



## 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 he/she has 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.

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**From:** [researchcompliance@uoregon.edu](mailto:researchcompliance@uoregon.edu) <[researchcompliance@uoregon.edu](mailto:researchcompliance@uoregon.edu)>  
**Date:** Thursday, November 19, 2020 at 11:31 AM  
**To:** Kelsey Lunsman <[kdavis2@uoregon.edu](mailto: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](mailto:researchcompliance@uoregon.edu)  
[research.uoregon.edu](http://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**

Study Funding Sources

Local Study Team Members

Study Scope

Local Research Locations

Drugs

Study-Related Documents

Local Site Documents

Other Study Information

Local Study Team Information

CITI Training

**You Are Here:** Step by step Instructions

**Reading: STUDY00000091**

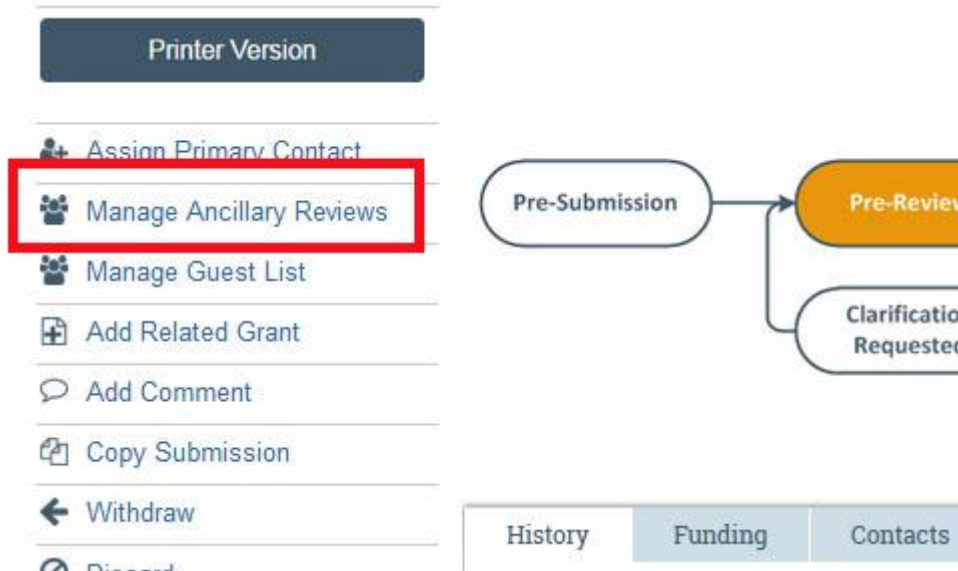
**Basic Study Information**

- Title of study:** Step by step Instructions
- Short title:** Step by step Instructions
- 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
- What kind of study is this?:** Multi-site or Collaborative study
- Will an external IRB act as the IRB of record for this study?:**  Yes  No
- Will your IRB act as the single IRB of record for other participating sites?:**  Yes  No
- Local principal investigator:** Rebecca Simms (pi)
- Does the local principal investigator have a financial interest related to this research?:**  Yes  No
- Attach the application form, appendices and any other materials identified in the application form:**

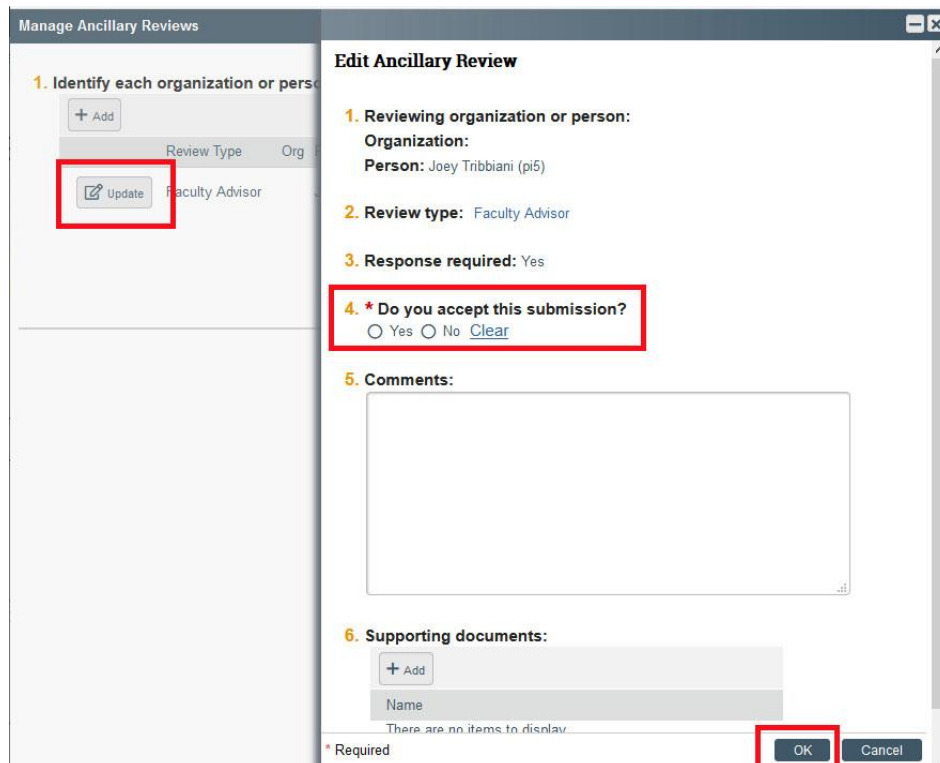
Document	Category	Date Modified	Document History
<a href="#">View</a> Research Plan.docx(0.01)	IRB Protocol	12/14/2020	History



- 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 **Manage Ancillary Review** from the navigation on the left side of the screen.



- A pop-up window will appear. Select "Update" next to your name. For question 4, answer "Yes" to accept the proposed study or "No" to disapprove the proposed study. Click "OK" from the bottom left corner. You will be returned to the Study landing page.





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



History	Funding	Contacts	Documents	Sites	Reviews	Snapshots
<b>Filter by</b> <span>Activity</span> <input type="text" value="Enter text to search for"/> <span>+ Add Filter</span> <span>× Clear All</span>						
Activity					Author	Activity Date
<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