UF UNIVERSITY of FLORIDA eDisclose

Reviewer Quick Start Guide

October 2025

Review an Annual Certification

Review a Pre Approval Request (PAR)

UF RISC Office
Conflicts of Interest Program
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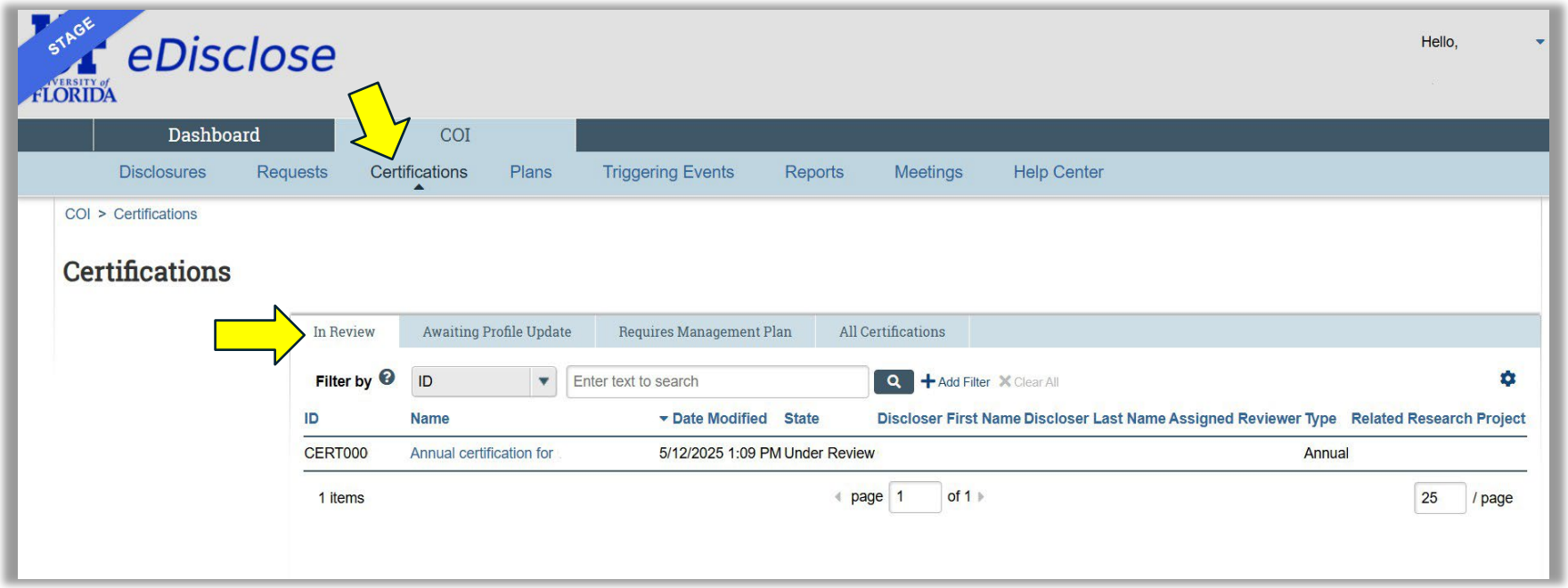
https://coi.ufl.edu

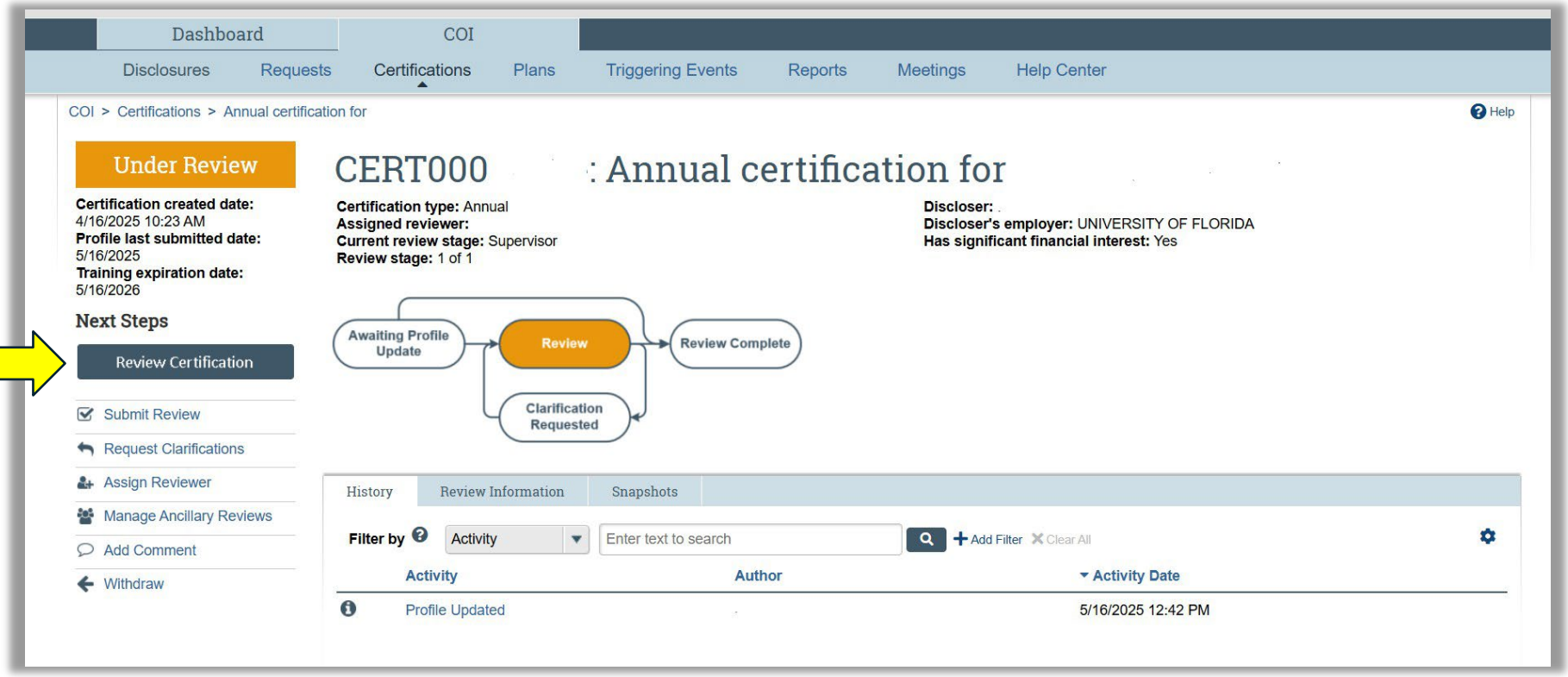
Review an Annual Certification

1. Go to **https://coi.ufl.edu** to log in to **eDisclose** with your GatorLink credentials
2. From the Dashboard Home Screen, go to your **COI** workspace
3. Select **Certifications** to view the workspace
4. Certifications pending your review will show under "**In Review**" section
   - **Note:** If a discloser has nothing to disclose, no review is required. You can still view the certification under "All Certifications"
5. Select a title under the **Name** category to open an individual's Annual Certification



