RAP IRB
STUDENT LED RESEARCH ANCILLARY REVIEW
INSTRUCTIONS FOR STUDENTS

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 faculty advisor must be included as part of the research team on the Local Study Team Members smart form in the Research Administration Portal (RAP) and be assigned as a PI Proxy.
- The faculty advisor must have current human subject training (CITI).

To confirm your faculty advisor’s approval for your project, he/she must complete an ancillary review. The ancillary review must be completed before RCS will process the submission. To add your faculty advisor as PI Proxy and Ancillary Reviewer, follow the instructions below.

Add Ancillary Reviewer

1. Choose Manage Ancillary Reviews from the options on the left side of the screen. A pop-up window will appear. Click “Add” and the Add Ancillary Review window will appear. Click “+Add” to select a person to provide additional review.
2. **Select a person as reviewer.** Click on the icon with the three dots next to the person field. You will be taken to a list of individuals within the organization.

### Add Ancillary Review

1. **Select either an organization or a person as reviewer:**
   - Organization: [field]
   - Person: [field]

2. **Review type:**
   - [Dropdown]

3. **Is a response required?**
   - [Radio buttons: Yes, No, Clear]

3. Filter by first, last, or middle name. Once you find your faculty advisor, choose their name and click “OK”.

### Select Person

Filter by [Dropdown: Last] Alverson [Go, Clear, Advanced]

<table>
<thead>
<tr>
<th>First</th>
<th>Middle Name</th>
<th>Last</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charlotte</td>
<td>Yvonne</td>
<td>Alverson</td>
<td>University of Oregon</td>
</tr>
</tbody>
</table>

Total Selected: 1

Total Selected: 1

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: [Field]
   - Person: [Field]

2. Review type:
   - Faculty Advisor

3. * Is a response required?
   - Yes
   - No
   - [Field]

6. Click “OK” on the bottom left side of the screen.

Manage Ancillary Reviews

1. Identify each organization or person that should provide additional review:
   - [Table]
   - [Field]
   - [Field]
   - [Field]
   - [Field]
   - [Field]
   - [Field]
   - [Field]

[Buttons] OK Cancel
Assign PI Proxy

1. Choose Assign PI Proxy from the options on the left side of the screen. A pop-up window will appear. Click the icon with three dots.

2. After clicking on icon with three dots, a list will appear all local study team members. Choose your faculty advisor and any other individuals you wish to assign as a proxy. Proxies are able to submit applications on behalf of the principal investigator. Click “OK” in the lower right corner.
3. The chosen proxies will now appear in the window. To remove a name from the list, click on the “x” to the right of the name. Click “OK”.

A proxy can perform PI responsibilities on your behalf, such as submitting the study to the IRB, modifying the study, and submitting continuing reviews.

1. Select study team members to act as proxy:

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caitlin</td>
<td>Alcorn</td>
<td>University of Oregon</td>
</tr>
<tr>
<td>Christine</td>
<td>Guy</td>
<td>University of Oregon</td>
</tr>
</tbody>
</table>