UNIVERSITY OF OREGON | Research Compliance Services

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** page for the project in the Research Administration Portal (RAP). **The student PI must also assign to the faculty advisor the role of *PI Proxy*.** Instructions for students assigning a Faculty Advisor can be found here.

- 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.

Notification of Ancillary Review

To:	Kate Ganieany
Link:	STUDY00001431
P.I.:	Kate Ganieany
Title:	Test 10182024 klg
Required:	Yes
Description:	An IRB submission has been assigned to you for ancillary review. Click the link above to access and review the submission.

UNIVERSITY OF OREGON | Office of the Vice President for Research and Innovation

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 smartform 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 **Manage Ancillary Reviews** from the navigation on the left side of the screen.

    Note: If you see an option to 'Submit Ancillary Review' rather than 'Manage Ancillary Reviews,' please reach out to the student PI and have them add you to the 'Local Study Team Members' section of the RAP prior to completing your Ancillary Review. If you still do not see an option to 'Manage Ancillary Reviews', please contact us at researchcompliance@uoregon.edu.

Next Steps

| View Study |
| Printer Version |

👤➕ Assign Primary Contact
👥 Manage Ancillary Reviews
👥 Manage Guest List
💬 Add Comment
📑 Copy Submission
⬅ Withdraw
⊘ Discard

6. A pop-up window will appear. *If ancillary review has already been assigned to you, your name should appear in the table as pictured below.* **Skip to Step 11**. If your name does not appear in the table, select 'Add' in the top left corner.

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

+ Add							
	Review Type	Org	Person	Reqd	Accepted	Comments	Docs
📝 Update	Faculty Advisor		John Jernigan	yes	yes		✖

7. The following pop-up will appear. Leave the 'Organization' field blank. 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.

8. If you selected the dots in the step above, you will have the option to filter by first, last, or middle name. Once you find your name, select it and click "OK" in the bottom right corner of the pop-up.

9. Next, select "Faculty Advisor" in the Review type field:

2. Review type:

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

10. For the next question, "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: John Jernigan ... ✖

2. Review type:
Faculty Advisor ▼

3. * Is a response required?
● Yes ○ No Clear

4. Comments:
[ ]

5. Supporting documents:

* Required   OK

11. To complete the ancillary review, click the 'Update' icon next to your name.

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

+ Add								
	Review Type	Org	Person	Reqd	Accepted	Comments	Docs	
☑ Update	Faculty Advisor		John Jernigan	yes	yes			✖

12. A second pop-up will appear. For Question 4, answer "Yes" to accept the proposed study or "No" to disapprove the proposed study. If you choose "No", please include directions in the 'Comments' field for your student informing them of any changes necessary before you accept the submission. Click "OK" from the bottom right corner to continue.

13. Click ok a second time to ensure your ancillary review response is saved.

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

15. To confirm that your review was submitted properly, click "Managed Ancillary Reviews" in the 'History' tab and confirm it says "yes" or "no" in the 'Accepted' field. If this appears correctly, your review has been properly submitted and no further action is required!

Managed Ancillary Reviews

Add or update ancillary reviewers. These can be organizations or people.

――――――――― Summary ―――――――――

Oct 9 2024

Author: John Jernigan (University of Oregon)
Logged For (IRB Submission): FA Guidance
Activity Date: 10/9/2024 11:39 AM

――――――――― Form ―――――――――

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

	Review Type	Org	Person	Reqd	Accepted	Comments	Docs
View	Faculty Advisor		John Jernigan	yes	yes		