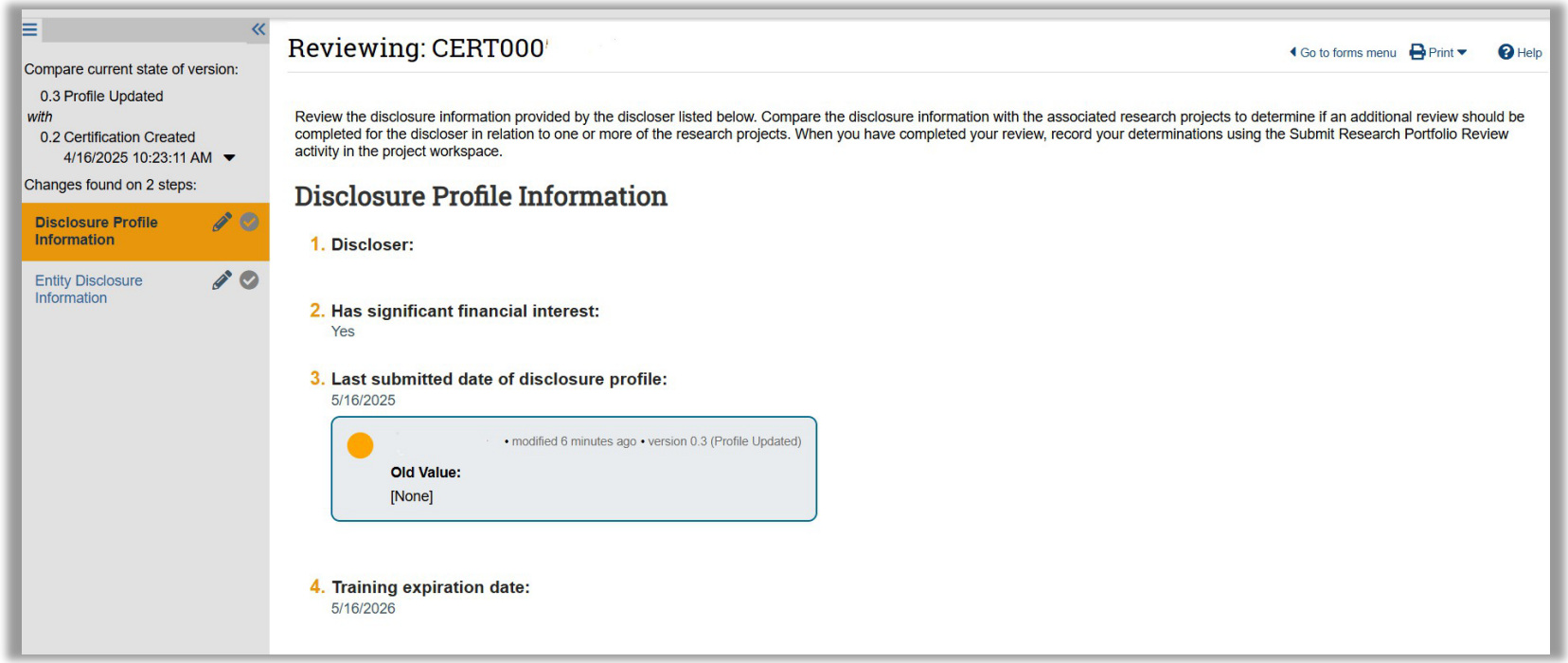
6. Status will show as **Under Review** if the discloser reports a **Disclosable Interest**

   - Select **Review Certification** to open the Annual Certification



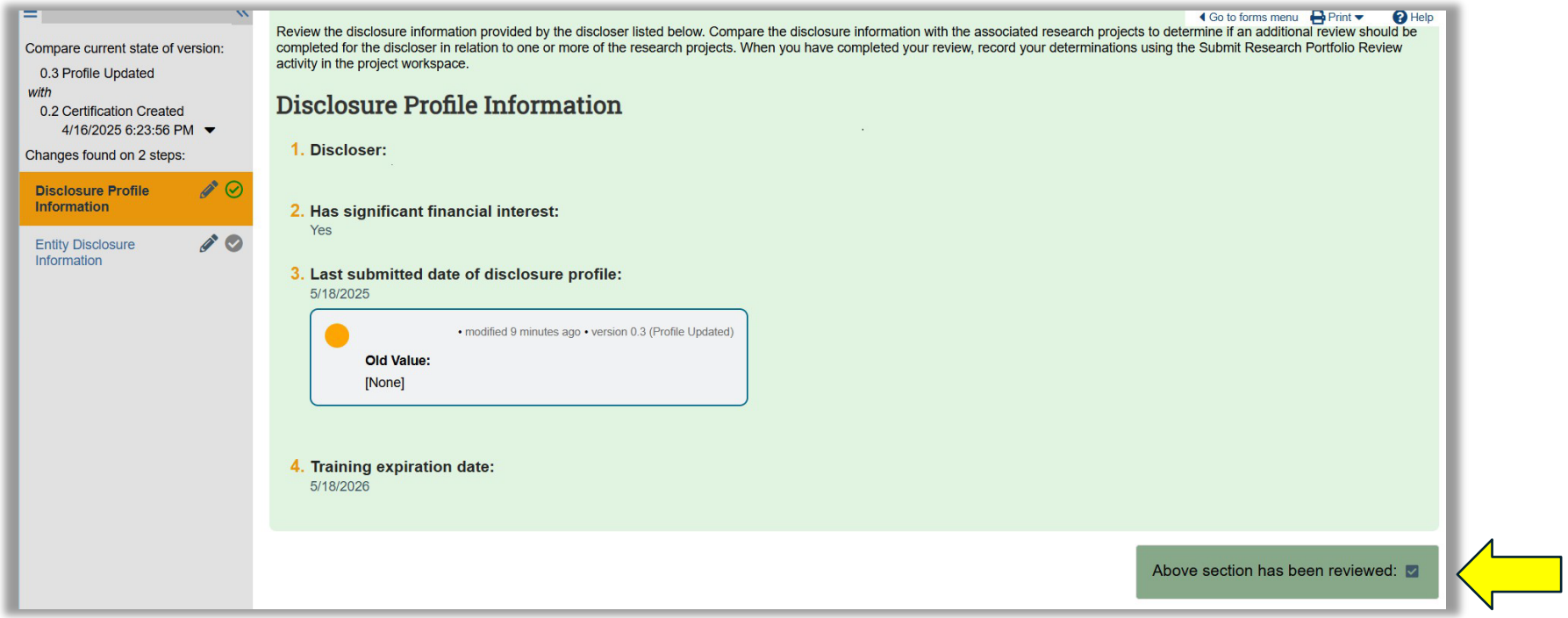
7. A new Smartform will open to show the **Disclosure Profile Information** page for your review

   - Additional tabs **Entity Disclosure Information** and **Pre-Approval Requests** will appear in the menu bar when a discloser's profile adds a disclosable interest or makes a request for an outside activity

