UFOLIO Functionality FAQ

Hyperlinked Table of Contents

UF | Conflicts of Interest
UNIVERSITY *of* FLORIDA

1. How do I access and log in to UFOLIO?

1

Log in to UFOLIO with your Gatorlink credentials at https://ufolio.compliance.ufl.edu/ with an internet browser OTHER than Internet Explorer. (e.g. Google Chrome, Mozilla Firefox, etc.)

Please note: The remaining FAQ instructions will begin after you are already logged in to UFOLIO.

UFOLIO

LOGIN TO UFOLIO

Username

GatorLink Username

1

From the UFOLIO Home page, either select the "Renewable Disclosures" tab or button.

This tab contains all approved disclosures you have submitted that are not expired.
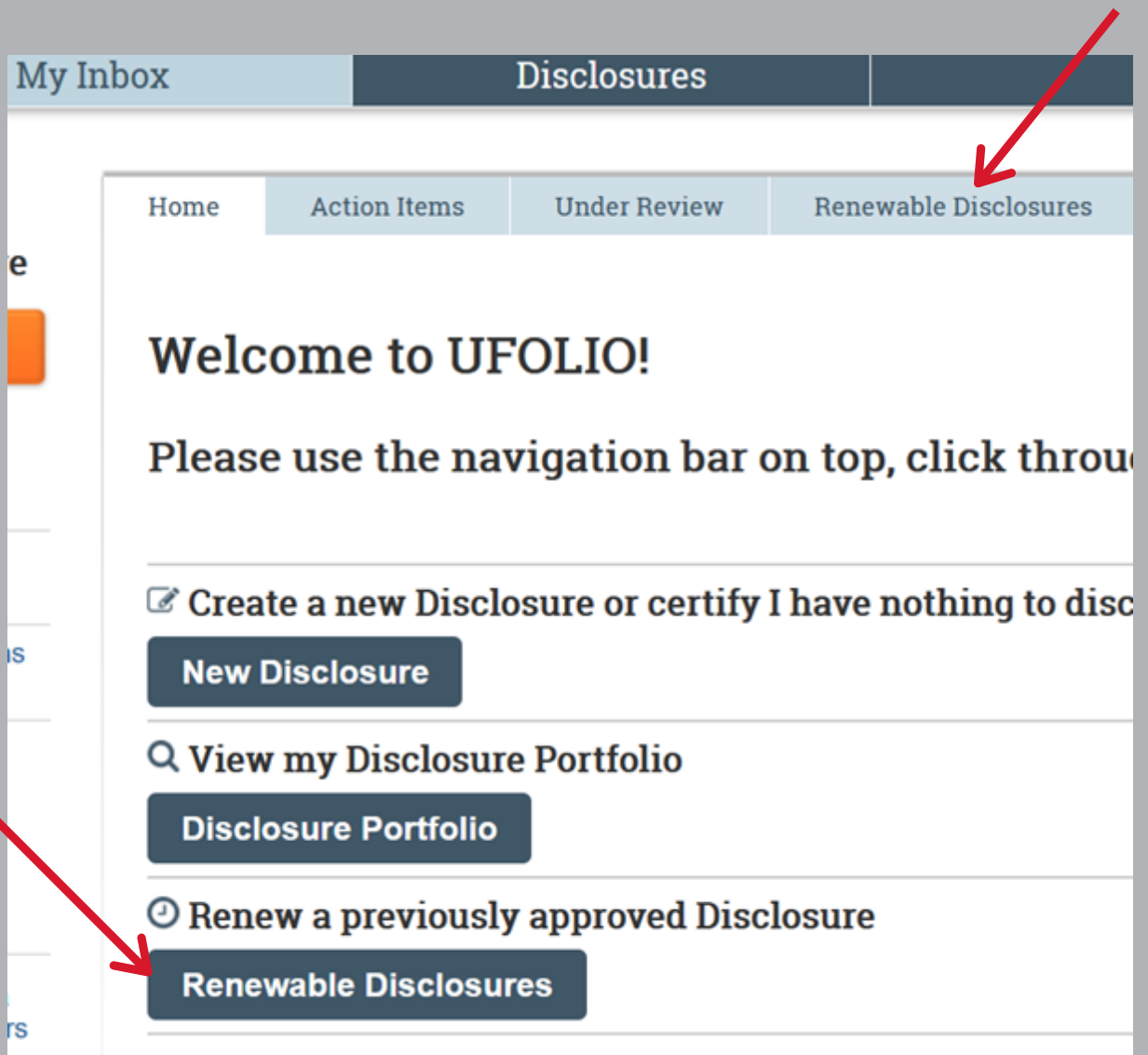
My Inbox	Disclosures	

