

Ancillary Review: Verifying Faculty Approval on Student Projects

If you are a student at the University of Kansas, you will need your faculty supervisor to approve your human subjects study before HSCL will process your application. After you complete your application and BEFORE you submit it, please follow these instructions to allow your faculty advisor to confirm approval of your study by completing an ancillary review and assigning them as the primary contact. Please contact [HSCL](#) with any questions or concerns.


STEP 1: Go to ecompliance.ku.edu and log in using your KU ID and password. Create the study and complete the initial application (See more detailed instructions on HSCL webpage). When you reach the final page, click “Finish.”

<< Back Save | Exit | Hide/Show Errors | Print... | Jump To: Finish

Final Page

You have reached the end of the IRB submission form. Read the next steps carefully:

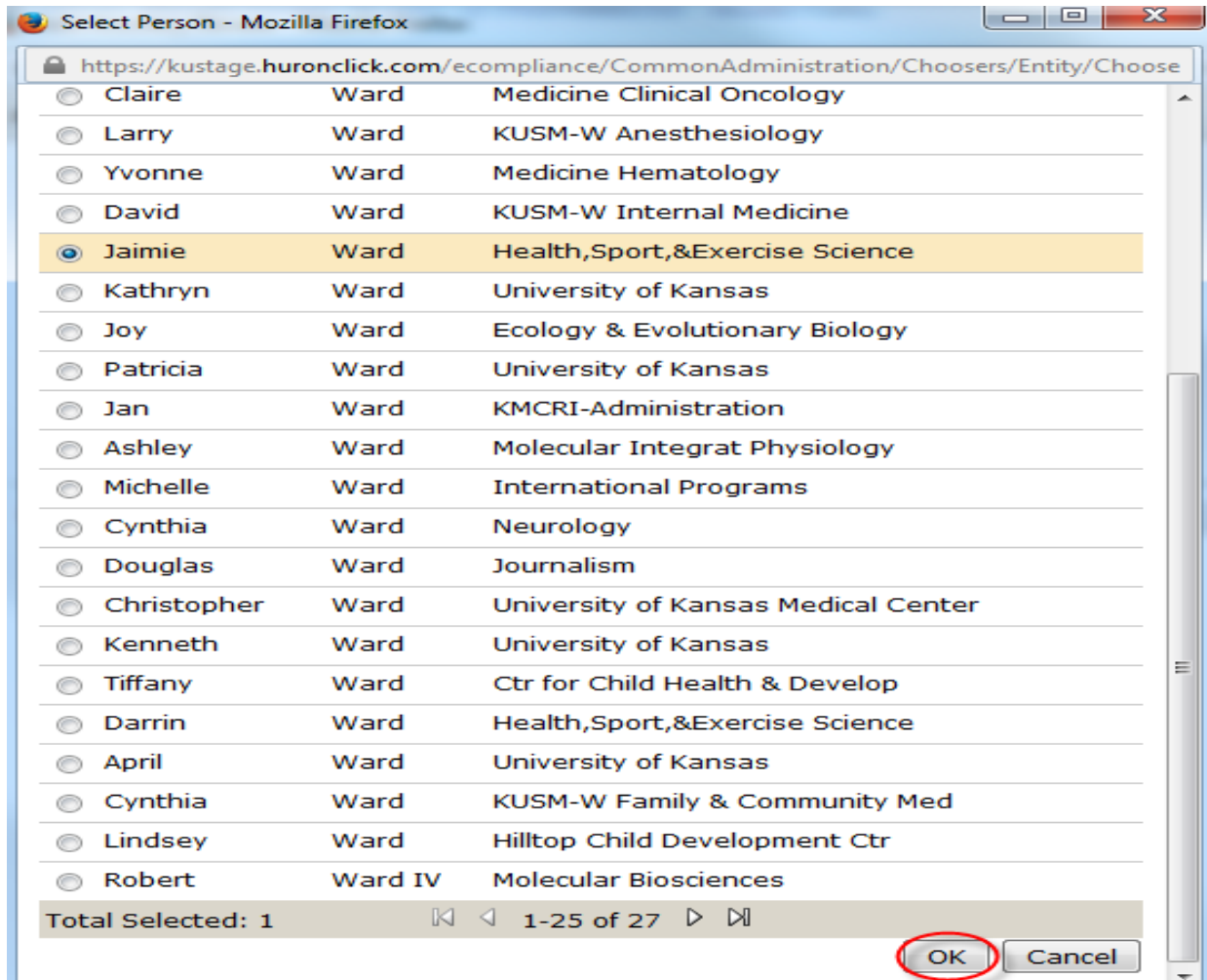
1. Click **Finish** to exit the form.
2. **Important!** To send the submission for review, the principal investigator must click **Submit** on the next page.

