## **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

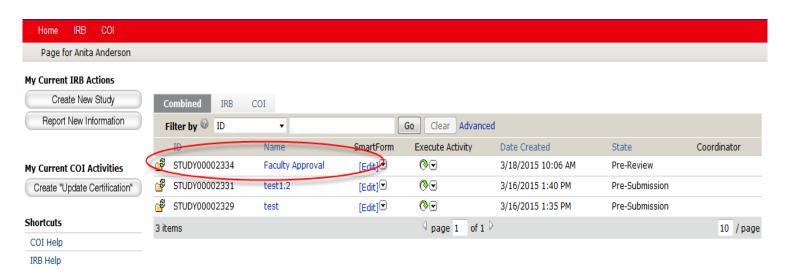
P.I.: Byron Branson

Title: test 6/7/13

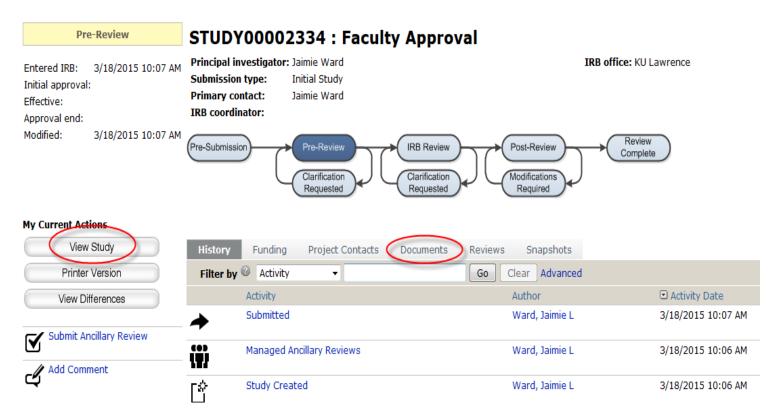
Description: An IRB submission has been assigned to you for ancillary review.

Click the link above to access and review the study.

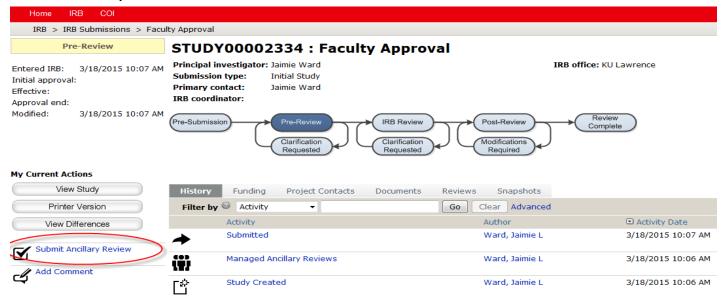
**STEP 2:** The item will appear in your eCompliance inbox. Find the study and click on the title.



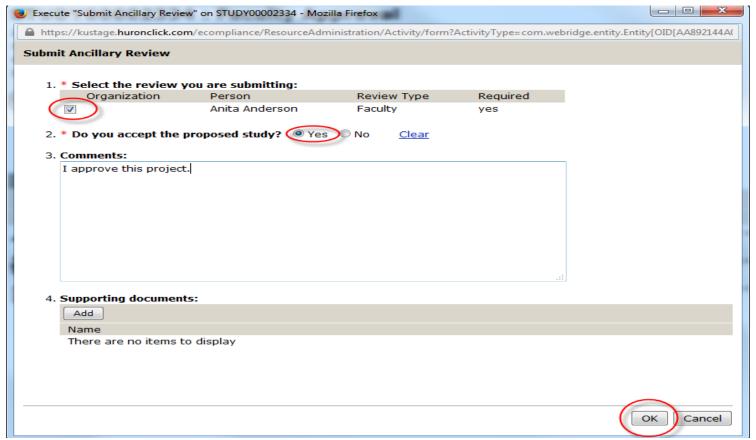
**STEP 3:** You can view the study details by clicking "View Study." You can view any documents by clicking "Documents." Please make sure to look over the study carefully before submitting your approval.



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



**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."



**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**

✓ <u>Study Submission Guide</u>

### **FAQs**

✓ eCompliance FAQs