

## UNIVERSITY OF CHICAGO

## Off-Cycle Approval Process

1. Request or notification is received by the Project Manager (90% of cases) to review completeness of submittal, stated issue, process or material change, supporting research, etc.
  - a. The materials are sent to Joel Schriever, Chair
  - b. The current 'out of sequence' Real Time Action (RTA) FS2 committee consists of Joel Schriever and Boyd Black with others as needed to assist.
2. If not identified by the requester, the RTA FS2 committee classifies the request as to type:
  - a. Safety issue
  - b. Code violation
  - c. Technical issue holding up project
3. The Project Manager gets the materials together
4. The RTA FS2 committee takes action:
  - a. Defer due to insufficient information
  - b. Adopted for project
    - i. Full use
    - ii. Set up test area within project for prototyping
  - c. Adopted for next issuance of FS2
  - d. Denied
5. Follow up is taken within the next FS2 annual process

This review is intended to take 2-3 weeks if materials are complete