spelled correctly Must type name and hit "Lookup"	
<i>Non-Sandia Author(s)</i>	Make sure name is spelled correctly	
<i>Will information be reviewed electronically or hardcopy/</i>	Electronically	
<i>Will information be printed and distributed via paper after R&A</i>	Yes	
<i>Nature of Urgency</i>	Submit by July 23 – there are too many interns to allow Urgent requests	
<i>Document Title</i>	Be exact and spell correctly	
<i>Submittal Type</i>	If oral presentation – choose conference Presentation If poster presentation – choose Exhibit/Poster/Display from pull-down menu	
<i>Is a partnership involved in this work?</i> <i>Is your work part of a CRADA, Work for Others, or any other partnership?</i>	Ask your mentor	
<i>Is this scientific or technical in content?</i> <i>If yes, has there been a Technical Advance and has there been a Disclosure of Technical Advance For SF1155-G form filed with Sandia Patent and Licensing Center?</i>	Ask your mentor	
<i>Was LDRD funding used, in whole or part, for this work?</i>	If unsure, please ask your mentor.	
<i>Event Name</i>	2007 SNL/CA Student Intern Symposium	

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<i>Start/End Date</i>	August 2, 2007	
<p><i>If your work is part of a partnership, do you have partnership approval for this release?</i></p> <p><i>Is the release part of a CRADA, Work for Others, or any other partnership?</i></p> <p><i>If yes, agreement number (if known) and has the partner given approval for release of information?</i></p> <p><i>Is it part of a Laboratory-Directed Research and Development (LDRD) project?</i></p>	Ask your mentor if you are not sure.	
<i>Sensitivity Level</i>	<p>Most will be Unclassified-Unlimited Release</p> <p>Some could be Unclassified-Limited Release and type of limited release – Official Use Only)</p>	Ask mentor!
<i>Is information part of a DUSA</i>	Only pertinent for those in Combustion Research Facility (CRF), all others are NO.	If you work in the CRF, ask your mentor
<i>Derivative Classifier (DC) to approve</i>	Is usually the line manager, but PLEASE ask your manager for the correct name.	
<i>Manager for final approval</i>	Will probably be your line manager, but there are situations where it is someone else, so ask your mentor.	

More helpful hints on the next page...

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Helpful Hints	
<i>Waiting for Approval</i>	At the end, you will receive a tracking number that looks like 523XXXX. Write it down, as you will need it to track the progress of your request.
<i>Status of your Request</i>	At any time you can go back to the web site and click on "Search Requests" to see the status of your request.
<i>Comments by Approvers</i>	Sometimes a reviewer will request a change, which will generate an automatic email to the Sandia Contact. You can go back to the web site and click on "Approvals" to indicate that the changes requested will be completed, or you can click on the link provided in the email.
<i>SAND # issue</i>	When the manager does the last review (or the Sandia Contact approves requested changes (as above), a SAND number will be assigned.
<i>Arlene Lucero, last approver</i>	Arlene Lucero is listed as the last person on the approval list. She does not need to approve before release. She does follow up after the requests are approved to make sure the Technical Library gets what they require for Sandia's official archives.