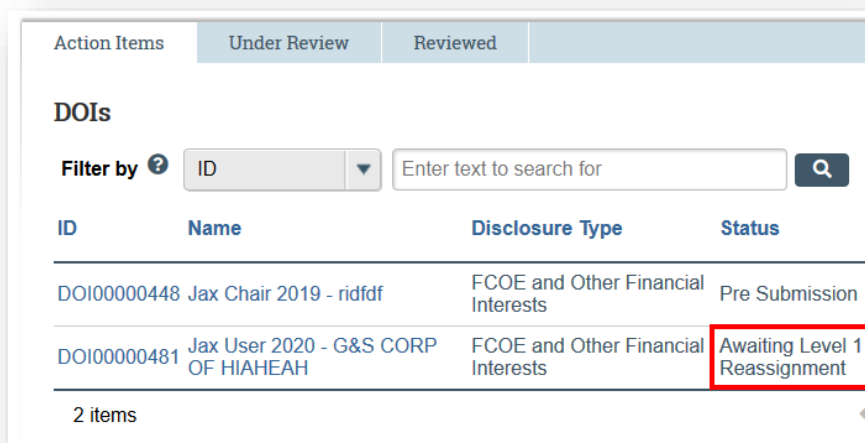


UFOLIO REVIEWER REASSIGNMENT

The following guide will demonstrate how to reassign reviewers in UFOLIO.

1. Sometimes, you may have to confirm whether or not you are the reviewer for a reassigned disclosure. If this is the case, you will receive an email notification. When you log in to the UFOLIO system, you will see the disclosure has a status of **“Awaiting Level 1 Reassignment.”**

Click on the [disclosure link](#) to be taken to the disclosure..



Action Items			
Under Review		Reviewed	
DOIs			
Filter by ? ID [dropdown] Enter text to search for [input] [search icon]			
ID	Name	Disclosure Type	Status
DOI00000448	Jax Chair 2019 - ridfd	FCOE and Other Financial Interests	Pre Submission
DOI00000481	Jax User 2020 - G&S CORP OF HIAHEAH	FCOE and Other Financial Interests	Awaiting Level 1 Reassignment
2 items			

2. Once you in the disclosure, you must confirm or deny becoming the reviewer for the disclosure. Click on the **Confirm or Deny Level 1 Reassignment** activity



Awaiting Level 1 Reassignment

ID: DOI00000481
Name: Jax User 2020 - G&S CORP
Department: COLLEGE-MEDICIN
Expiration Date:

Printer Version

Confirm or Deny Level 1 Reassignment

Add Public Comments

Send Email

Pre Submission
Awaiting Reviewer Reassignment

3. Select the **appropriate response** and click **OK**.

If you select No, the disclosure will return to the discloser.

If you select Yes, you will become the reviewer for this disclosure, and you will be able to review it immediately.*

**NOTE: If you confirm becoming the reviewer, but the disclosure does not have any outside activities or interests, the system will automatically complete the review of the disclosure—you do not need to take any further steps.*

Click "Yes" to confirm you are the Level 1 Reviewer on this disclosure. Click "No" to remove yourself from this disclosure.

1. * Are you the Level 1 Reviewer for this Disclosure?

Yes

No

[Clear](#)

2. Comments: