

# Internal App Approval Details - Template

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

## Application Information

- Application Name:
- Emory Application Owner:
- Emory 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

Internal Distribution Request Date	Compliance & Regulatory Review	IT Security Review

## Approval Artifacts

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

1. Compliance and Regulatory Review.
2. IT Security Review Questions.
3. Distribution Review Checklist.