Home	Action Items	Under Review	Renewable Disclosures

Welcome to UFOLIO!

Please use the navigation bar on top, click throu

☑ **Create a new Disclosure or certify I have nothing to disc**

New Disclosure

🔍 **View my Disclosure Portfolio**

Disclosure Portfolio

🕓 **Renew a previously approved Disclosure**

Renewable Disclosures

1

From the UFOLIO Home page, either select the "My Disclosure Portfolio" tab or "Disclosure Portfolio" button.

This tab contains all disclosures you have created, including those that you have not yet submitted, are expired, or have been discarded.

Disclosures				
Home	Action Items	Under Review	Renewable Disclosures	My Disclosure Portfolio

Welcome to UFOLIO!

Please use the navigation bar on top, click through the tabs in your from the choices below.

✎ **Create a new Disclosure or certify I have nothing to disclose**

New Disclosure

🔍 **View my Disclosure Portfolio**

Disclosure Portfolio
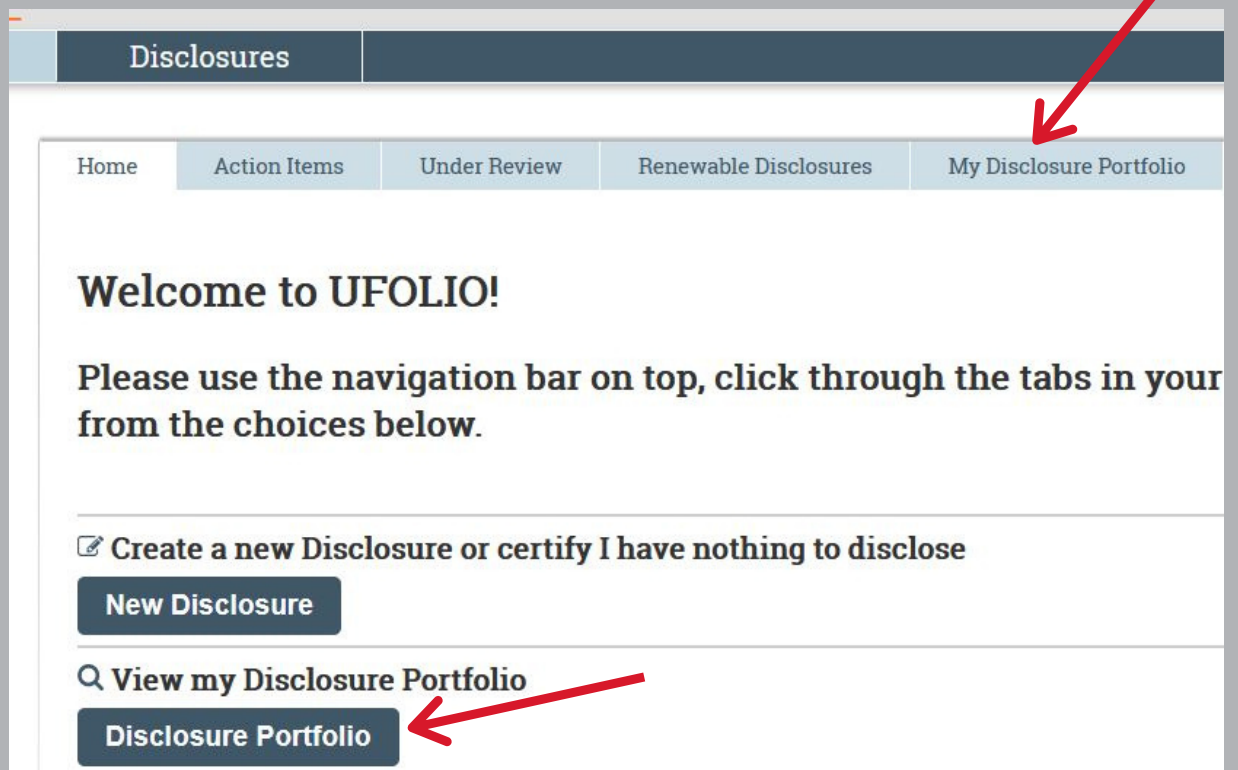
4. How do I add an attachment to a disclosure that I've already submitted but is still under review?
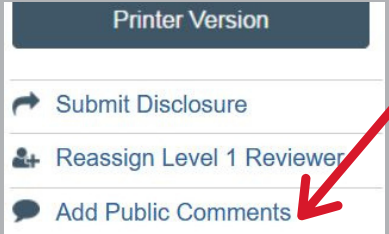
1 Select the "Under Review" tab.