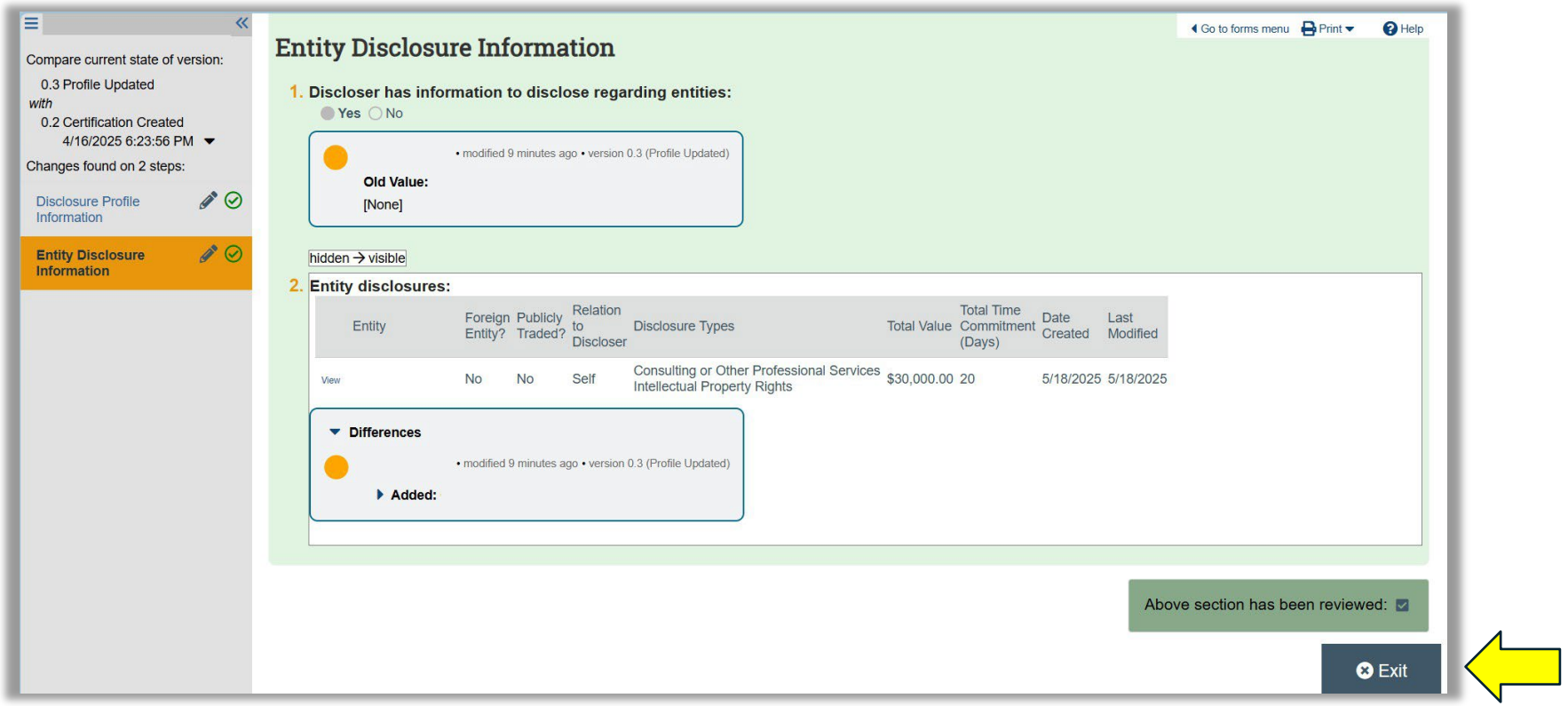


8. Review each section as applicable: **Disclosure Profile Information, Entity Disclosure Information,** and **Pre-Approval Requests**

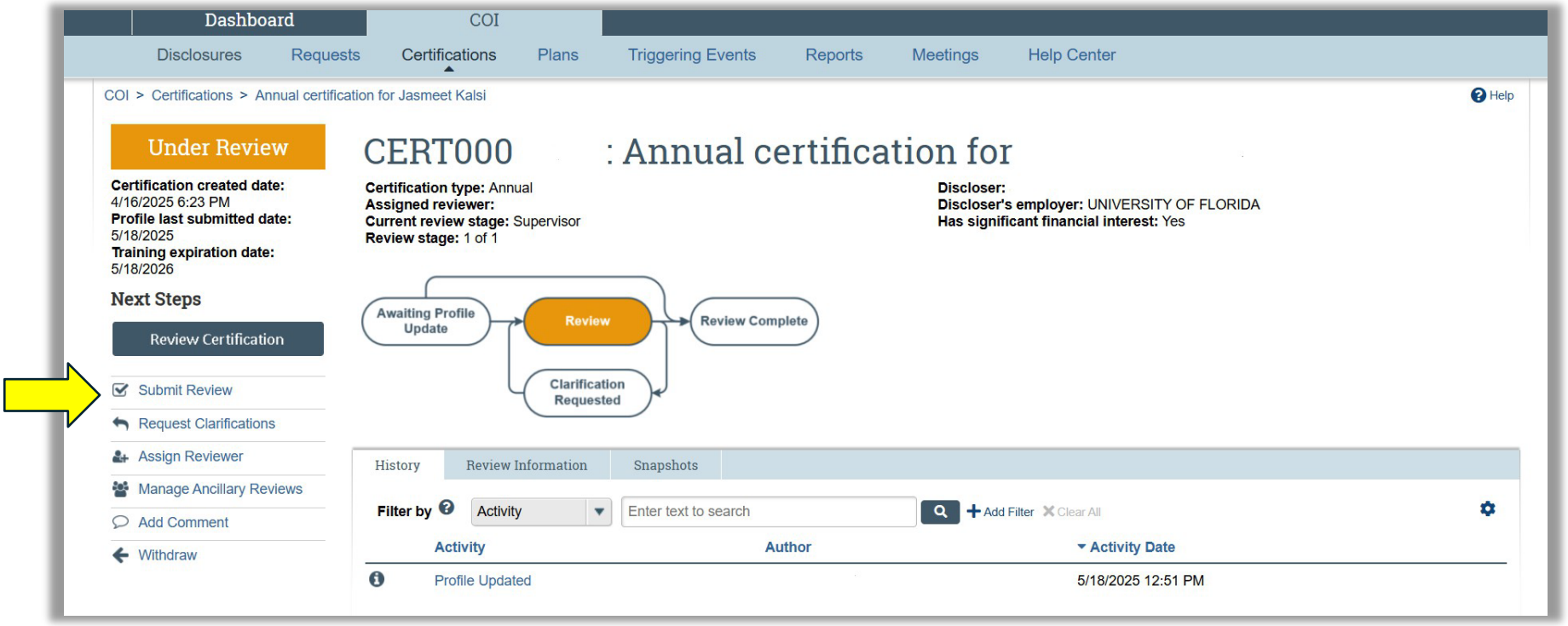
9. Check "**Above section has been reviewed**" after review and the section will highlight green



10. Select **EXIT** after your review of each section

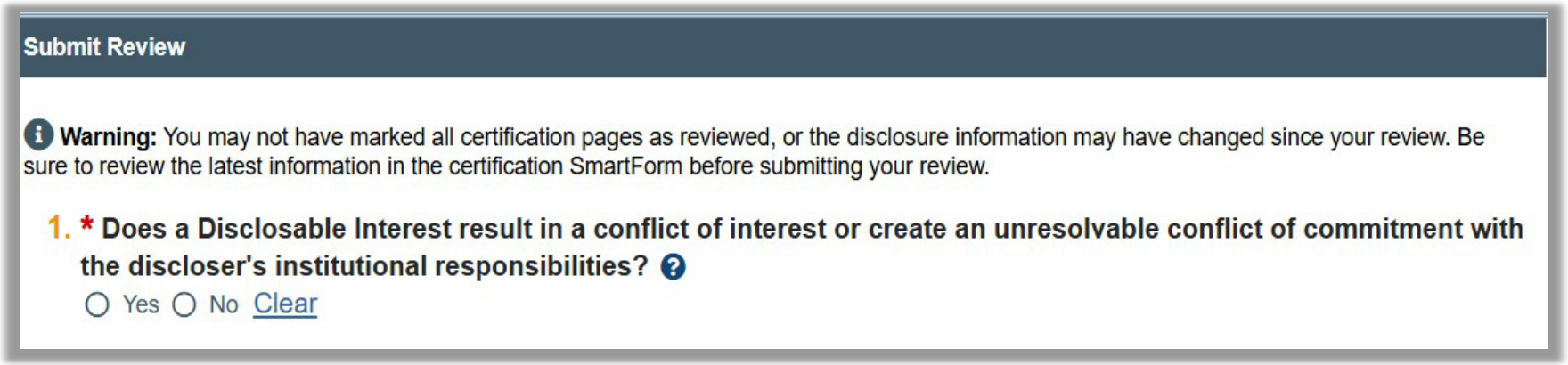


11. Select **Submit Review** to complete your review



12. A POP UP window will appear with the following questions:

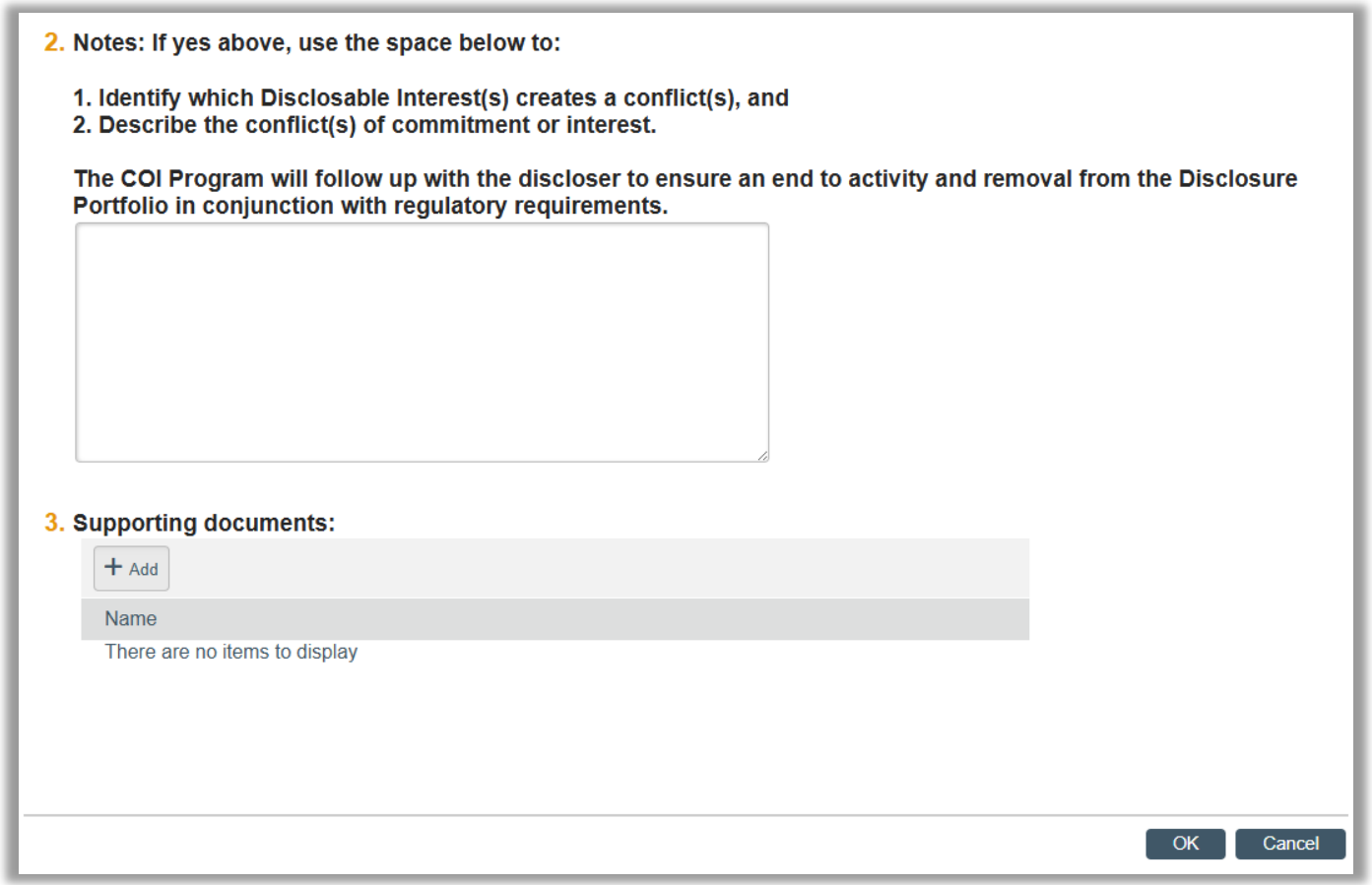
Question 1: *Does a Disclosable Interest result in a conflict of interest or create an unresolvable conflict of commitment with the discloser's institutional responsibilities?*



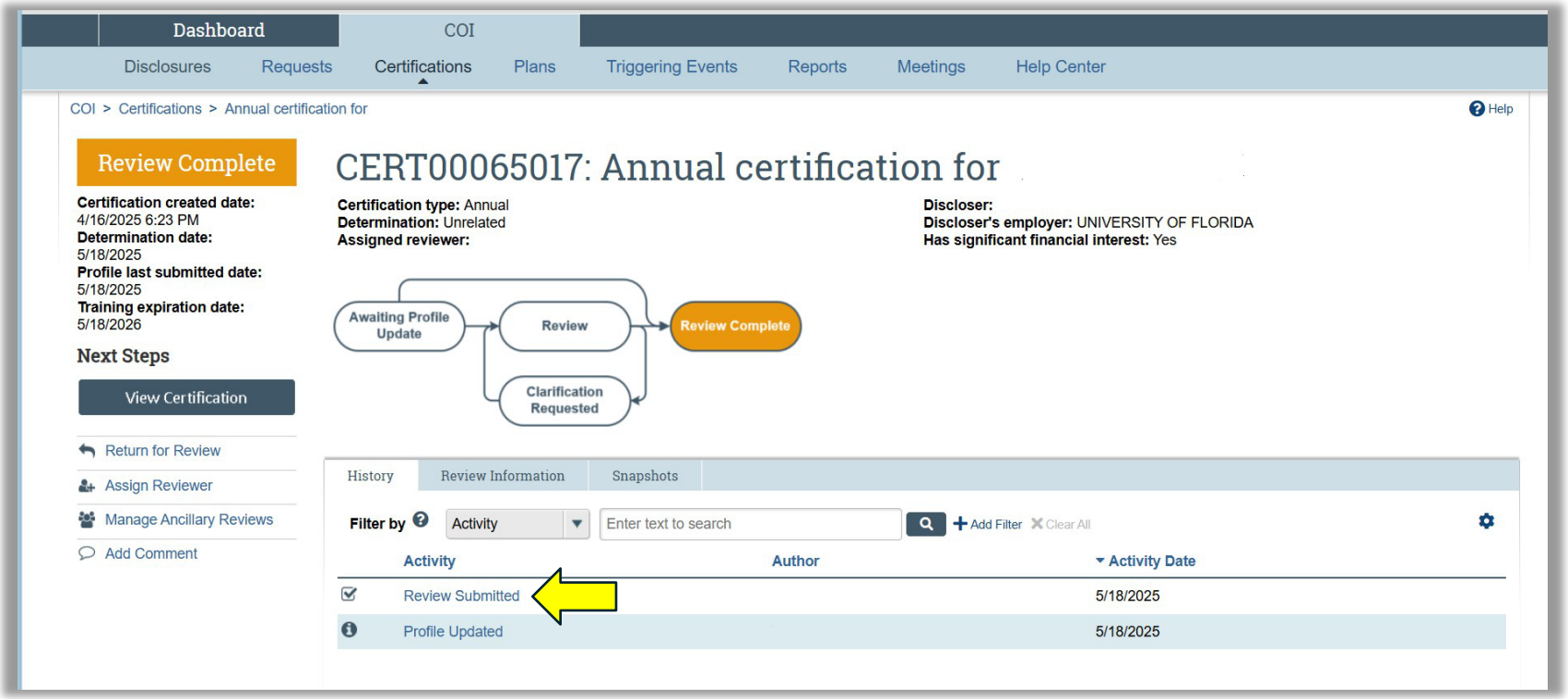
Question 2: If **YES** to **Question 1**, in the **Notes** **text box,** type your answers to the following prompts:

1. *Identify which Disclosable Interest(s) creates a conflict(s), and*
2. *Describe the conflict(s) of commitment or interest.*

Note: *The COI Program will follow up with the discloser to ensure an end to activity and removal from the Disclosure Profile in conjunction with regulatory requirements*.



