1. **Click on the link that is embedded in the email notification.**

2. **View Disclosures** to review the discloser’ institutional responsibilities, disclosure details, the research initiated certification, as well as any additional information the discloser has provided.

3. **Select the History tab to review comments that contain notes from the Office for Responsible Outside Interests.**
4. To view specific information about the Organizations disclosed (formerly entities), click on the View/Edit icon.

5. When you have finished your review of the disclosure, click Exit. To enter your determination click Submit Ancillary Review.

5. Approving/not approving the conflict of commitment certification. Check the appropriate box for the review you are submitting. For question #2 click Yes or No to indicate your decision. Please use the Comments section if you have any feedback you would like to provide to the Office for Responsible Outside Interests. Click OK in the lower right corner to complete the ancillary review.