



## How to Submit an Ancillary Review

Overview: This guidance document is to assist central offices with submitting an ancillary review in MyFunding.

Examples: An ancillary review is needed to determine if there is a Conflict of Interest on a PHS-funded project before the award is activated.

1. Log-in to MyFunding and search for the award in the Awards tab and select the Name of the award (project title).



2. Select the History tab in the workspace and find the 'Manage Ancillary Review' activity. Select View More Details in the right-upper hand corner to view the documents and details, if necessary.

History	Award Checklist Items	Attachments	Modifications	Child Awards	Subawards	...
Activity	Author		▼ Activity Date			
Manage Ancillary Review	Kaczmarek, Natalie Evelyn		7/22/2023 2:35 PM			

Summary of Manage Ancillary Review

← Prev

1 / 5

Next →

View More Details

Manage Ancillary Review

Activity that allows a specialist or project editor to create and manage existing ancillary reviews

Summary

Jul 22 2023

Author:

Natalie Kaczmarek (Office of Sponsored Programs)

Logged For (Award):

Test title 7/18/23

Activity Date:

7/22/2023 2:35 PM

Form

1. Identify each organization or person who should provide additional review.

Review Type	Org Person	Reqd	Accepted	Notified	Comments	Docs
Conflict of Interest (COI)	Natalie Kaczmarek	yes		no	Test ancillary review	

3. Return to the award workspace and select the Submit Ancillary Review activity. Complete the form and select OK to finish.

 [Submit Ancillary Review](#)