- End of **Review an Annual Certification**
  - Activity: Review Submitted
  - Review status: **Review Complete**

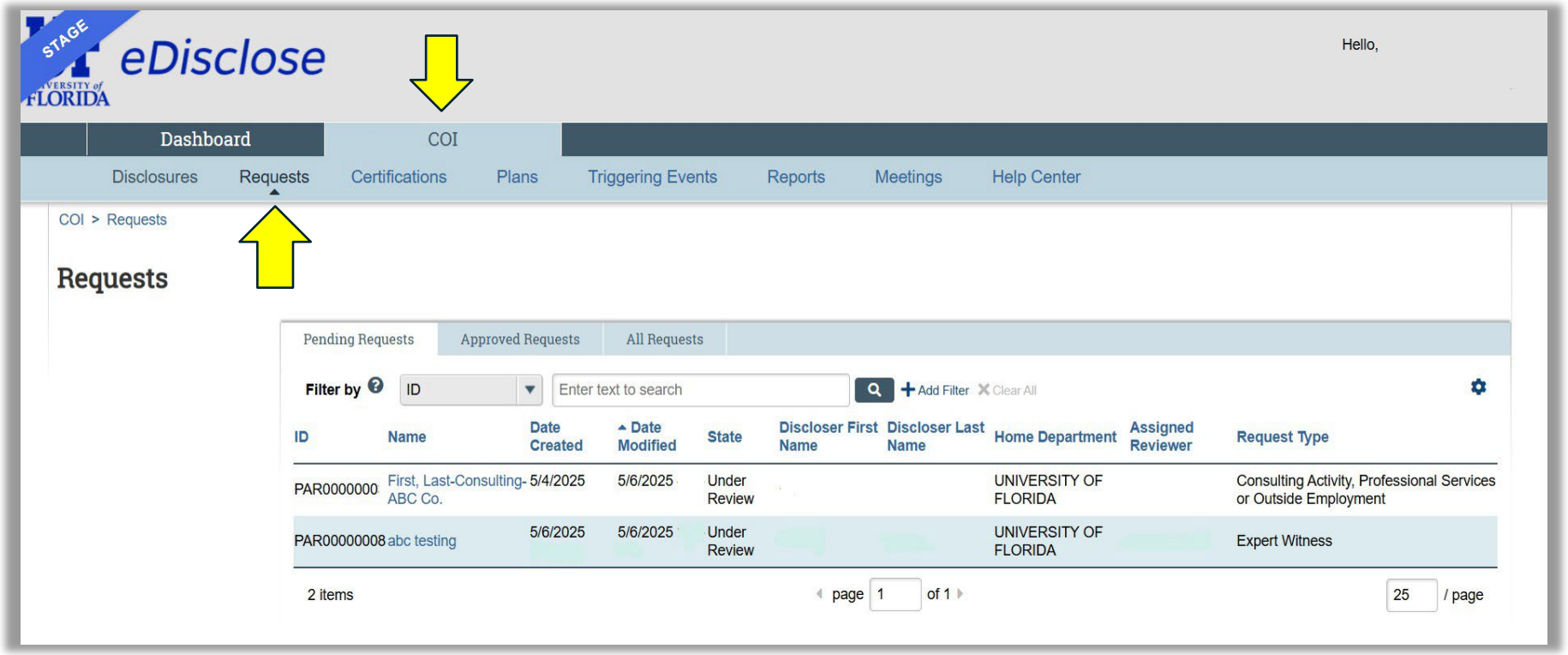


Review a Pre Approval Request (PAR)

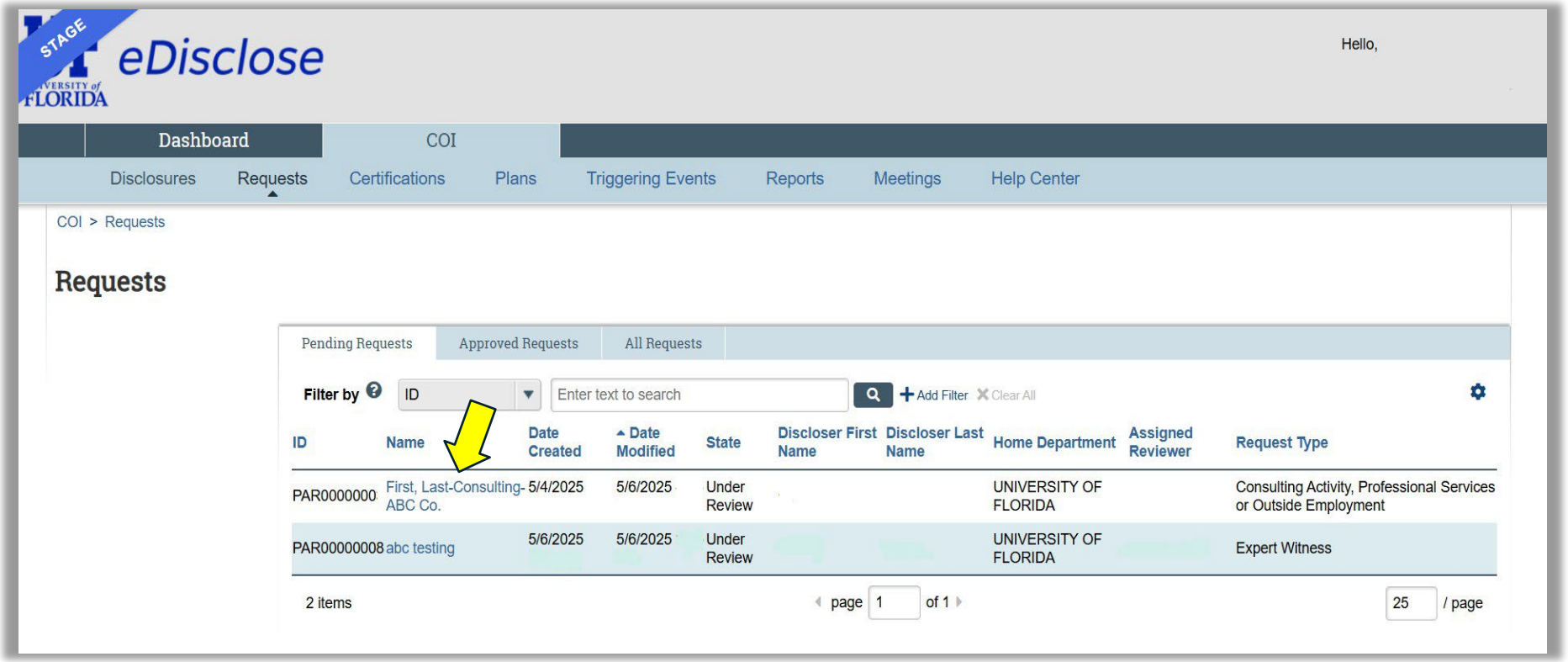
1. Go to **https://coi.ufl.edu** to log in to **eDisclose** with your GatorLink credentials

