



RAP IRB STUDENT LED RESEARCH ANCILLARY REVIEW INSTRUCTIONS FOR FACULTY ADVISORS

Students conducting research are eligible to act as Principal Investigator only when they are under the oversight of a Faculty Advisor (tenure related and non-tenure track faculty) meeting the qualifications of a Principal Investigator. Principal Investigator Eligibility guidance can be found on our [website](#).

- By confirming the ancillary review, the Faculty Advisor attests that they have reviewed the protocol and agrees to provide appropriate education, oversight, and supervision of the student investigator, and share the responsibilities as outlined in the [Principal Investigator and Faculty Advisor Responsibilities](#).
- The student PI must list the faculty advisor as a research team member on the **Local Study Team Members** smart form in the Research Administration Portal (RAP). **The student PI must also assign to the faculty advisor the role of PI Proxy.**
- The faculty advisor must have current [human subject training](#) (CITI).

Follow the instructions below to confirm your approval of your student's project. **The faculty advisor must complete an ancillary review before RCS will process the application.**

1. You will receive an email similar to the one below. To access the study to complete the ancillary review, follow the link in the email. Click on the link to be taken directly to the study. You may have to login using your UO credentials.

From: researchcompliance@uoregon.edu <researchcompliance@uoregon.edu>
Date: Thursday, November 19, 2020 at 11:31 AM
To: Kelsey Lunsman <kdavis2@uoregon.edu>
Subject: STUDY00000067 assigned for ancillary review

Template:IRB_A_ManageAncillaryReview_Personal

Notification of Ancillary Review

To: [Juan Pablo \(pi3\)](#)

Link: [STUDY00000067](#)

P.I.: [Rebecca Simms \(pi\)](#)

Title: **Step by step**

Required: **Yes**

Description: An IRB submission has been assigned to you for ancillary review.
Click the link above to access and review the study.

RESEARCH COMPLIANCE SERVICES
541-346-2510
researchcompliance@uoregon.edu
research.uoregon.edu



2. To review the submission, click **View Study** from the options on the left side of the screen.

Pre-Review

Entered IRB: 12/17/2020 12:21 PM
Last updated: 12/17/2020 12:21 PM

Next Steps

[View Study](#)

[Printer Version](#)

Submit Ancillary Review
[Add Comment](#)

STUDY00000091: Step by step Instr

Principal investigator: Rebecca Simms (pi) **IF**
Submission type: Initial Study **IF**
Primary contact: Rebecca Simms (pi)
PI proxies:
Application type: Human Subjects Research Determination

3. You will be taken to the first page of the study where you can review the information submitted for IRB review. Use the navigation on the left side of the screen to review each page. Some pages will have supplemental attachments. These can be viewed by clicking on the document title.

Basic Study Information

1. * Title of study:
Step by step Instructions

2. * Short title:
Step by step Instructions

3. * Basic Description and Risk Assessment:
This study will build on my prior work and will include a behavioral intervention and surveys. It is expected these activities will be no

4. * What kind of study is this?:
Multi-site or Collaborative study

5. * Will an external IRB act as the IRB of record for this study?:
 Yes No

6. * Will your IRB act as the single IRB of record for other participating sites?:
 Yes No

7. * Local principal investigator:
Rebecca Simms (pi)

8. * Does the local principal investigator have a financial interest related to this research?:
 Yes No

9. * Attach the application form, appendices and any other materials identified in the application form:

Document	Category	Date Modified	Document History
View Research Plan.docx(0.01)	IRB Protocol	12/14/2020	History



- Once you have reviewed all pages, exit the study by clicking "Exit" in the lower right corner of the screen. You will be returned to the study landing page.
- Once you have completed your review, select **Submit Ancillary Review** from the navigation on the left side of the screen. [Note, if you do not see the "Submit Ancillary Review" button, please click here for steps to Manage Ancillary Review instead.](#)

Next Steps

View Modification/CR

Printer Version

 [Manage Ancillary Reviews](#)

[Submit Ancillary Review](#)

 [Add Comment](#)

 [Withdraw](#)

 [Discard](#)



- 6. A pop-up window will appear. Check the box next to your name. For question 2, answer "Yes" to accept the proposed study or "No" to disapprove the proposed study. Click "OK" from the bottom right corner. You will be returned to the Study landing page.

Submit Ancillary Review

1. * Select the review you are submitting:

Organization	Person	Review Type	Required
<input checked="" type="checkbox"/>	Jane Researcher	Faculty Advisor	yes

2. * Do you accept the proposed study?
 Yes No [Clear](#)

3. Comments:

4. Supporting documents:
[+ Add](#)

Name
There are no items to display

[OK](#) [Cancel](#)

- 7. Your review will appear at the top of the "History" tab.

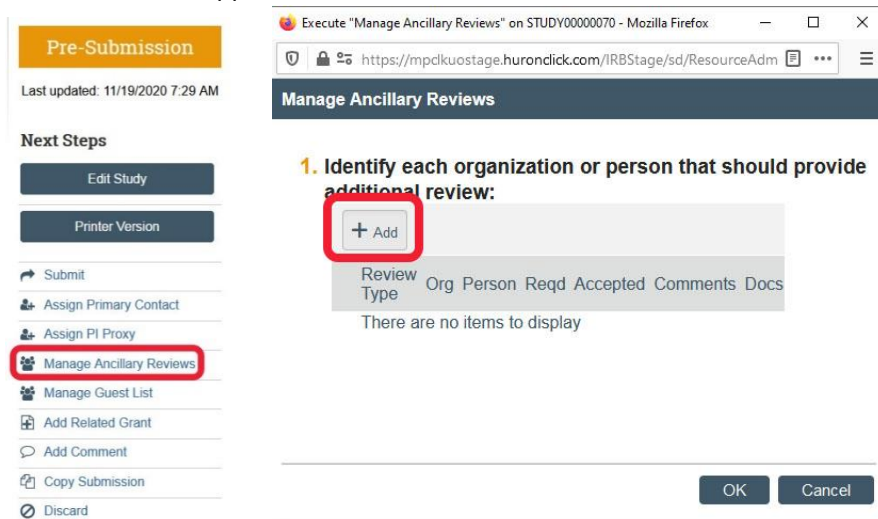


History	Funding	Contacts	Documents	Sites	Reviews	Snapshots
Filter by Activity <input type="text" value="Enter text to search for"/> + Add Filter x Clear All						
<input checked="" type="checkbox"/>	Submitted Ancillary Review	Tribbiani (pi5), Joey			12/17/2020 3:58 PM	
<input type="checkbox"/>	Submitted	Simms (pi), Rebecca			12/17/2020 12:21 PM	



Manage Ancillary Review

1. Choose **Manage Ancillary Reviews** from the options on the left side of the screen. A pop-up window will appear. If you see your name in the pop-up window, go to step 6; otherwise, click "+Add" and the **Add Ancillary Review** window will appear.



2. Leave the Organization field blank. Select yourself as reviewer in the Person field. Type your name in the person field and select yourself or click on the icon with the three dots next to the person field to be taken to a list of individuals within the organization.

Add Ancillary Review

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

Organization:

Person:

2. Review type:

3. * Is a response required?

Yes No [Clear](#)



3. Filter by first, last, or middle name. Once you find your name, select it and click "OK".

Select Person

Filter by [Advanced](#)

Total Selected: 1 « 1-1 of 1 »

First	Middle Name	Last	Department
<input checked="" type="radio"/> Charlotte	Yvonne	Alverson	University of Oregon

Total Selected: 1 « 1-1 of 1 »

4. Select Review Type. Select "Faculty Advisor" from the choices.

2. Review type:

3.

- Department
- Faculty
- Faculty Advisor**
- IBC
- Other
- Radiation
- Research Medical Director
- Safety
- Scientific

5. Is a response required? Select "yes" and click "OK". The pop-up window will close.

Add Ancillary Review

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

Organization:

Person:

2. Review type:

3. * Is a response required?

Yes No [Clear](#)

* Required



6. Click the "Update" button to the left of your name.

1. Identify each organization or person that should provide additional review:

+ Add							
Review Type	Org	Person	Reqd	Accepted	Comments	Docs	
	Faculty Advisor	Charlotte Alverson	yes				

OK Cancel

7. A pop-up box will appear to Edit the Ancillary Review. For Question 4, answer "Yes" to accept the proposed study or "No" to disapprove the proposed study. Click "OK" from the bottom right corner.

Edit Ancillary Review

1. Reviewing organization or person:
Organization:
Person: Charlotte Alverson

2. Review type: Faculty Advisor

3. Response required: Yes

4. * Do you accept this submission?
 Yes No [Clear](#)

5. Comments:

6. Supporting documents:

+ Add

Name

There are no items to display

* Required

OK Cancel

8. This will bring you back to the Manage Ancillary Reviews pop-up window. Click "OK". This will bring you back to the study landing page.



1. Identify each organization or person that should provide additional review:

	Review Type	Org	Person	Reqd	Accepted	Comments	Docs
<input type="button" value="+ Add"/>							
<input type="button" value="Update"/>	Faculty Advisor		Charlotte Alverson	yes	yes		<input type="button" value="✖"/>

9. Your review will appear at the top of the "History" tab. Your ancillary review is now complete!

Next Steps

-
-
-
-
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History	Contacts	Documents	Reviews	Snapshots	Training
Filter by <input type="button" value="Activity"/> <input type="text" value="Enter text to search"/> <input type="button" value="Q"/> <input type="button" value="+ Add Filter"/> <input type="button" value="✖ Clear All"/>					
Activity			Author		
<input type="button" value="Managed Ancillary Reviews"/>			Alverson, Charlotte Y		