<< Back Save | Exit | Hide/Show Errors | Print... | Jump To: 

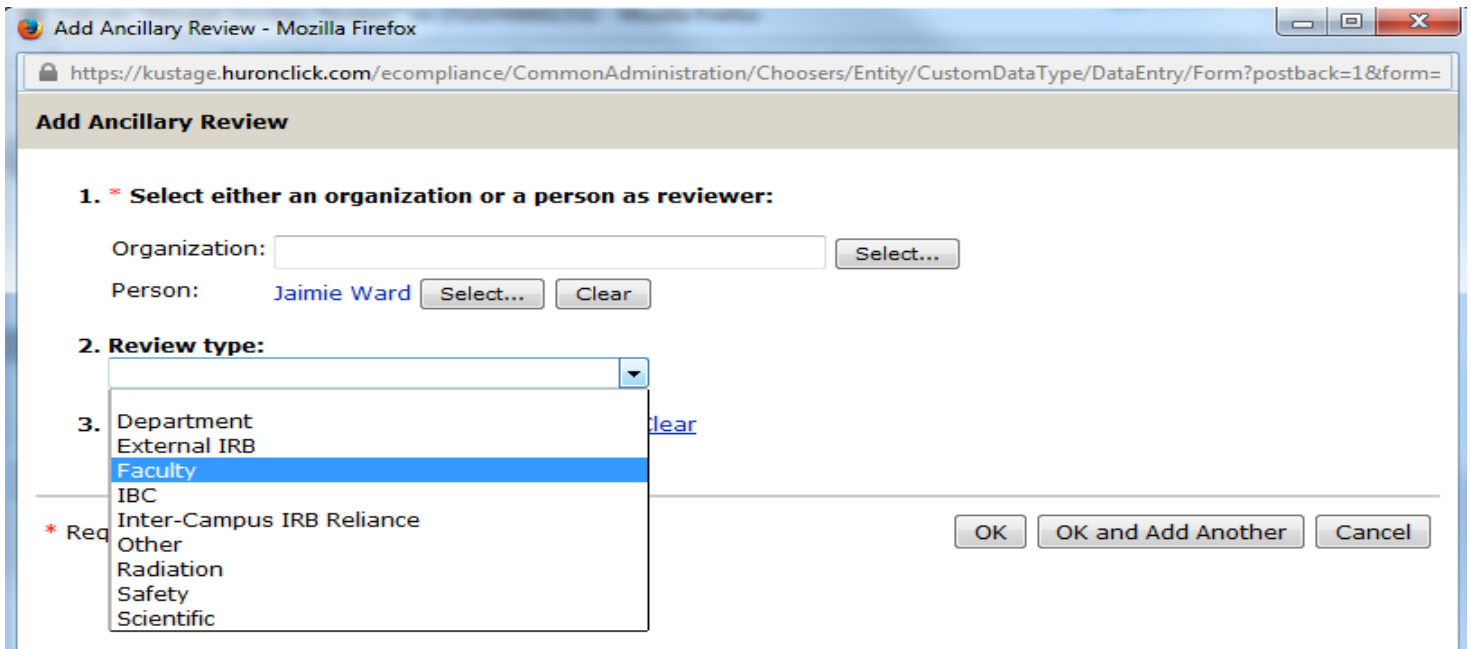
STEP 2: Before you submit the study, you will need to have your faculty advisor submit an ancillary review. Click on “Manage Ancillary Reviews.” A new window will open—click “Add.”

STEP 3: A new window will open. You can now search for your faculty supervisor by clicking “Select” next to the “Person” option.

STEP 4: You can search by first or last name. Once you find your faculty supervisor. Click their name and click “OK.”



STEP 5: Under “Review Type,” click “Faculty.”



STEP 6: Click “Yes” for “Is a response required?”

