UF eDisclose

Reviewer Quick Start Guide
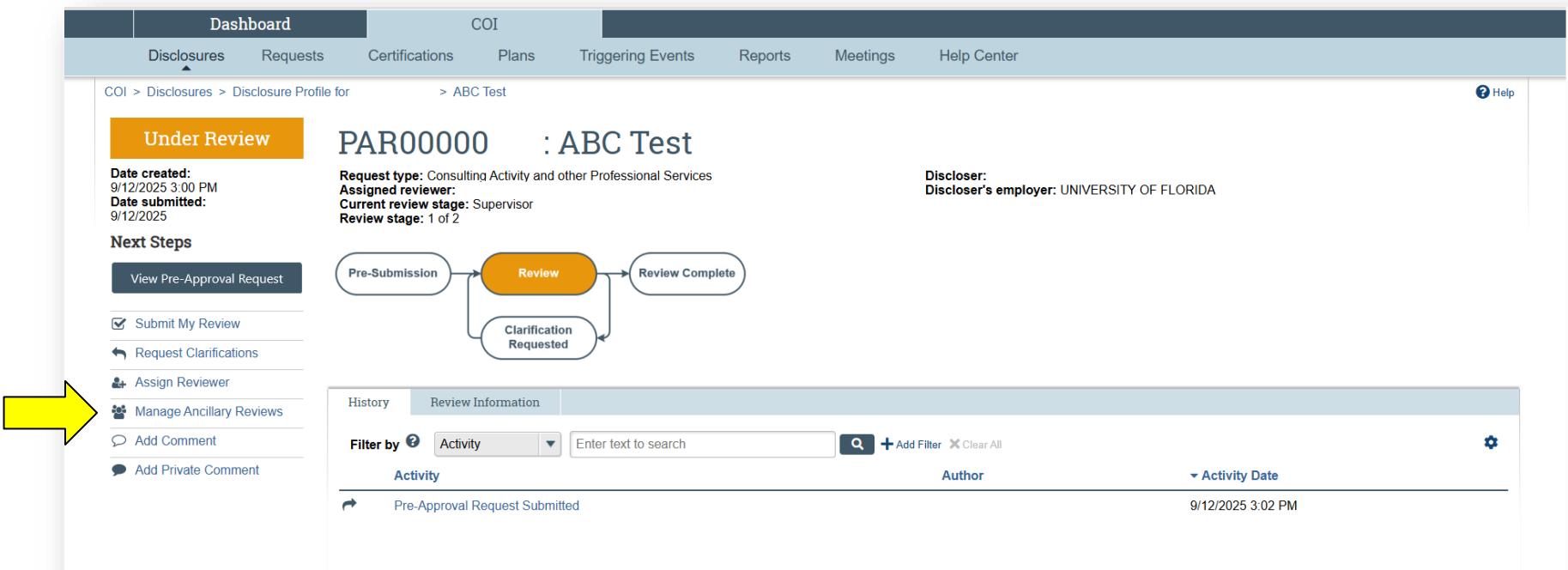
November 2025

Assign an Ancillary Review

Submit an Ancillary Review

Assign an Ancillary Review to a Pre Approval Request or Annual Certification

1. Within an individual **Annual Certification** or **Pre Approval** workspace, select **Manage Ancillary Reviews**

Example below is for a Pre Approval Request (PAR)

2. A SmartForm window will appear. Select the **+Add** button to be prompted to assign **Individual** or **Organizational** level review

3. A new POP UP window will open to show the **Add Ancillary Review** page to assign the appropriate reviewer

   a. **Item 1:**
      i. Select an **Organization** as a reviewer if College leadership (i.e., Dean or Associate Dean for Research), or
      ii. Select a **Person** as a reviewer (i.e., Department Chair, non-conflicted faculty)

   b. **Item 2:** Select **College** as the review type if applicable

   c. **Item 3:** Mark "**Yes**" or "**No**" to a require a response from the ancillary reviewer

   d. **Items 4 and 5:** Include instructions or documentation for the review if applicable

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

❖ End of how to **Assign an Ancillary Review**

➢ Activity: Managed Ancillary Reviews

➢ Review status: **Under Review**

Submit an Ancillary Review for a Pre Approval Request or Annual Certification

1. If you receive an email notification that an **Annual Certification** or **Pre Approval Request** has been assigned to ancillary review, select the hyperlink in the notification and log in to **eDisclose** at **https://coi.ufl.edu/** with your GatorLink credentials

2. Within an individual **Annual Certification** or **Pre Approval** workspace, select **View Pre Approval Request** or **View Certification** to review the form content. Click **Exit** to return to the workspace.

3. In the **History** tab of the PAR or certification workspace, select the **Managed Ancillary Reviews** hyperlink to review comments if applicable. Click **Close** to exit.

4. Select **Submit Ancillary Review**

Example below is for a Pre Approval Request (PAR)

5. A new POP UP Window will open to show the **Submit Ancillary Review** page for to complete the review\

    a. **Item 1:** Click the checkbox to select the **Person** or **Organization** submitting the review

    b. **Item 2:** Mark "**Yes**" or "**No**" to *Have you completed your review of this request or certification and/or provided input, if needed?*

    c. **Item 3:** Include comments if applicable

    d. **Item 4:** Add supporting document if applicable

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

❖ End of how to **Submit an Ancillary Review**

➢ Activity: Submitted Ancillary Review

➢ Review status: **Under Review**