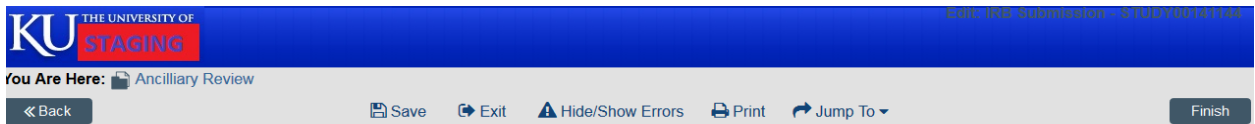


Ancillary Review: Verifying Faculty Approval on Student Projects

If you are a student at the University of Kansas, you will need your faculty supervisor to approve your human subjects project before HRPP 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 project by completing an ancillary review. Please contact irb@ku.edu with any questions or concerns.

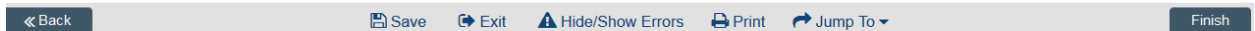
1. Create the study and complete the initial application (See more detailed instructions on HSCL webpage). When you reach the final page, click “Finish.”



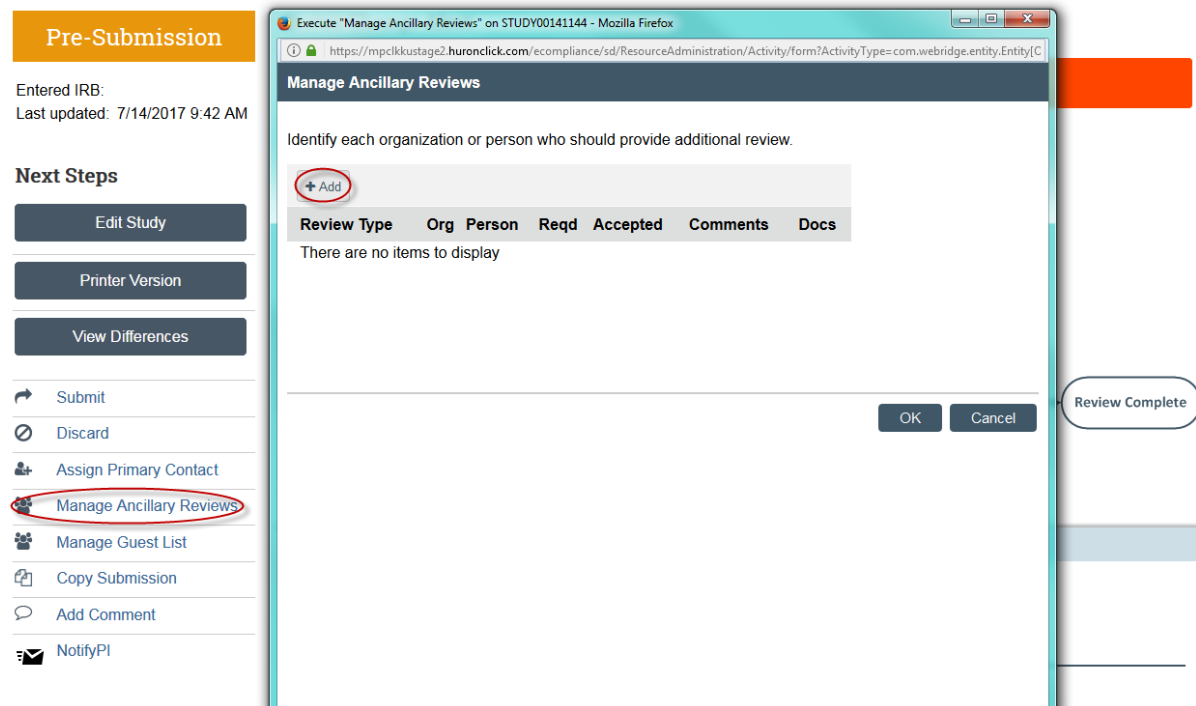
Final Page ?

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.



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.”



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- 3. A new window will open. You can now search for your faculty supervisor by clicking the three dots next the "Person" option.

Add Ancillary Review

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

Organization: ...

Person: ...