Disclosures

Home | Action Items | Under Review

2 Select the disclosure that needs the attachment.

3 Select "Add Public Comments" from the left menu bar.
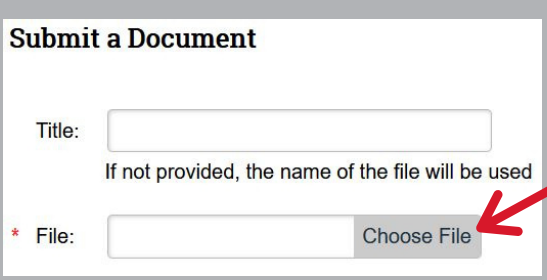
Printer Version

➔ Submit Disclosure

&+ Reassign Level 1 Reviewer

💬 Add Public Comments

4 Enter a descriptive comment and select "+Add."

Please note that public comments can be seen by everyone who can view this disclosure.

1. * Comments:

2. Attachments:

+ Add

5 Choose the file from your computer and select "OK" twice.

Submit a Document

Title:

If not provided, the name of the file will be used

* File: | | Choose File

5. Where do I go to see the comments from a clarification request?

1 Select the "Action Items" tab or scroll down on the home page to see "Disclosures requiring action on my part."

| Home | Action Items |

Disclosures requiring action on my part

Filter by ❓   ID ▼   Enter text to searc

| ID | Name | Disclosure Type |
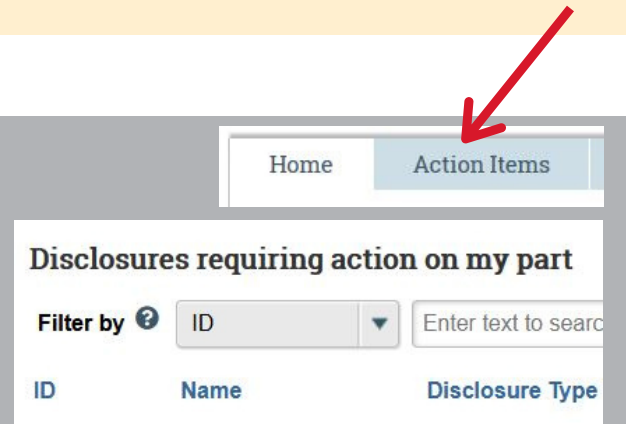
2 Select the appropriate disclosure (the status should have the words "Clarification Requested").

3 Select the "Comments and Clarifications" tab. This tab logs all approval comments, clarification requests, responses to clarifications, and public comments, from most recent to least recent.

