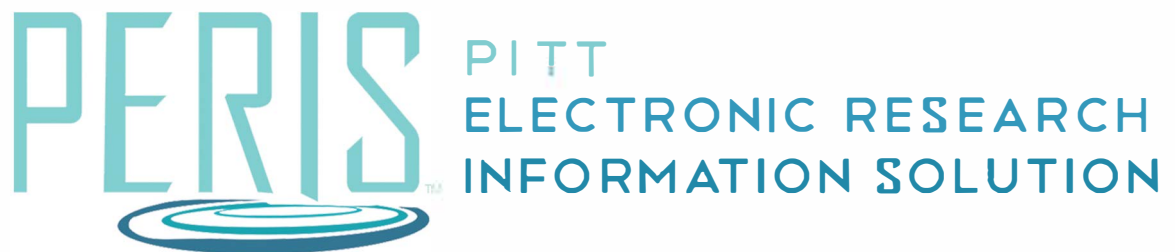




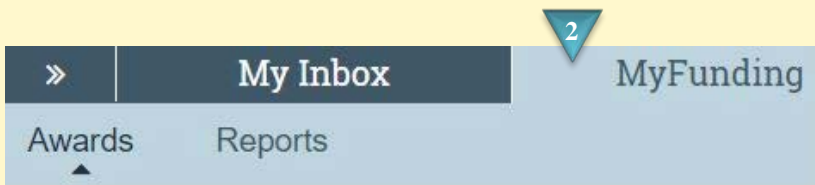
University of Pittsburgh



Quick Reference

HOW TO SET UP AN ANCILLARY REVIEW - SPECIALIST.....2

How to Set up an Ancillary Review – Specialist



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



1. * Select either an organization or a person as reviewer:

Organization:

Person: Allen DiPalma

2. * Review type:

Export Control

3. * Response required?

Yes No [Clear](#)

2. Comments:

Where to start?

1. Log into MyFunding.
2. 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 set up an ancillary review?

3. Click *Manage Ancillary Reviews*.
4. Add an Ancillary Review.
5. Complete the Add Ancillary Reviews SmartForm for *each ancillary review separately*. Select a Person and Review type. Click *OK*.
6. Add 'Comments' on the '*Manage Ancillary Reviews*' activity (comments will display in the email notification and history tab).

What's Next?

7. Click *Manage Ancillary Reviews* to update or add new Ancillary Reviews.