Add Ancillary Review - Mozilla Firefox

https://kustage.huronclick.com/ecompliance/CommonAdministration/Choosers/Entity/CustomDataType/DataEntry/Form?postback=1&form=

Add Ancillary Review

1. * Select either an organization or a person as reviewer:

Organization:

Person: **Jaimie Ward**

2. Review type:

Faculty

3. * Is a response required? Yes No [Clear](#)

* Required

STEP 7: Click “OK.”

Add Ancillary Review - Mozilla Firefox

https://kustage.huronclick.com/ecompliance/CommonAdministration/Choosers/Entity/CustomDataType/DataEntry/Form?postback=1&form=

Add Ancillary Review

1. * Select either an organization or a person as reviewer:

Organization:

Person: **Jaimie Ward**

2. Review type:

Faculty

3. * Is a response required? Yes No [Clear](#)

* Required

STEP 8: Click “OK.”

Manage Ancillary Reviews

Identify each organization or person who should provide additional review.

Review Type	Org	Person	Reqd	Accepted	Comments	Docs
<input type="button" value="Update"/> Faculty		Jaimie Ward	yes			<input type="button" value="Delete"/>

STEP 9: You will then need to assign your faculty supervisor as the Primary contact. Click on “Assign Primary Contact.” A new window will open – Click “Select.”

My Current Actions

-
-
-
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-

Execute "Assign Primary Contact" on STUDY00002182 - Mozilla Firefox

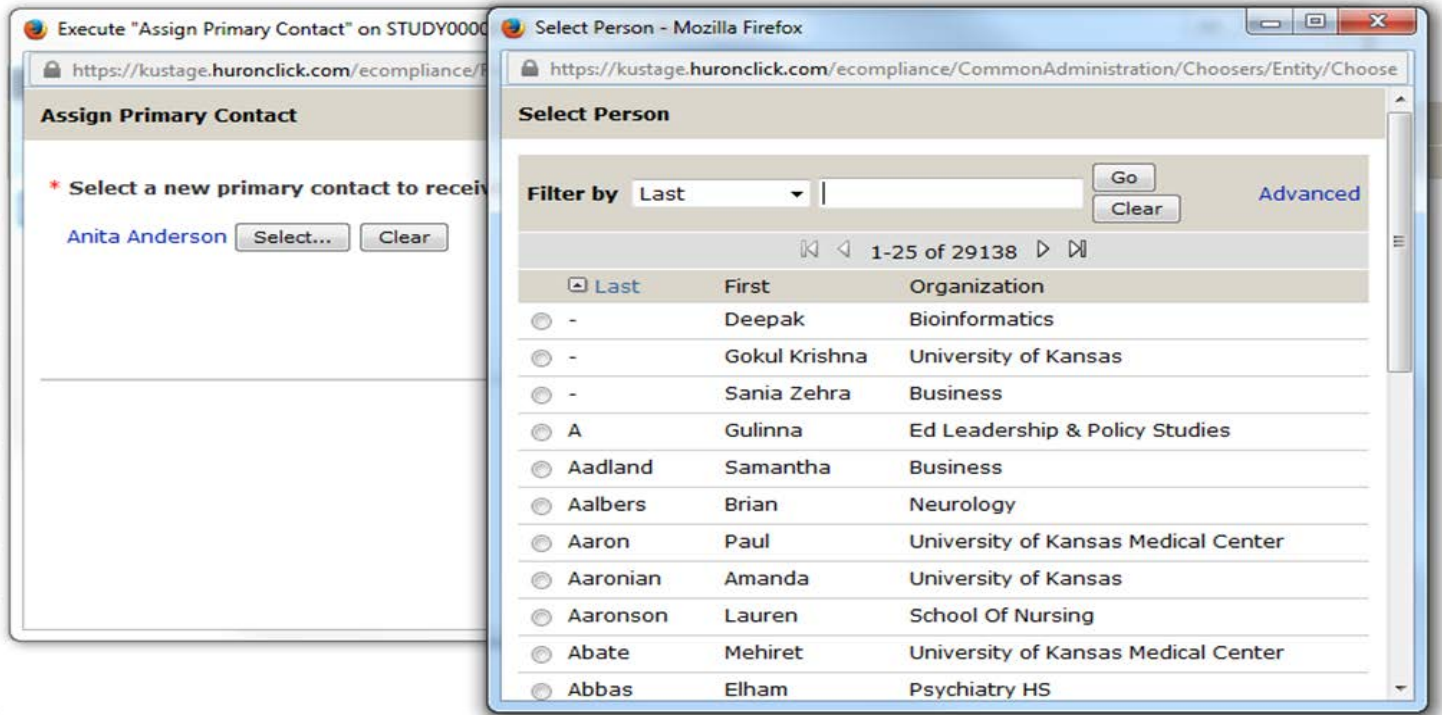
https://kustage.huronclick.com/ecompliance/ResourceAdministration/Activity/form?ActivityType=com.webbridge.entity.Entity[OID{B07978C180}