2. From the **Dashboard** Home Screen, go to your **COI** workspace

3. Select **Requests** page to view workspace for *Pending, Approved* and *All Requests*

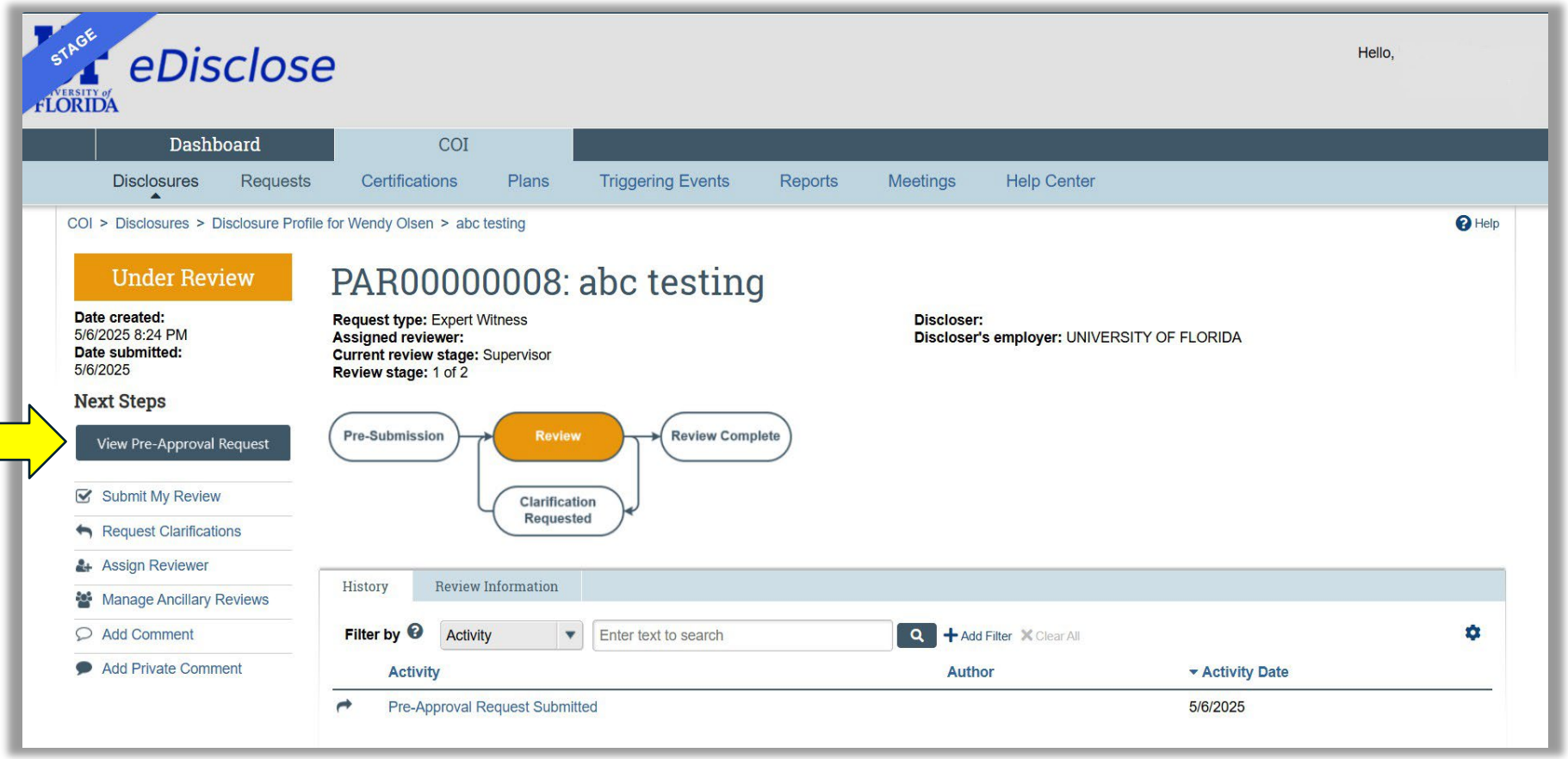


4. Select a title under the **Name** category to view the Pre Approval Request

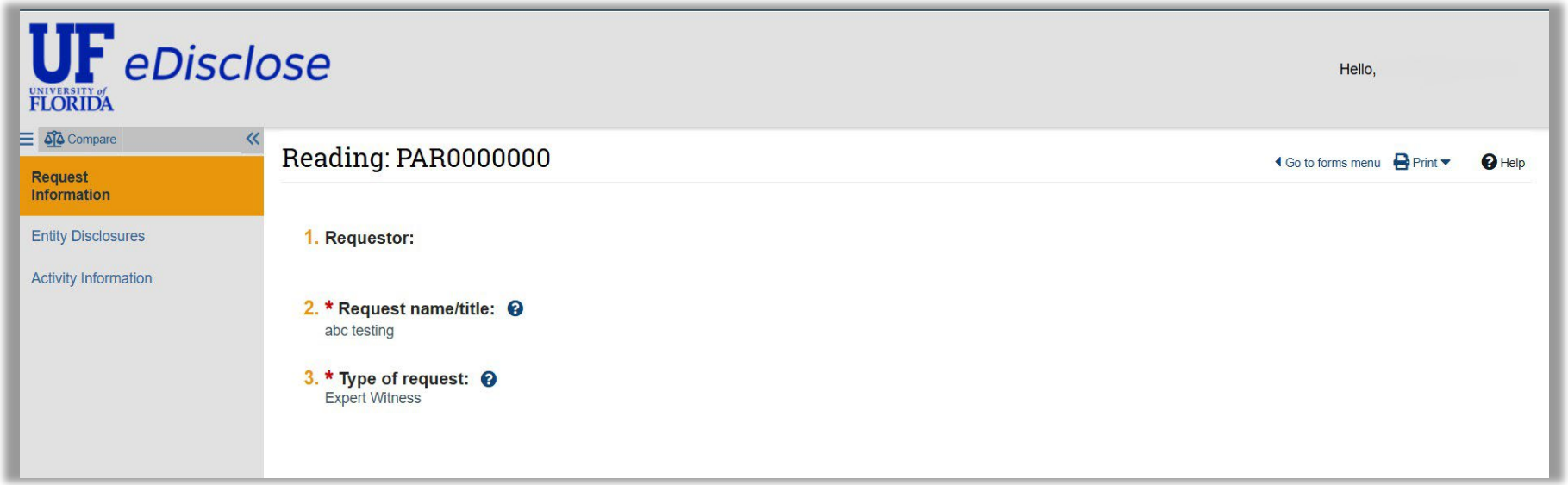


5. Status of request is **Under Review**

   - Select **View Pre-Approval Request (PAR)** to open the request

