

HOW-TO: APPROVE COMPLIANCE APPLICATION CONFIGURATIONS

FOR: Applicants

DESCRIPTION: The process to approve the Compliance Application configuration that was sent for Director Approval.

PROCESS:

- FACT notifies the Organization Director that the Eligibility Application or Renewal Report was approved by FACT and requests confirmation of the Accreditation Goal and Inspection Sites. Organization personnel are not able to begin completing the compliance application until it is approved.
- In the email, select the **link** provided to access the Director Approval page.
- When prompted, log in to the FACT Accreditation Portal. The username is your email address. If you do not know your password, refer to [How-To: Reset My Password](#), IT.GDE.8.002.
- Review the information on the *Approval of Accreditation Goal and Inspection Sites* page for accuracy and completeness.
- Select **Approve** to verify the information is correct.



The screenshot shows an email from FACT Portal and a corresponding web application interface. The email subject is "FACT Accreditation Goals and Inspection Sites Pending Review [Action Requested] – New Organization Test for Prod". The web application interface displays the "Approval of Accreditation Goal and Inspection Sites" page, which includes details for "Test Organization 01", accreditation goals, dates, and a table of inspection sites. The interface has two buttons at the bottom: "Approve" (highlighted with a yellow '5') and "Request Revision" (highlighted with a yellow '7').

From: FACT Portal <portal-test@factglobal.org>
Sent: Monday, January 30, 2023 12:44 PM
To: eric@forbinaconsulting.com; joseph@forbinaconsulting.com; david@forbinaconsulting.com; Alisa Forsythe <alisa.forsythe@factglobal.org>; Allison Miller <allison.miller@factglobal.org>; Nancy Schulte <nancy.schulte@factglobal.org>
Cc: Gino Liu <gino.liu@factglobal.org>
Subject: FACT Accreditation Goals and Inspection Sites Pending Review [Action Requested] – New Organization Test for Prod

FACT Accreditation Goals Pending Review - Action Requested

Thank you for participating in the FACT accreditation process. To complete the process, you will need to log in to the FACT Accreditation Portal using your email address as your username. If logging in to the portal for the first time, refer to this [guide](#) for instructions.

As the Director, please approve or reject the information below using this link: [Compliance HCT Application](#) 2

Based on the information provided, your organization will receive a compliance application for the following:

Organization: New Organization Test for Prod
Due Date: 03/02/2023

Accreditation Goal:
 Adult and Pediatric Allogeneic and Autologous Hematopoietic Progenitor Cell Transplantation, Immune Effector Cellular Therapy, Marrow and Peripheral Blood Cellular Therapy Product Collection, and Cellular Therapy Product Processing with Minimal and More than Minimal Manipulation

Inspection Sites:

- New Site: Adult Allogeneic, Adult Autologous, Pediatric Allogeneic, Pediatric Autologous

On approval, your customized compliance application will be generated and made available to you immediately. Please reference the [Portal Resource Center](#) for guidance on navigating and using the FACT Accreditation Portal. Feel free to contact me if you have any questions.

Timelines:
[FACT Initial Accreditation Timeline](#)
[FACT Renewal Accreditation Timeline](#)

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Approval of Accreditation Goal and Inspection Sites
 Manage Users - My Applications - Approval of Accreditation Goal and Inspection Sites

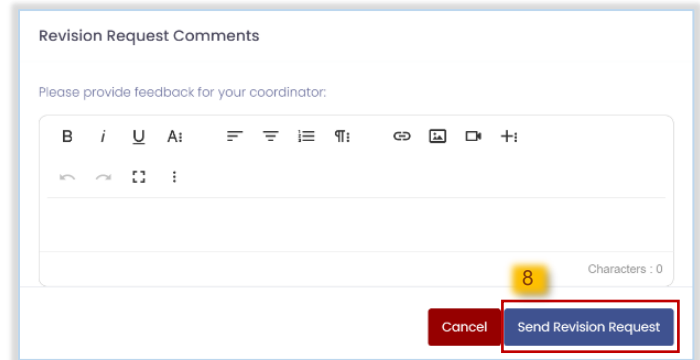
Organization: Test Organization 01
Accreditation Goal: Adult and Pediatric Allogeneic and Autologous Hematopoietic Progenitor Cell Transplantation, Immune Effector Cellular Therapy, Marrow and Peripheral Blood Cellular Therapy Product Collection, and Cellular Therapy Product Processing with Minimal and More than Minimal Manipulation
Current Accreditation Date: N/A
Accreditation Expiration Date: N/A
Accreditation Status: N/A
Coordinator: Coordinator 01, Test
Compliance Application Due Date: 10/15/2022

Inspection Sites

Site Name	Site Types	Application Versions
Test Site 01	More Than Minimal, Minimal	FACT-JACIE International Standards for Hematopoietic Cellular Therapy Product Collection, Processing, and Administration, Eighth Edition

5 Approve Request Revision 7

6. On approval, the compliance application is created. Organization personnel are now able to begin completing the application.
7. If you disagree with the information presented, select **Request Revision**.
8. A *Revision Request Comments* window displays. Enter your comments and why the presented information is not correct. Select **Send Revision Request** to submit your comments to FACT.
9. If rejected, FACT will review why the presented information was rejected and update the application accordingly, if needed.



The screenshot shows a web interface titled "Revision Request Comments". Below the title is a prompt: "Please provide feedback for your coordinator:". This is followed by a rich text editor with a toolbar containing icons for bold (B), italic (i), underline (U), text color (A:), text background color, bulleted list, numbered list, link, unlink, insert image, and a plus sign for more options. Below the editor is a character count that reads "Characters : 0". At the bottom right of the window, there are two buttons: a red "Cancel" button and a blue "Send Revision Request" button, which is highlighted with a red rectangular border.