RAP IRB ANCILLARY REVIEW
INSTRUCTIONS FOR RMD/OTHER REVIEWERS

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 <klavins2@uoregon.edu>
Subject: STUDY00000067 assigned for ancillary review

Notification of Ancillary Review
To: Juan Pablo (pi)
Link: STUDY00000067
PI: 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 the materials, 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.
6. A pop-up window will appear. Select yourself from the list and choose “Yes” to accept the proposed study or “No” to disapprove the proposed study.

1. **Select the review you are submitting:**

<table>
<thead>
<tr>
<th>Organization</th>
<th>Person</th>
<th>Review Type</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Phil Bivens (p/2)</td>
<td>Research Medical Director</td>
<td>yes</td>
</tr>
</tbody>
</table>

2. **Do you accept the proposed study?**

- Yes  
- No  

3. **Comments:**

4. **Supporting documents:**

   ![Add button]

   Name

   There are no items to display

5. Click “OK” from the bottom left corner. You will be returned to the Study landing page. Your review will appear at the top of the “History” tab.