Submitted   Level 1 Review   **Level 2 Review**   Review Com
Clarifications Requested

| Current Disclosure | History | Comments and Clarifications | Documents | Reviews | Renew |

Filter by ❓   Activity ▼   Enter text to search for   🔍   ＋ Add Filter   ✕ Clear All

Activity	Author	▼ Activity Date
↩ Request Clarifications	Lynch, Elizabeth	11/30/2020 3:50 PM

Thank you for this disclosure! Could you please provide a copy of your consulting contract?

6. How do I respond to a clarification request?

1. For a <u>regular</u> clarification request from Level 1 or Level 2 Reviewers; your email notification will say "UFOLIO Clarifications Requested."

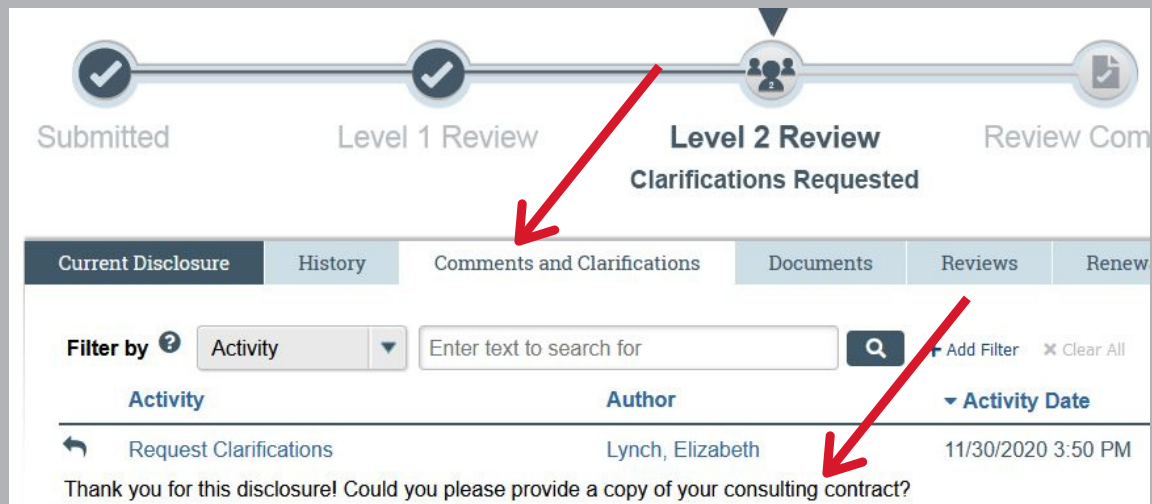|		
1	Select the "Action Items" tab or scroll down on the home page to see "Disclosures requiring action on my part."	**Home** **Action Items** **Disclosures requiring action on my part** Filter by ❓ ID ▼ Enter text to searc **ID** **Name** **Disclosure Type**
2	Select the appropriate disclosure (the status should have the words "Clarification Requested").	
3	Select "Submit Clarifications" on the left menu bar.	**Clarification Requested from Discloser** Edit Disclosure Printer Version ➔ Submit Clarifications
4	Type in your comments, attach any requested documentation, if applicable, and select "OK."	**Submit Clarifications** 1. * Comments: [text box] 2. **Attachments:** ➕ Add
5	Select "OK." The disclosure will revert back to the reviewer who requested clarification.	

