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 Lunsomann <kelsl@uoregon.edu>
Subject: STUDY000000067 assigned for ancillary review.

Notification of Ancillary Review

To: Juan Pablo (pi)

Link: STUDY000000067

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.

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.
4. 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.

5. 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.

7. Your review will appear at the top of the “History” tab.
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.
3. Filter by first, last, or middle name. Once you find your name, select it and click “OK”.

4. Select Review Type. Select “Faculty Advisor” from the choices.

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: [input field]
   - Person: [input field]

2. Review type:
   - Faculty Advisor

3. * Is a response required?
   - Yes
   - No
   - Clear
6. Click the "Update" button to the left of your name.

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.

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