Assign Primary Contact

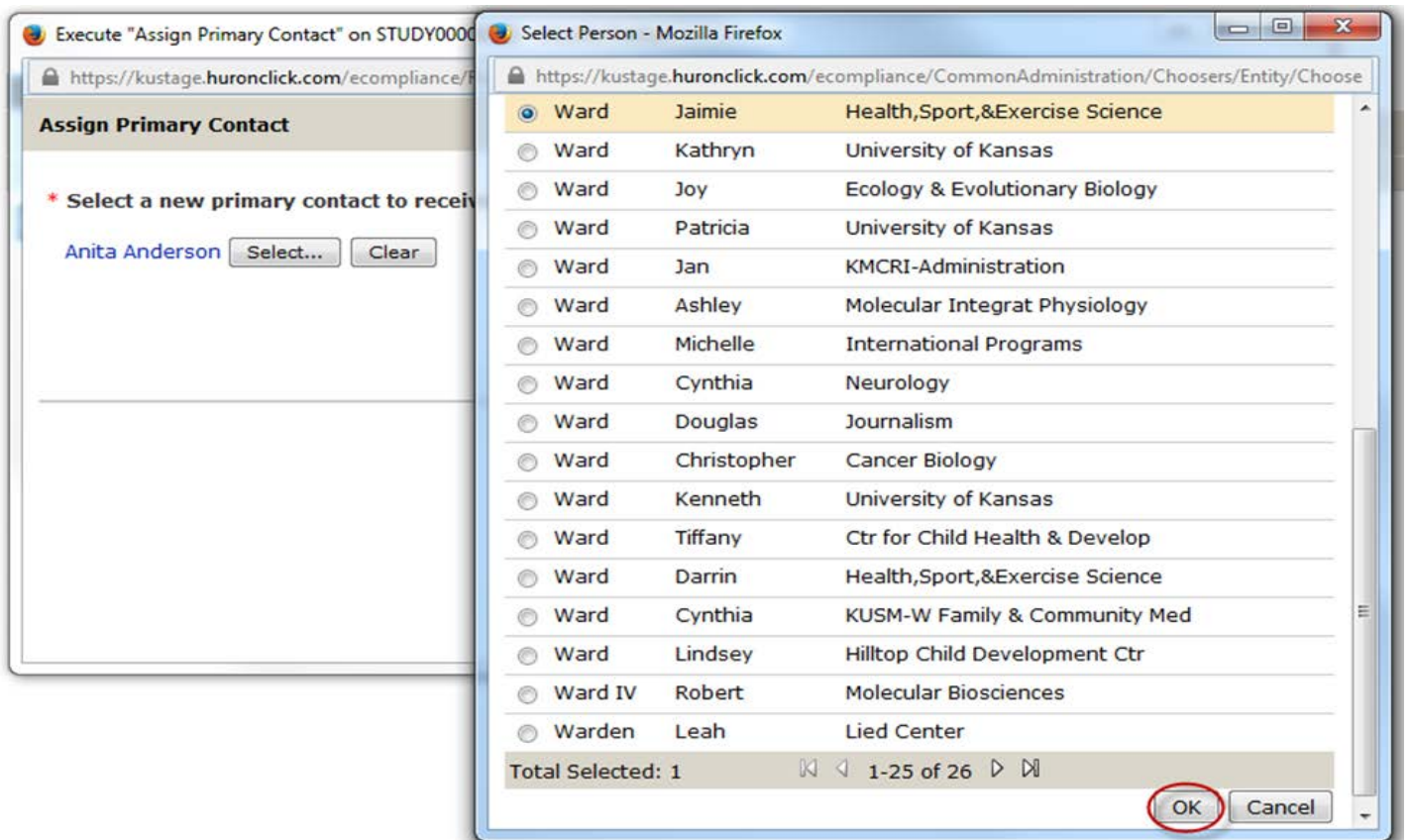
* Select a new primary contact to receive all communications from the IRB: ?

