

## Submitting Outlines to Policy, Evaluation and Licensing (PEL)

Where were changes made in the 1/7/2025 version?

1. Updated links and screenshots throughout document.

## Submitting Outlines to Policy, Evaluation and Licensing (PEL)

This is a detail guide to be used in conjunction with the [2049 General User Guide \(User Guide 10\)](#) and [Creating/Revising Electronic Outlines \(User Guide 18\)](#). It is not intended for stand-alone use.

This guide pertains to submitting Outlines of Production and Special Outlines for licensed or prelicense product. **\*\*\*Do NOT use this guide for Outlines for unlicensed product exported under the Food and Administration's Export Reform and Enhancement Act of 1996.\*\*\***

### Creating an Outline Submission

Use the 2049 portal interface to submit Outlines to Policy, Evaluation, and Licensing, per the instructions in the [General User Guide](#). Use the following values.

- Submission type
  - If this is the 1<sup>st</sup> electronic submission for a particular Outline or Special Outline, then select either "Outline (Baseline Version Only)" OR "Special Outline (Baseline Version Only)" respectively
  - For all document revisions *subsequent* to receiving a filed Baseline (version Baseline-CVB) from the CVB select "Outline" OR "Special Outline"
- Submission subtype - leave this field blank

When adding attachments, portal users are given the option to upload an Incoming Outline or other kind of document.

### Attaching Outline documents

- Attach only one Outline or Special Outline per submission. Only new documents or complete revisions are accepted. The CVB will not process individual page changes.
- Use the attachment type "**Incoming Outline**" for the actual Outline/Special Outline submitted for approval. **\*\*\*Do not use this attachment type for anything other than the Outline.\*\*\***
- Use the [CVB-supplied template](#) and [formatting instructions](#) for the Outline.

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### Entering Outline Specific Information

After electing to add an incoming outline, the following information is requested:

Outline Document
REMOVE

File

1

Browse ...

Type\*

Incoming Outline

Comments

2

Outline Version #\*

3

Note: May not have multiple attachments with the same name.

- 1 **File:** Identify the file to be uploaded.
- 2 **Comments:** Enter any comments specific to the *individual Outline* being uploaded.
- 3 **Version #:** Enter the version number assigned to the Outline being uploaded. See [User Guide 19](#) for details on versioning.

### Attaching Other Supporting Documents

- Documents other than the actual Outlines may be added with the attachment type “Incoming (Core) Document”.
- Such supporting documents may include, but are not limited to, additional instructions/requests for your reviewer.
- **Do NOT attach APHIS Form 2015**, as this is not necessary for portal submissions.
- It is not necessary to submit a compiled Summary of Changes (as all changes are tracked in-line). If, however, you wish to submit a Summary of Changes *in addition to* in-line tracking, submit the Summary as a separate document. Do not insert it to the Outline.

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### Appearance In Portal Once Processed:

There will be an Outline file returned with an updated version number. If the Outline was approved (digitally signed), the outgoing version will be designated as the incoming version + “-CVB”. If the Outline was returned unprocessed, it will not be digitally signed, and the outgoing version number will be the incoming version + “-UP”.

There also may be a comments document; if there are no comments, there will be a “No Return Form Comments” statement in the CVB Response section.

| Submitted Files |                  |                      |                   |          |            |  |
|-----------------|------------------|----------------------|-------------------|----------|------------|--|
| File            | Type             | Submitter's Study ID | Outline Version # | Comments | Date Added |  |
| test.docx       | Incoming Outline |                      | 3                 |          | 12/08/2016 |  |

  

| CVB Response Files |                   |                  |  |
|--------------------|-------------------|------------------|--|
| File               | Outline Version # | Type             |  |
| Tested2.docx       | 3-CVB             | Outgoing Outline |  |

  

| CVB Response            |  |
|-------------------------|--|
| No Return Form Comments |  |