

Ancillary Review: Faculty Supervisor Instructions

All students at the University of Kansas require a faculty supervisor to approve their human subjects study before HSCL will process the application. Please follow these instructions to show your approval to your student's research study. Please contact [HSCL](#) with any questions or concerns.

****NOTE:** As the faculty supervisor, you will automatically be assigned as the Primary Contact for your student's study. This will allow any and all notifications from the IRB that are sent to the student to also be sent to you.

STEP 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. **Please note: Even if you did not receive an e-mail notification, you can still find the study in your Inbox in eCompliance by going to <https://ecompliance.ku.edu>**

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.

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

Home IRB COI

Page for Anita Anderson

My Current IRB Actions

Create New Study

Report New Information

My Current COI Activities

Create "Update Certification"

Shortcuts

COI Help

IRB Help

Combined IRB COI

Filter by ID [Go] [Clear] [Advanced]

ID	Name	SmartForm	Execute Activity	Date Created	State	Coordinator
STUDY00002334	Faculty Approval	[Edit]	↓	3/18/2015 10:06 AM	Pre-Review	
STUDY00002331	test1.2	[Edit]	↓	3/16/2015 1:40 PM	Pre-Submission	
STUDY00002329	test	[Edit]	↓	3/16/2015 1:35 PM	Pre-Submission	

3 items page 1 of 1 10 / page

STEP 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

STUDY00002334 : Faculty Approval

Entered IRB: 3/18/2015 10:07 AM **Principal investigator:** Jaimie Ward **IRB office:** KU Lawrence

Initial approval: **Submission type:** Initial Study

Effective: **Primary contact:** Jaimie Ward

Approval end: **IRB coordinator:**

Modified: 3/18/2015 10:07 AM

My Current Actions

View Study

Printer Version

View Differences

Submit Ancillary Review

Add Comment

History Funding Project Contacts **Documents** Reviews Snapshots

Filter by Activity [Go] [Clear] [Advanced]

Activity	Author	Activity Date
Submitted	Ward, Jaimie L	3/18/2015 10:07 AM
Managed Ancillary Reviews	Ward, Jaimie L	3/18/2015 10:06 AM
Study Created	Ward, Jaimie L	3/18/2015 10:06 AM

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

Home IRB COI

IRB > IRB Submissions > Faculty Approval

Pre-Review **STUDY00002334 : Faculty Approval** **IRB office: KU Lawrence**

Entered IRB: 3/18/2015 10:07 AM
 Initial approval:
 Effective:
 Approval end:
 Modified: 3/18/2015 10:07 AM

Principal investigator: Jaimie Ward
Submission type: Initial Study
Primary contact: Jaimie Ward
IRB coordinator:

Pre-Submission → Pre-Review → IRB Review → Post-Review → Review Complete
 (Clarification Requested, Clarification Requested, Modifications Required)

My Current Actions

View Study
 Printer Version
 View Differences
 Submit Ancillary Review
 Add Comment

History	Funding	Project Contacts	Documents	Reviews	Snapshots
Filter by	Activity	Go	Clear	Advanced	
Activity	Submitted	Author	Ward, Jaimie L	3/18/2015 10:07 AM	Activity Date
Managed Ancillary Reviews	Ward, Jaimie L	3/18/2015 10:06 AM			
Study Created	Ward, Jaimie L	3/18/2015 10:06 AM			

STEP 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.”

Execute "Submit Ancillary Review" on STUDY00002334 - Mozilla Firefox

https://kustage.huronclick.com/eCompliance/ResourceAdministration/Activity/form?ActivityType=com.webbridge.entity.Entity[OA892144A]

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:**

Add

Name

There are no items to display

OK Cancel

STEP 6: You have now completed the ancillary review and the study can now be reviewed. If you have any questions, email [HSCL](#).

Looking for something else? There is more information available on the HSCL website:

Quickstart

- ✓ [Accessing an Approved Study](#)
- ✓ [Creating a Study](#)
- ✓ [Modification and Continuing Review](#)
- ✓ [Closing a Study](#)
- ✓ Student Ancillary Review
- ✓ Responding to Clarifications

Guides

- ✓ [Study Submission Guide](#)

FAQs

- ✓ [eCompliance FAQs](#)