Anita Anderson

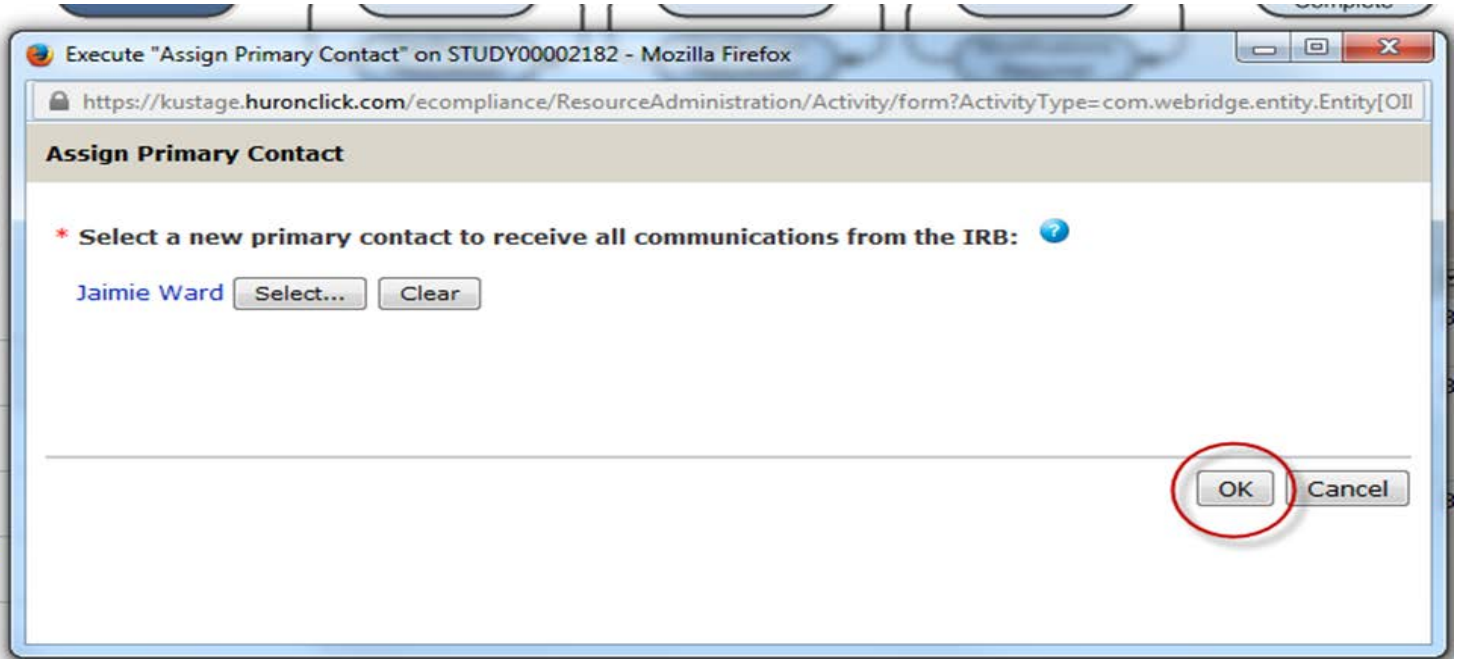
STEP 10: A new window will open. You can search for your faculty supervisor by selecting a filter and finding their name.



STEP 11: Once you find your faculty supervisor, click on their name and then click "OK."



STEP 12: Click “OK.”



STEP 13: The Primary Contact name should then be changed from your name to your faculty supervisor’s name.

Pre-Submission

STUDY00002182 : 111

Entered IRB:
Initial approval:
Effective:
Approval end:
Modified: 3/6/2015 10:16 AM

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

My Current Actions

- Edit Study
- Printer Version
- View Differences
- Submit
- Discard
- Assign Primary Contact

History | Funding | Project Contacts | Documents | Review

Filter by: Activity [Go]

- Activity
- Managed Ancillary Reviews
- Assigned Primary Contact
- Assigned primary contact Jaimie Ward
- Study Created

STEP 14: Now you can submit your study. Click “Submit” on the left hand of the page.