6. How do I respond to a clarification request?

2. For an <u>ancillary</u> clarification request; your email notification will say "Ancillary Clarification Requested."

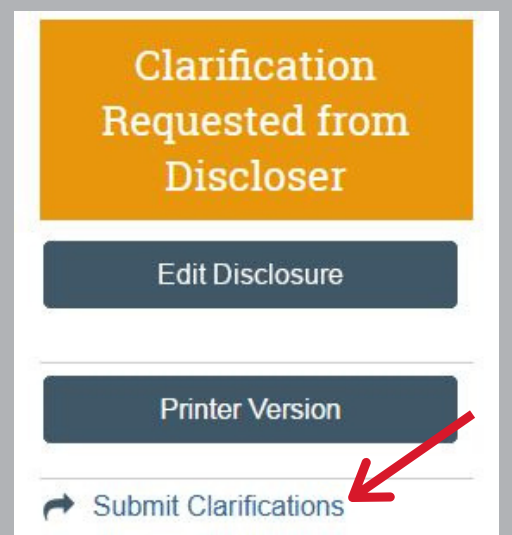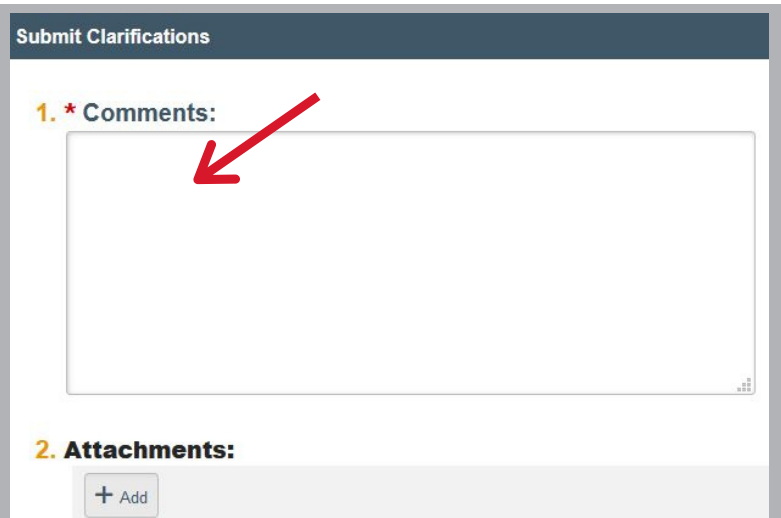|		
1	Select the "Action Items" tab or scroll down on the home page to see "Disclosures requiring action on my part."	Home · Action Items · Disclosures requiring action on my part · Filter by ❓ ID ▼ Enter text to searc · ID · Name · Disclosure Type
2	Select the appropriate disclosure (the status should say "Level 2 Review").	
3	Select "Contact Ancillary Reviewer" from the left menu bar.	Level 2 Review · View Disclosure · Printer Version · ◢ Contact Ancillary Reviewer
4	Select the appropriate ancillary, type your comment/ clarification, and attach any requested documentation, if applicable.	Contact Ancillary Reviewer · 1. * Select the Ancillary Reviewer: · Entity · ☐ Ancillary - DSP · ☐ Ancillary - Research/Licensing Issues · 2. * Comments: · 3. Attachments: · + Add
5	Select "OK." The disclosure will revert back to the ancillary reviewer who requested clarification.	
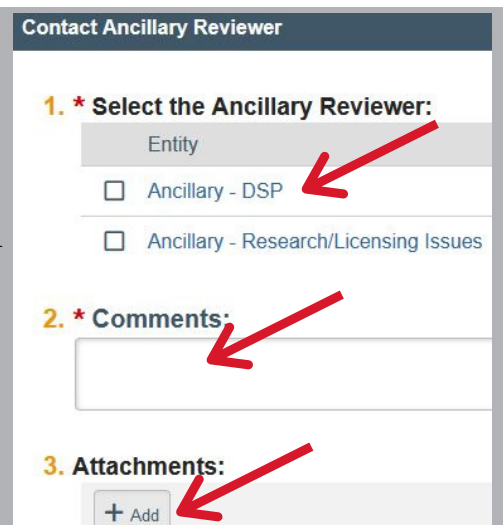
7. How do I edit my disclosure form when clarification has been requested from me?

