

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 sections for '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 with columns: ID, Name, SmartForm, Execute Activity, Date Created, State, and Coordinator. A single row is visible with the ID 'STUDY00141143', Name 'Faculty Approval', and State 'Pre-Review'. The ID and Name cells are circled in red.

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.

Human Research Protection Program -- KU-Lawrence eCompliance Guide

Pre-Review

STUDY00141143

Faculty Approval

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

Principal investigator: Elizabeth Emmerson
Submission type: Initial Study
Primary contact: Elizabeth Emmerson
IRB coordinator:

IRB office: KU Lawrence

Next Steps

- View Study
- Printer Version
- View Differences

← Withdraw
Discard
Assign Primary Contact
Submit Ancillary Review
Manage Guest List
Add Comment

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

Filter: Activity [Enter text to search for] Go + Add Filter x 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.”

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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 Single-Site Study](#)
- ✓ [Creating a Multi-Site 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](#)