



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.



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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.

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

```
graph LR
    A[Pre-Submission] --> B[Pre-Review]
    B --> C[IRB Review]
    C --> D[Po]
    C --> E[Mo]
    B --> F[Clarification Requested]
    F --> B
    C --> G[Clarification Requested]
    G --> C
```

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
View Research Plan.docx(0.01)	IRB Protocol	12/14/2020	History



- 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.
- 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

- 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.

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](#)

4. Comments:

5. Supporting documents:

* Required

OK OK and Add Another Cancel

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.

Select Person

Filter by Last Jernigan [Advanced](#)

Total Selected: 1

First	Middle Name	Last	Department	Preferred Email
<input checked="" type="radio"/> John	B	Jernigan	University of Oregon	jbjernig@uoregon.edu



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

2. Review type:

3.

- 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.

Edit Ancillary Review

1. Reviewing organization or person:
Organization:
Person: John Jernigan

2. Review type: Faculty Advisor

3. Response required: Yes

4. * Do you accept the proposed submission?
☒ Yes ☐ No [Clear](#)

5. Comments:

6. Supporting documents:

* Required

OK

Cancel

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

Manage Ancillary Reviews

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

<div>+ Add</div>							
Review Type	Org	Person	Reqd	Accepted	Comments	Docs	
<div><div>Update</div></div> Faculty Advisor	John Jernigan	yes	yes				<div>*</div>

OK

Cancel



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		