

RESPONDING TO AN ANCILLARY REVIEW REQUEST

This guide is designed to aid in the process of responding to ancillary review requests in the Export Control module. For further assistance, please contact Export Control Support at export.dash@tennessee.edu

Ancillary reviews are carried out in parallel. Ancillary reviewers can submit their reviews at any point up until the EC Review state within the workflow process.

How to Respond to an Ancillary Review Request

If you are assigned to perform an ancillary review, you will receive an Outlook email notification. The request will also appear in your Export Control Dashboard *My Inbox* (if marked as “response required”) or in your *My Reviews* tab on an Export Control page (if not marked as “response required”). The *Submit Ancillary Review* activity becomes available on the Export Control workspace on the left navigation pane.

Follow these steps to submit your response:

1. Open the Request to be reviewed by clicking on the hyperlink in the Outlook email notification.
2. Review the information contained in the Request by clicking on **Printer Version** on the left navigation pane. Once you have completed your review, close the window on the PDF printer version to return to the workspace.
3. From the Export Control workspace on the left navigation pane, click on the **Submit Ancillary Review** activity.
4. On the Submit Ancillary Review form:
 - a. Question 1: Check the box beside your name.
 - b. Question 2: Select Yes to approve this transaction or No to deny it.
 - c. Answers to Questions 3 and 4 are optional.
 - d. Click OK at the bottom of the page.
5. Log out.