

Faculty Supervisor Ancillary Review Instructions

All students at the University of Kansas require a faculty supervisor to approve their human subjects project before HRPP will process the application. Please follow these instructions to show your approval to your student's research project. Please contact irb@ku.edu with any questions or concerns.

1. You will receive an email that looks like the one below. To access the study and complete the ancillary review, you can click on the link in the email.

From: administrator@huron.com [mailto:administrator@huron.com]
Sent: Friday, June 07, 2013 2:45 PM
To: Human Subjects Committee
Subject: STUDY00000096 requires ancillary review

Template:IRB_A_Submit_AncillaryReview_Personal

Notification of Ancillary Review

To: [Francis Firth](#)
Link: [STUDY00000096](#)
P.I.: [Byron Branson](#)
Title: test 6/7/13

Description: An IRB submission has been assigned to you for ancillary review.
Click the link above to access and review the study.

2. The item will appear in your eCompliance inbox. Find the study and click on the title.

The screenshot shows the KU eCompliance system interface. At the top, there is a blue header with the KU logo and 'THE UNIVERSITY OF STAGING' text. Below the header is a navigation bar with tabs for 'My Inbox', 'Home', 'IRB', and 'COI'. The 'My Inbox' tab is selected. On the left side, there are two sections: 'My Current IRB Actions' with buttons for 'Create New Study' and 'Report New Information', and 'My Current COI Activities'. The main content area is titled 'My Inbox' and contains a table of IRB submissions. The table has columns for ID, Name, SmartForm, Execute Activity, Date Created, State, and Coordinator. The first row is highlighted and circled in red, showing the ID 'STUDY00141143' and the Name 'Faculty Approval'. There is a search filter at the top of the table with a dropdown menu set to 'ID' and a search box containing 'Enter text to search for'. The table also includes buttons for 'Go', '+ Add Filter', and 'x Clear All'.

3. You can view the study details by clicking "View Study." You can view any documents by clicking "Documents." Please make sure to look over the study carefully before submitting your approval.

Pre-Review

Entered IRB: 7/14/2017 9:35 AM
Last updated: 7/14/2017 9:35 AM

Next Steps

[View Study](#)

[Printer Version](#)

[View Differences](#)

[Withdraw](#)

[Discard](#)

[Assign Primary Contact](#)

[Submit Ancillary Review](#)

[Manage Guest List](#)

[Add Comment](#)

STUDY00141143

Faculty Approval

Principal investigator: Elizabeth Emmerson **IRB office:** KU Lawrence

Submission type: Initial Study

Primary contact: Elizabeth Emmerson

IRB coordinator:

History | Funding | Project Contacts | **Documents** | Reviews | Snapshots

Filter ? Activity ▼ Enter text to search for Go + Add Filter ✕ Clear All

Activity	Author	Activity Date
Submitted	Emmerson, Elizabeth	7/14/2017 9:35 AM
Managed Ancillary Reviews	Emmerson, Elizabeth	7/14/2017 9:35 AM
Study Created	Emmerson, Elizabeth	7/14/2017 9:34 AM

4. Once you are ready to submit your approval, click “Submit Ancillary Review” on the left side.

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5. A new window will open. Check your name. Click “Yes” under “Do you accept the proposed study?” and write any comments. You also have the ability to attach any documents, if you so wish. Once you are finished, click “OK.”

Human Research Protection Program -- KU-Lawrence eCompliance Guide

Submit Ancillary Review

1. * Select the review you are submitting:

Organization	Person	Review Type	Required
<input checked="" type="checkbox"/>	Anita Anderson	Faculty	yes

2. * Do you accept the proposed study?

Yes No [Clear](#)

3. Comments:

I approve this project.

4. Supporting documents:

Name
There are no items to display

6. You have now completed the ancillary review and the project can now be reviewed. If you have any questions, email [HRPP](mailto:hrpp@ku.edu).

Looking for something else? There is more information available on the [HRPP website](#):

Quickstart

- ✓ [Creating a Study](#)
- ✓ [Continuing Review](#)
- ✓ [Accessing a Study](#)
- ✓ [Adding a Funding Source](#)
- ✓ [Creating an External IRB Study](#)
- ✓ [Modification](#)
- ✓ [Study Team Modification](#)
- ✓ [Responding to Clarifications](#)
- ✓ [Closing a Study](#)
- ✓ [Changing Principle Investigator](#)

Guides

- ✓ [Student Ancillary Review Guide](#)