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](http://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.”
**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?”

STEP 7: Click “OK.”
STEP 8: Click “OK.”

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

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 HSCL 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