

Ancillary Reviews in UFOLIO

When a disclosure is submitted in UFOLIO, it undergoes a minimum of two reviews: one by the employee's supervisor ("Level 1") and one by the COI Program ("Level 2"). However, depending upon the type and nature of the disclosure, additional review by subject matter experts (SMEs) known as Ancillary Reviewers may be necessary before the COI Program can complete the Level 2 Review. Below is each type of ancillary review within UFOLIO along with general criteria which are likely to prompt that type of ancillary review.

Division of Sponsored Programs

PROMPT:

- Research-related activities you plan to conduct outside of UF

The Division of Sponsored Programs (DSP) facilitates institutional approval for all proposal submissions, accepts and administers grant awards, and negotiates contracts and other research-related agreements on behalf of the University of Florida.



Office of General Counsel

PROMPT:

- Disclosures that raise legal issues that warrant UF attorney review

The Office of General Counsel provides legal advice and representation to UF, its component units, and affiliated entities, and to its employees while acting within the scope and course of their employment.

Dean/Director

PROMPT:

Specific to each college/unit as requested by the dean/director's office or equivalent

Dean/Director ancillary routing can be done automatically for all disclosures, only prior to a disapproval, only when the COI Program deems it necessary, etc.

Expert Witness

PROMPT:

- Performing legal consulting/ expert witness services on any matter relating to health/healthcare

UFOLIO automatically routes disclosures for Expert Witness Ancillary review if the matter is identified as health-related. Expert witness review is performed by the UF Self-Insurance Program.

Intellectual Property

PROMPT:

- Contract includes language that may inappropriately assign to an outside entity UF's intellectual property rights
- Nature of activity entails possibility or likelihood of IP creation

Outside activities that involve intellectual property rights must be reviewed for compliance with UF's Intellectual Property Policy.

Research/Licensing

PROMPT:

- Any outside activity with an entity that sponsors your UF research or licenses your UF technology

Florida law requires a special approval/exemption process under certain situations when an entity sponsors your UF research or licenses your UF technology. Research/Licensing review is performed by UF Research Integrity, Security and Compliance.

International

PROMPT:

- Any activity with a foreign entity, or any activity which will be performed outside the US

Disclosures with any foreign aspect are automatically routed for International Ancillary review after Level 1 approval. International review is performed by UF Research Integrity, Security and Compliance.