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

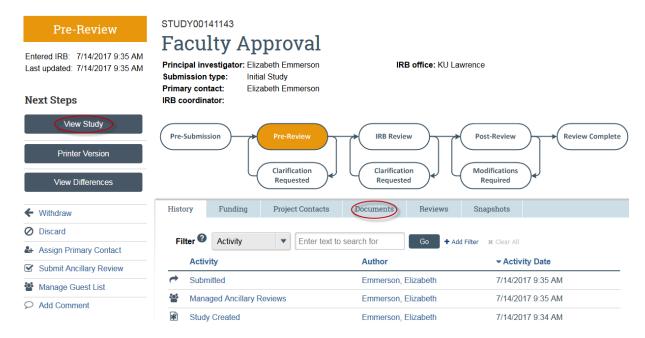
Description: An IRB submission has been assigned to you for ancillary review. Click the link above to access and review the study.

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

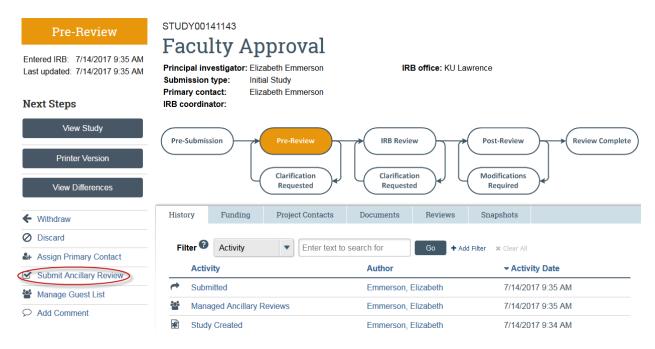


3. You can view the study details by clicking "View Study." You can view any documents by clicking "Documents." Please make sure to look over the study carefully before submitting your approval.

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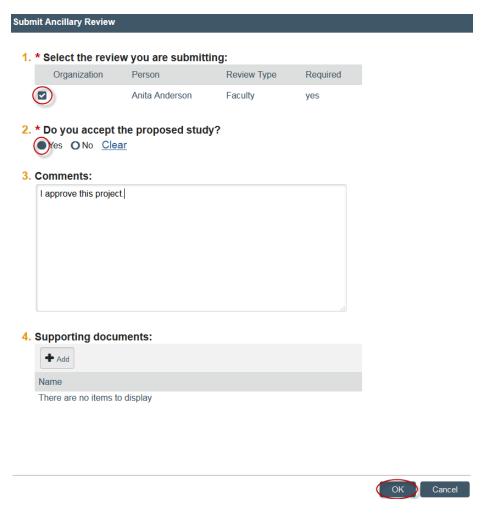


4. Once you are ready to submit your approval, click "Submit Ancillary Review" on the left side.



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."

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

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
- ✓ <u>Study Team Modification</u>
- ✓ Responding to Clarifications
- ✓ Closing a Study
- ✓ <u>Changing Principle Investigator</u>

Guides

✓ Student Ancillary Review Guide