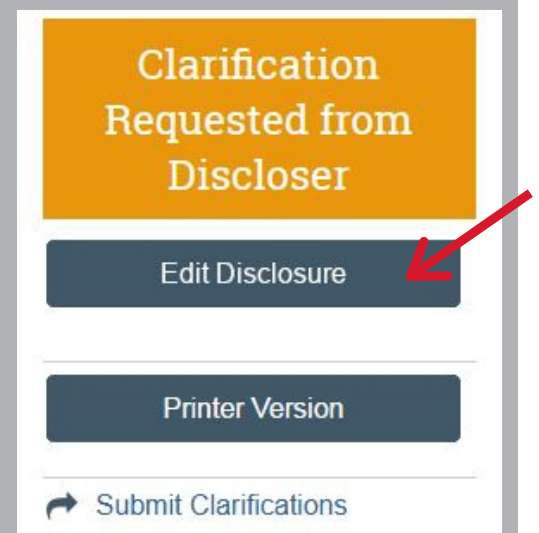| 1	Select the "Action Items" tab or scroll down on the home page to see "Disclosures requiring action on my part."	

Home   **Action Items**

Disclosures requiring action on my part

Filter by ❓   ID ▼   Enter text to searc

ID   **Name**   **Disclosure Type**

2	Select the appropriate disclosure (the status should have the words "Clarification Requested").

3	Select "Edit Disclosure" on the left menu bar.

Clarification Requested from Discloser

Edit Disclosure

Printer Version

➡ Submit Clarifications

4	You will be brought to a screen where you can edit your disclosure. Select the appropriate section to edit on the left menu bar and use the prompts on the bottom right of the screen to save or continue.

≡ ✏ Validate ⚖ Compare   «

Basic Information

Disclosure Type

Entity Information

Leadership Roles

Time Commitment

Certification

Submit Now/Later

Further Instructions

✖ Exit   🖫 Save   Continue ➡

1 Select the "Under Review" tab.

Disclosures

Home | Action Items | Under Review

2 Select the appropriate disclosure.

3 Select "Withdraw" from the left menu bar.

Printer Version

💬 Add Public Comments
✈ Contact Ancillary Reviewer
✈ Send Email
← Withdraw

4 Enter comments if needed and select "OK." The disclosure will return to "Pre Submission" status.

Withdraw

By executing this activity, you are terminating the review of this Disclosure.

The submission will be returned to the Pre-Submission state where you can choose to change and resubmit it.

1. Comments:

5 To update your disclosure, select "Edit Disclosure" on the left menu bar. To end all processing, select "Discard" on the left menu bar.

Pre Submission

Edit Disclosure

💬 Add Public Comments
✈ Send Email
✖ Discard

9. Where can I see status updates on my disclosures?

1 Select the "Under Review" tab.

Disclosures

Home | Action Items | Under Review

2 On this tab, you can see the current status of each disclosures in the "Status" column. If an ancillary reviewer has been assigned to your disclosure and still needs to review it, the "Ancillaries Pending" column will say "yes."

3 To see further updates, select the appropriate disclosure and navigate to the "History" tab.

Current Disclosure | History | Comments and Clarifications | Documents | Reviews | Renewals

Filter by ❓ | Activity ▼ | Enter text to search for | 🔍 | ➕ Add Filter | ✖ Clear All

Activity	Author	▼ Activity Date
✈ Email Sent		11/30/2020 5:06 PM
↩ Request Clarifications	Lynch, Elizabeth	11/30/2020 5:05 PM

Thank you for this disclosure! Could you please describe the duties that you will be performing in this outside activity?

| ➡ Level 1 Review Submitted | | 11/30/2020 5:04 PM |

I fully support this activity provided vacation leave is used.

| ↪ Disclosure Submitted | | 11/30/2020 5:02 PM |

10. I thought I submitted my disclosure, but it's in my Action Items tab and the says the status is "Pre Submission." What should I do?
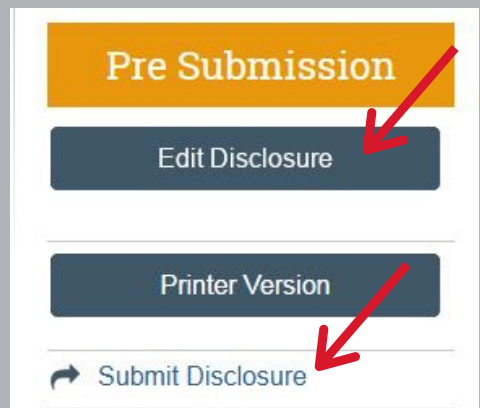
1

Select the disclosure in question from your home page under "Disclosures requiring action on my part."