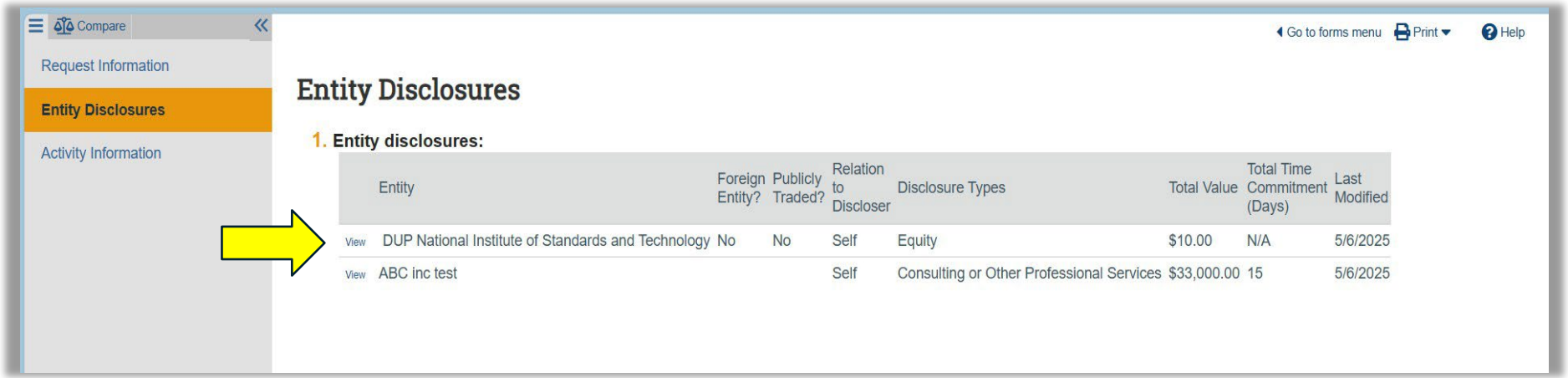


6. Review the open PAR by menu section: **Request Information**



7. Review the open PAR by menu section: **Entity Disclosures**

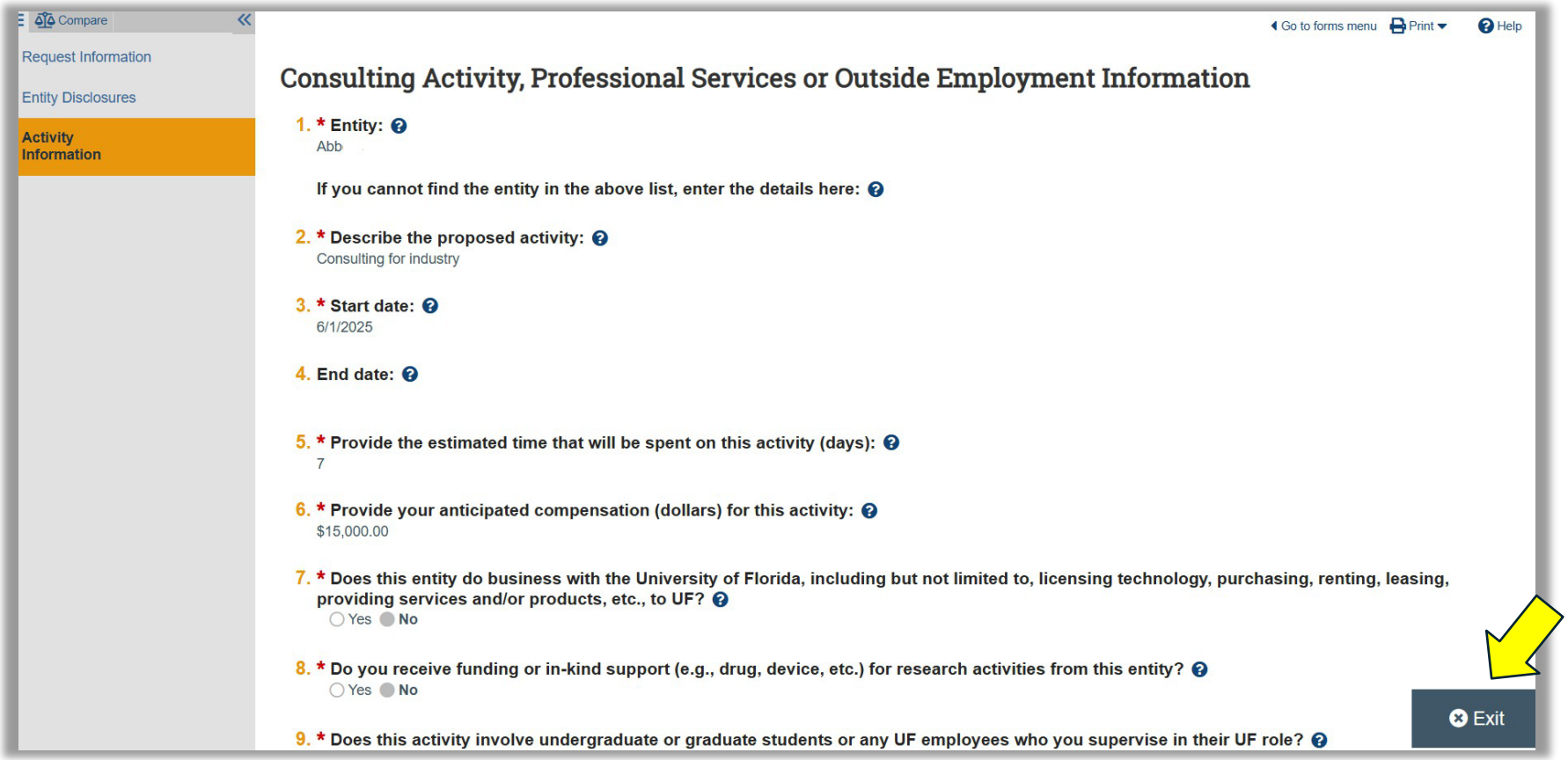
   - Select **View** to review each entity and disclosable interest



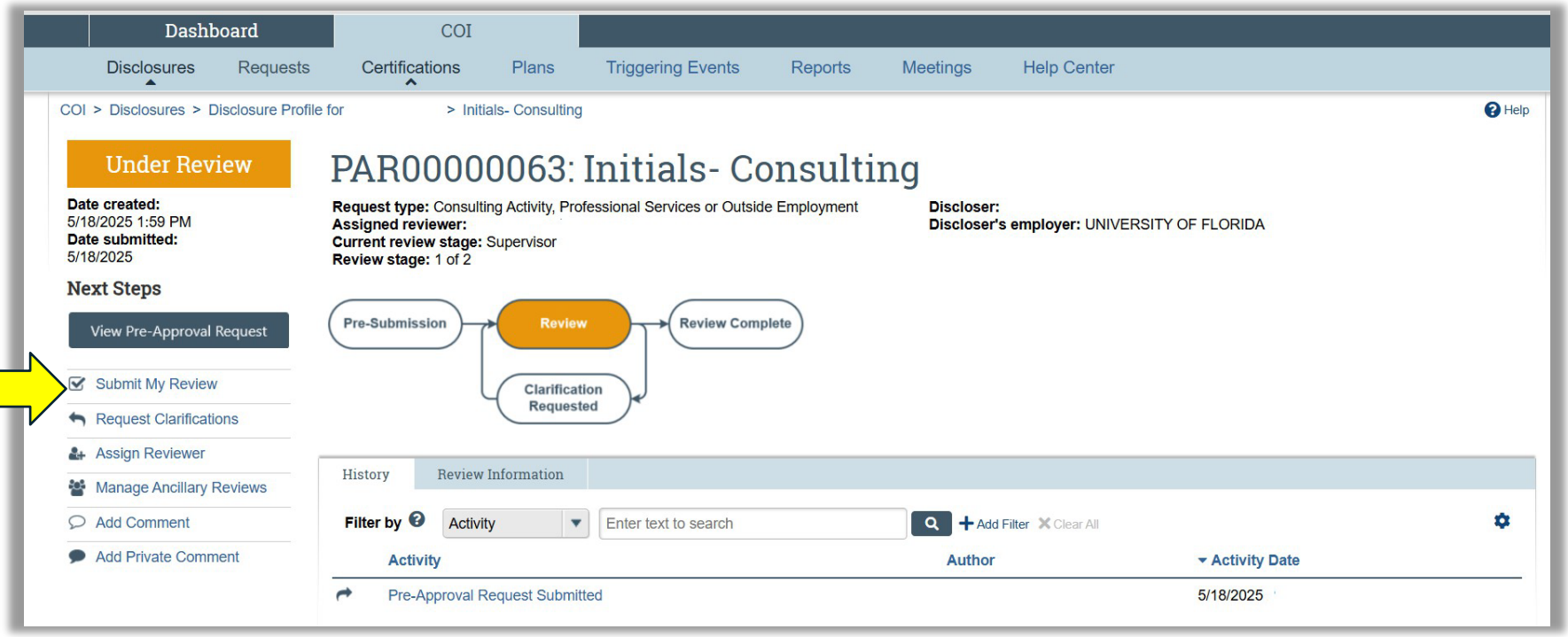
8. Review the **Activity Information**

   - Select **EXIT** to close out of “View Pre-Approval Request”

