

Public App Approval Details - Template

If you find anything in error, please contact Marc Nuar (mnuar@emory.edu).

Application Information

Application Name:

Application Owner:

Application Technical Contact:

Application Support Model:

Application Administration Model:

Application Description:

Application Marketplace ID/Link:

ServiceNow Request	Distribution Status & Date	Internal Review Status & Date	ePHI Indicator	Target User Base

Current Issues

List current issues here. When an issue is resolved, document the resolution and date, and move the issue into the issue log.

Issue Log

Maintain a list of issues and their resolution.

Reapproval Conditions

Document the conditions under which the application would be subject to reapproval (e.g., collecting ePHI data when it did not previously).

Internal Review Status: complete or incomplete

Review Request Date	Office of Technology Transfer Review	Legal Counsel Review (if applicable)	Marketing & Communications Review	Compliance & Regulatory Review	IT Security Review	LITS HIPAA Security Review (if applicable)	Architecture Review (if applicable)

Approval Artifacts

Approval artifacts and relevant documentation may be located here: (app Box folder link)

1. Completed IP Disclosure.
2. Commercial Evaluation Report.
3. Legal Counsel Review.
4. Marketing and Communications Review.
5. Compliance and Regulatory Review.
6. IT Security Review.
7. Architecture Review.
8. App Store Submission Templates.
9. Distribution Review Checklist.