



## Level 1 Review Checklist

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All Level 1 Reviewers in UFOLIO are expected to conduct a basic review of disclosures from a supervisory perspective. Level 1 reviewers are NOT expected to review disclosures or contracts for technical details which will be covered by the COI Program in the Level 2 review. By approving a disclosure, Level 1 reviewers are acknowledging they have considered the following:

- 1. Completeness:** The disclosure is complete and provides enough information to clearly describe the activity or interest.
- 2. Job Performance:** The discloser is fulfilling all UF job responsibilities and reviewer does NOT expect the disclosed activity/interest will negatively impact discloser's job performance.
- 3. Time Commitment:** The discloser's total time commitment for all disclosed outside activities/interests appears reasonable given the discloser's FTE. (Any total time commitment in excess of 8 hours per week will require additional justification from the reviewer.)
- 4. Influence:** Reviewer does NOT expect the activity/interest would inappropriately influence the discloser in their UF role in any way (e.g., purchasing decisions, research integrity, clinical care, etc.).
- 5. Competition with UF:** Reviewer does NOT think the activity or interest will compete with UF programs or services.
- 6. Appropriate as Outside Activity:** Reviewer does NOT think the activity or interest would be more appropriate to do within UF as part of the discloser's UF role (e.g., research, online teaching, etc.).

