UF | **Conflicts of Interest**
UNIVERSITY *of* FLORIDA

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 <u>total</u> time commitment for all disclosed outside activities/interests appears reasonable given the discloser's FTE. (Please confirm that, in your evaluation of the reasonableness of this discloser's <u>total</u> outside activity/interest time commitment, you have taken into consideration whether the discloser has a UF overload appointment or is otherwise committed to a greater than 1.0 UF 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.). For more information, please see the Inside Activity Decision Tree, Inside/Outside Examples List, and other resources available on the UF COI website.