Level 1 Review Checklist

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. Please contact the COI Program at UFOLIO-help@ufl.edu if you need help or are uncomfortable approving a disclosure. 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 describe the activity or interest in sufficient detail for Level 1 review to be completed.

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 for full-time employees 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.).