Example of Activity Information



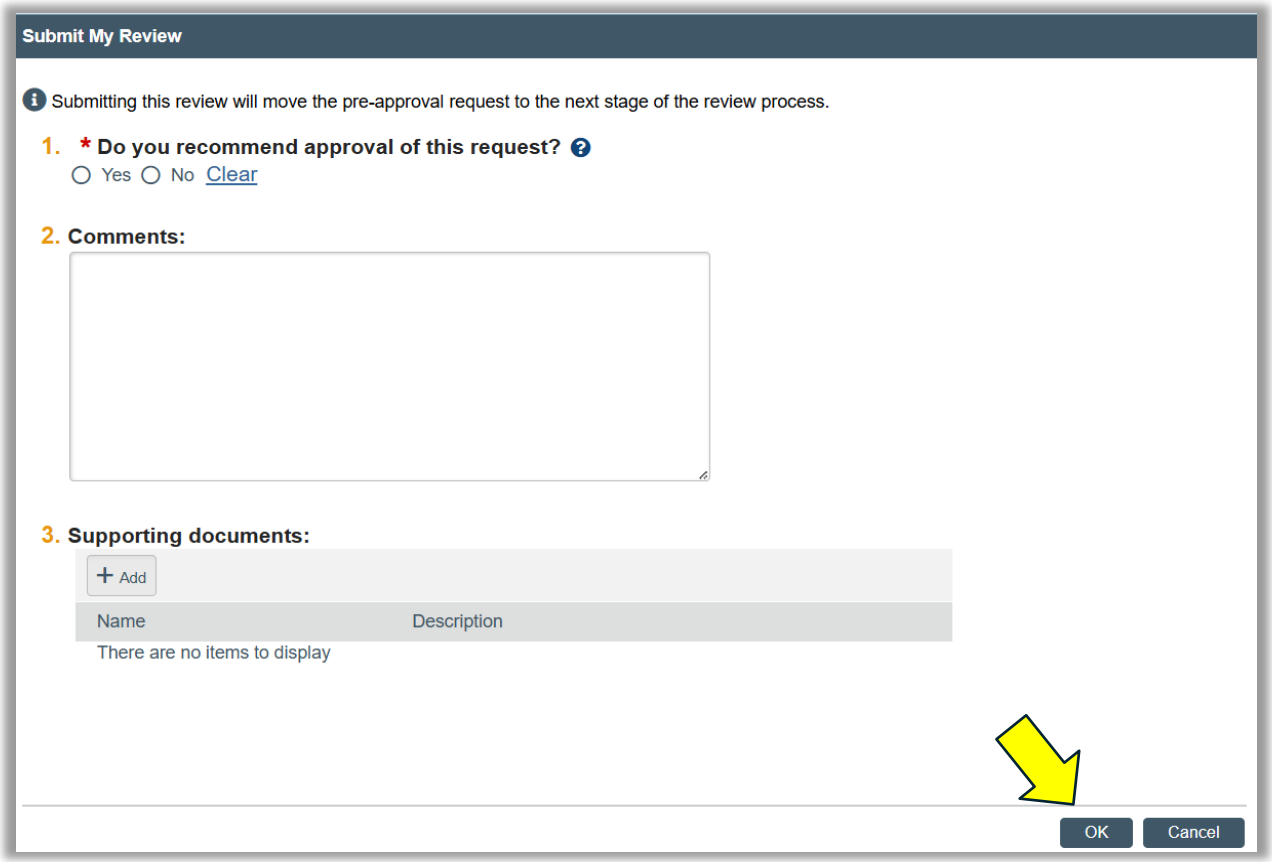
9. Select **Submit My Review** to complete your review

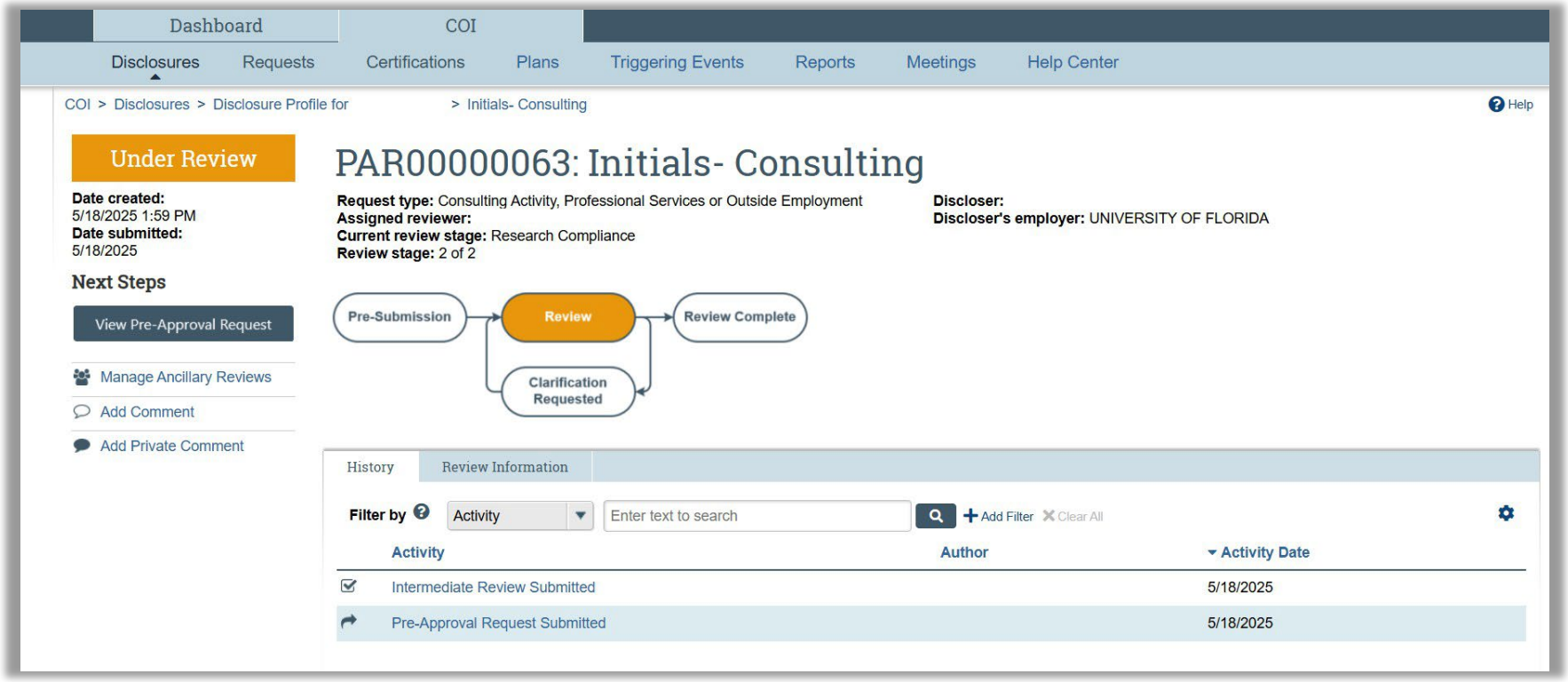


10. A POP UP window will appear with the following:

- **Question 1**: Mark "**Yes**" or "**No**" to approval of the request
- **Question 2**: Add comment to explain if applicable
- **Question 3:** Add supporting document if applicable

11. Select **OK** to complete your review



❖ End of **Review a Pre- Approval Request**

- Activity: Intermediate Review Submitted
- Review status: **Under Review** (for Level 2 Review by COI Office)