Pre-Submission

Entered IRB:
Initial approval:
Effective:
Approval end:
Modified: 3/6/2015 10:16 AM

STUDY00002182 : 111

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

My Current Actions

Edit Study

Printer Version

View Differences

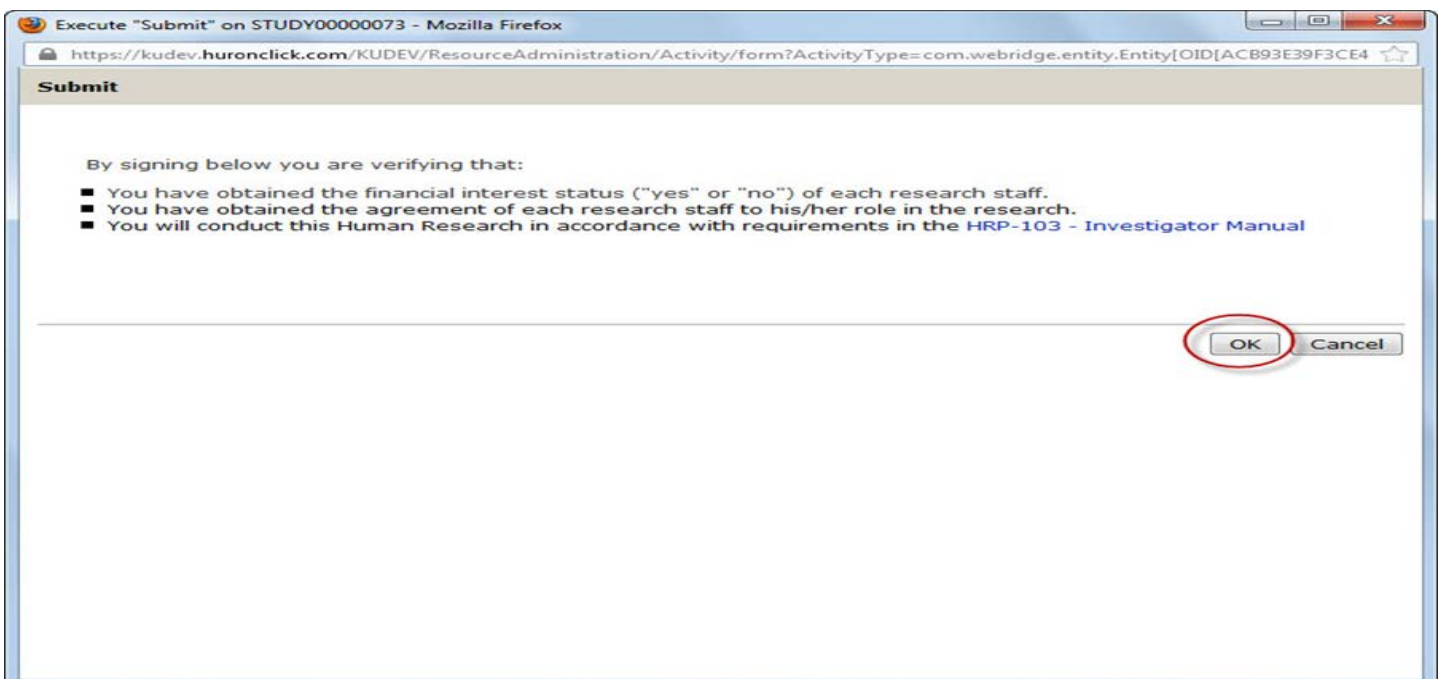
Submit

Discard

Assign Primary Contact

History	Funding	Project Contacts	Documents	Reviews
<p>Filter by Activity Go</p>				
Activity				
<p> Managed Ancillary Reviews</p>				
<p> Assigned Primary Contact</p> <p> Assigned primary contact Jaimie Ward</p>				
<p> Study Created</p>				

STEP 15: Click “OK.” You will be prompted to enter your KU ID and password. Your study is now submitted. Your faculty advisor will be sent an email prompting him/her to complete an ancillary review.



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

Quickstart

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

Guides

- ✓ [Study Submission Guide](#)

FAQs

- ✓ [eCompliance FAQs](#)