How to Complete/Submit Ancillary Reviews

In lieu of the electronic signature requirement as in IRBNet, departmental representatives (e.g. Department Chairs/designated signatories, University Hospital administrators, etc) complete ancillary reviews in myResearch. Ancillary reviewers must complete a brief form prior to submitting the review certifying approval or disapproval of the proposed submission.

* The Principal Investigator, study team member, or IRB Coordinator may share a study with you for an ancillary review. You will receive an automatic email notification with a link to the study in myResearch.

Follow these steps in order to submit an ancillary review:

1) You can also find all studies shared with you for ancillary review in your myResearch Inbox. On the Inbox page, you can filter studies (e.g. by type of submission, study state, etc) by selecting the heading or typing in the free text box. Select the name of the study that you would like to review.
2) Select **View Study** in order to review the study page-by-page OR **Printer Version** in order to view the entire study (including document links) on one page. Select **View Differences** to see a log of changes made to the application/documents.

You can also select **Add Comment** to add a comment that will appear as part of the study record (in the **History** section). You will also see the option to upload a document and email a notification about the comment to certain individuals (e.g. PI, IRB Coordinator).

**Note:** As an ancillary reviewer, you have read access, which means that you will not be able to modify the study.

3) Notice that you can also view **Funding**, **Contacts** (who has access to the study), and **Documents** on the main study workspace (see image accompanying point #2).

4) Once you are ready to submit your review, return to the main study workspace and select **Submit Ancillary Review** on the left navigation area (see image accompanying point #2).
5) Complete the Ancillary Review form. Select the checkbox next to your name, accept/approve the submission (if this is the case), add any applicable comments/documents, and select **OK** to submit your review. **Your decision and comments will become part of the study record and they will be available to IRB Coordinators/Reviewers as well as the research team.**

<table>
<thead>
<tr>
<th>Organization</th>
<th>Person</th>
<th>Review Type</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PI Eighteen</td>
<td>Department Chair (scientific merit, resources)</td>
<td>yes</td>
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6) Once you select **OK**, the research team receives a notification of your decision and the Principal Investigator can submit the study for review.