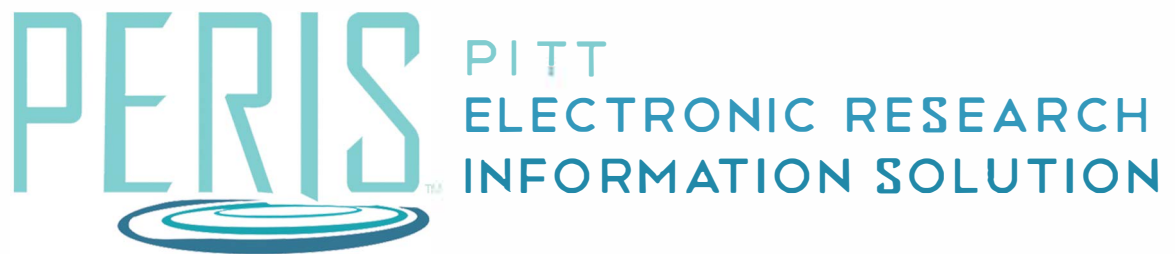




University of Pittsburgh



Quick Reference

HOW TO SUBMIT AN ANCILLARY REVIEW.....2

How to Submit an Ancillary Review

The screenshot shows the MyFunding interface with four numbered callouts:

- 1**: Points to the **MyFunding** tab in the top navigation bar.
- 2**: Points to the **Submit Ancillary Review** activity in the main content area.
- 3**: Points to the confirmation questions: **2. * Do you accept this submission?** (with Yes, No, and Clear options) and **3. * Is the ancillary review complete?** (with Yes, No, and Clear options).
- 4**: Points to the **Award Checklist Items** tab in the bottom navigation bar.

Below the checklist items, the **Activity** section shows a list with a checked box next to **Submit Ancillary Review**.

Where to start?

1. Log into MyFunding by clicking the link in the email notification or click on the MyFunding tab then the Award tab. Use the search box to search for the award and click on the award name.

How do I clear an ancillary review?

2. Click the *Submit Ancillary Review* activity.
3. Complete the Submit Ancillary Review SmartForm. Click *OK*.

What's Next?

4. The History tab will display that the Ancillary Review has been submitted. Clicking on the activity will reveal acceptance and completion decision.