2. **Review type:**

3. * **Is a response required?**

Yes No [Clear](#)

* Required

OK OK and Add Another Cancel

- 4. You can search by first or last name. Once you find your faculty supervisor. Click their name and click "OK."

Total Selected: 1 | 1-25 of 50

First	Last	Department	
<input type="radio"/>	Adhrain	Griffith	University of Kansas
<input type="radio"/>	Alexis	Griffith	University of Kansas
<input type="radio"/>	Bambi	Griffith	University of Kansas
<input type="radio"/>	Blake	Griffith	University of Kansas
<input type="radio"/>	Brandis	Griffith	University of Kansas
<input type="radio"/>	Brett	Griffith	University of Kansas
<input type="radio"/>	Brittany	Griffiths	University of Kansas
<input type="radio"/>	Casey	Griffith	University of Kansas
<input type="radio"/>	Cheyenne	Griffith	Psychology
<input checked="" type="radio"/>	Christopher	Griffith	Human Research Protection Prog
<input type="radio"/>	Cindy	Griffith	University of Kansas
<input type="radio"/>	Cristina	Griffith	University of Kansas

Total Selected: 1 | 1-25 of 50

OK Cancel

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

Add Ancillary Review

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

Organization: ...

Person: Christopher Griffith ... ✕

2. Review type:

3. Department
External IRB
Faculty
IBC
Inter-Campus IRB Reliance
Other
Radiation
Safety
Scientific

* Required

OK OK and Add Another Cancel

6. Click “Yes” for “Is a response required?”

Add Ancillary Review

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

Organization: ...

Person: Christopher Griffith ... ✕

2. Review type:

Faculty

3. * Is a response required?

Yes No [Clear](#)

* Required

OK OK and Add Another Cancel

7. Click “OK.”

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Add Ancillary Review

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

Organization:

Person: Christopher Griffith

2. Review type:

Faculty

3. * Is a response required?

Yes No [Clear](#)

* Required

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	Christopher Griffith	yes	<input type="text" value=""/>

9. Now you can submit your study. Click "Submit" on the left hand of the page.

The screenshot shows the IRB submission interface. On the left, under 'Pre-Submission', there is a 'Next Steps' menu with buttons for 'Edit Study', 'Printer Version', 'View Differences', 'Submit' (circled in red), 'Discard', 'Assign Primary Contact', 'Manage Ancillary Reviews', 'Manage Guest List', 'Copy Submission', 'Add Comment', and 'NotifyPI'. A 'Status Change Alert' banner at the top right reads 'DRAFT SUBMISSION STAGE. Click "Submit" or "Notif...'. The main area displays 'STUDY00141144' and 'Ancillary Review' with details for Principal investigator (Anita Anderson), Submission type (Initial Study), Primary contact (Anita Anderson), and IRB coordinator. A flowchart shows the process from 'Pre-Submission' to 'Pre-Review' and 'Clarification Requested'. Below this is a 'History' tab with a search filter set to 'Activity' and a list of activities including 'Managed Ancillary Reviews' and 'Study Created'.

10. 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.

The screenshot shows a 'Submit' confirmation dialog box. The title bar reads 'Execute "Submit" on STUDY00141144 - Mozilla Firefox'. The URL in the address bar is 'https://mpclkustage2.huronclick.com/ecompliance/sd/ResourceAdministration/Activity/form?ActivityType=com.webridge.entity.Entity[C]'. The main content area says 'By signing below you are verifying that:' followed by two bullet points: 'You have obtained the financial interest status ("yes" or "no") of each research staff.' and 'You have obtained the agreement of each research staff to his/her role in the research.' At the bottom right, there are two buttons: 'OK' (circled in red) and 'Cancel'.

Looking for something else? There is more information available on the [HRPP website](#):

Quickstart

- ✓ [Creating a Single-Site Study](#)
- ✓ [Creating a Multi-Site Study](#)
- ✓ [Accessing a Study](#)
- ✓ [Changing the Principle Investigator](#)
- ✓ [Adding a Funding Source](#)
- ✓ [Creating an External IRB Study](#)
- ✓ [Modification](#)
- ✓ [Study Team Modification](#)
- ✓ [Continuing Review](#)
- ✓ [Responding to Clarifications](#)
- ✓ [Closing a Study](#)

Guides

- ✓ [Faculty Supervisor Ancillary Review Guide](#)