Disclosures requiring action on my part

2

If the disclosure form is complete, select "Submit Disclosure" on the left menu bar.
If the disclosure form is NOT complete, select "Edit Disclosure."

Pre Submission

Edit Disclosure

Printer Version

➔ Submit Disclosure

3

If you receive an error message when you attempt to submit, select the first hyperlink in the "Jump To" column, and UFOLIO will take you directly to the first field that needs to be completed. Complete all required fields and use the navigation buttons on the bottom right of the screen to save, continue, and submit.

Error/Warning Messages   Refres

Message	Field Name	Jump To
⊖ This is a required field; therefore, you must provide the required information.	Description	Professional Services Related to UF Role
⊖ This is a required field; therefore, you must provide the required information.	(View - Disclosure Type) Disclosure City	Professional Services Related to UF Role

11. How do I renew a previously approved disclosure or update a disclosure that's changed since it was approved?

1

Select the "Renewable Disclosures" tab or button.

⊘ **Renew a previously approved Disclosure**

Renewable Disclosures

| Home | Action Items | Under Review | Renewable Disclosures |

2

Select the appropriate disclosure.

3

Select "Modify or Renew Disclosure" on the left menu bar and select "OK" on the window that pops up.

Review Complete

View Disclosure

Printer Version

↗ Modify or Renew Disclosure
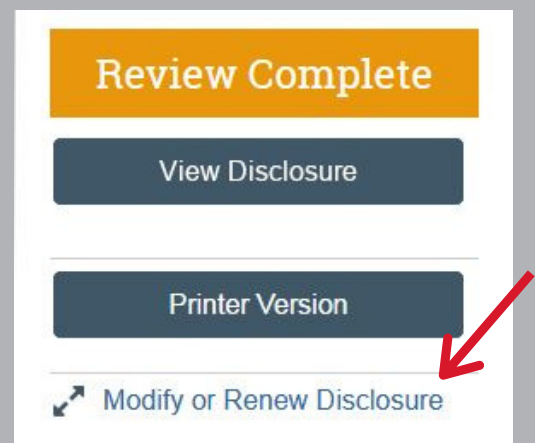
4

Use the buttons on the bottom right of the screen to navigate through your renewal and make any adjustments as necessary. When the renewal/modification is ready, follow the on-screen prompts to submit your disclosure.

Creating New Disclosure of Interest   ◀ Go to forms menu   ❓ Help

You are beginning the process to modify or renew your disclosure

❌ Exit   🖫 Save   Continue ➡
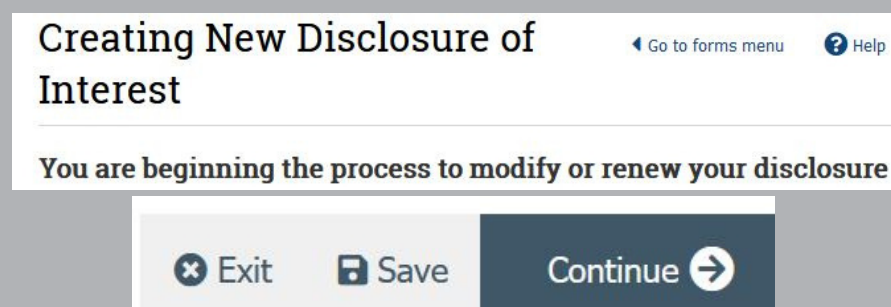
12. I have received a disclosure for someone who now reports to someone else. How do I remove it from my approval queue?
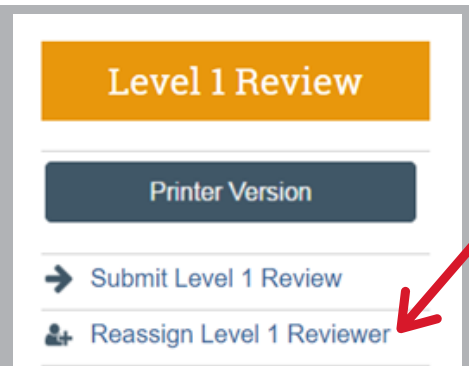
1 If you know the employee's new supervisor: Select the disclosure in question from your home page under "Disclosures requiring action on my part."

