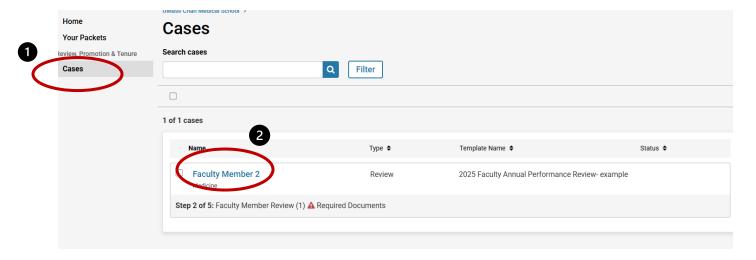# Download APR Packet

Faculty members can only download a copy of their APR Packet after the Supervisor or Chair forwards their comments back to the faculty member for review.

Please note: Faculty members cannot download a copy of their APR after their case has been closed/archived. Please contact your departmental administrator if you need a PDF copy of your APR after it has been closed.

We recommend that faculty members download a copy of their APR before they submit their APR case to the unit administrator. This is the last step in the APR review process. Faculty members will only be able to view their APR next year, if a copy is downloaded during the review process.
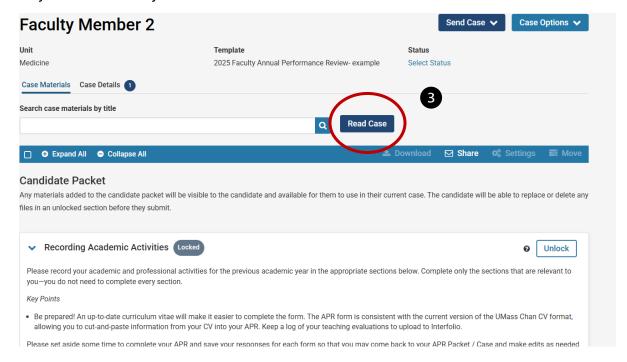
1) Navigate to **Cases** in the left-hand menu.

2) Click on your **Name**

3) Open your APR by clicking the **READ** button.

4) Click the **Download** link and a pop up window will appear.
Then click **Download Packet** to download a copy of your APR and any Supervisor or Chair Comments that have been added to your APR case.

5) After the Download Packet link is clicked a pop up menu will appear. **Check the box** next to **Select All** to download all sections of your packet including any Supervisor or Chair comments or select the individual sectons or forms.

6) Click the **Download PDF** button.

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Recording Academic Activities

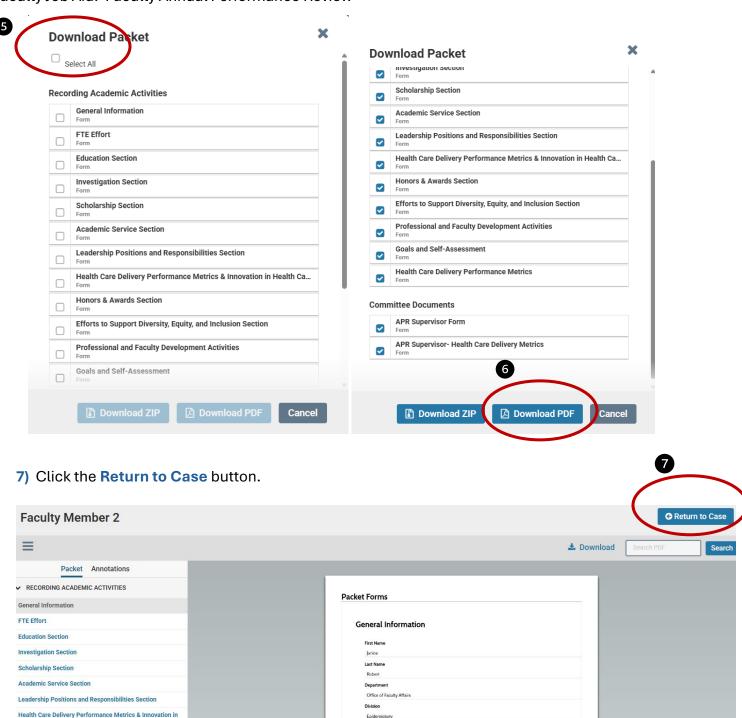|	General Information Form
☐	FTE Effort Form
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☐	Investigation Section Form
☐	Scholarship Section Form
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☐	Health Care Delivery Performance Metrics & Innovation in Health Ca… Form
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Committee Documents

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7) Click the **Return to Case** button.

⑦

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⌄ RECORDING ACADEMIC ACTIVITIES

General Information

FTE Effort

Education Section

Investigation Section

Scholarship Section

Academic Service Section

Leadership Positions and Responsibilities Section

Health Care Delivery Performance Metrics & Innovation in

Packet Forms

General Information

First Name
Janice

Last Name
Robert

Department
Office of Faculty Affairs

Division
Epidemiology

8) Click **Home** in the left-hand navigation menu.

⑧

9) Click the **Your Files are Ready to Download** on your home page.

10) Click the **Download** action. The faculty member's APR will now be available to be downloaded when every they need a copy, as long as it is not removed.