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@churon.com [mailto:administrator@churon.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.

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
irb@ku.edu
785-864-7429 ext. 1
4. Once you are ready to submit your approval, click “Submit Ancillary Review” on the left side.

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.”
6. You have now completed the ancillary review and the project can now be reviewed. If you have any questions, email HRPP.
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