2 Select "Reassign Level 1 Reviewer" from the left menu bar.

Level 1 Review

Printer Version

→ Submit Level 1 Review

&+ Reassign Level 1 Reviewer

3 A window will pop up. Search for the new supervisor in the "New Level 1 Reviewer" field and add comments as needed.

Reassign Level 1 Reviewer

Once submitting this activity, the new Level 1 Reviewer must confirm that they are the correct person. Before confirmation, no Level 1 Reviews can be submitted by either the old or new reviewer.

1. Existing Level 1 Reviewer:

    * New Level 1 Reviewer:

2. Comments:

4 Select "OK." The new supervisor must confirm your selection for the disclosure to be reassigned to them.

5 If you do NOT know the new supervisor, please contact the COI Program at UFOLIO-help@ufl.edu for assistance.

13. I have questions for the discloser or want them to make changes to their disclosure. How do I do that in UFOLIO?

1 Navigate to the disclosure in question and select "Request Clarifications" on the left menu bar. A new window will pop up.

Level 1 Review

Printer Version

→ Submit Level 1 Review

&+ Reassign Level 1 Reviewer

💬 Add Public Comments

↩ Request Clarifications

✈ Send Email

🗑 Discard as Inside Activity

2 Select "Discloser" and type your question or instructions in the "Comments" box. Select "OK" and the disclosure will route back to the discloser for a response.

The recipient will be notified that you have requested clarifications or changes to this disclosure of interest. Use the box below to add instructions or indicate the changes you require.

1. * Request clarification from:

○ Discloser

○ Level 2 reviewer

Clear

2. People to CC on this notification:

☐ Discloser

☐ Level 1 reviewer

☐ Level 2 reviewer

3. Ancillaries to CC on this notification:

Entity	Review Type	Question
There are no items to display		

4. * Comments:

14. I am reviewing a disclosure for an activity that is part of the employee's UF job and is not an outside activity at all. How do I stop the review process?

1

Navigate to the disclosure in question and select "Discard as Inside Activity" on the left menu bar.

Level 1 Review

Printer Version

→ Submit Level 1 Review
➕ Reassign Level 1 Reviewer
💬 Add Public Comments
↩ Request Clarifications
✈ Send Email
🗑 Discard as Inside Activity

2

In the new window, enter your explanatory comments. The discloser will receive an email notification with your comments, and the disclosure will be removed from the review chain and archived.

Discard as Inside Activity

Discarding this DOI will archive it in a "Discarded" state with the reason being "Inside Activity." A notification will be sent to the discloser with the below comments as to why it was discarded.

1. * Comments:

15. I need to append additional information to a pending disclosure that I've already approved. How do I do that?

1	Select the "Disclosures I Reviewed" tab. Under Review Renewable Disclosures My Disclosure Portfolio Disclosures I Reviewed
2	Select the appropriate disclosure. It may be useful to change the visible disclosures to 100. 10 / page
3	Select "Add Public Comments" from the left menu bar. Level 2 Review Printer Version 💬 Add Public Comments ✈ Send Email
4	Enter a descriptive comment and select "+Add" if you need to attach documents. Please note that public comments can be seen by everyone who can view this disclosure. 1. * Comments: 2. Attachments: + Add
5	Select "OK." The COI Program will receive an email notification that you have added a public comment, and anyone with access to the disclosure will be able to view your comment and any attachments you uploaded.