eCompliance

Student/Faculty Supervisor Submission Guide
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 HSCL will process your application. After you complete your application, but 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 HSCL with any questions or concerns.

Students: Follow instructions 1-10

Faculty Supervisors: Skip to page 6 to view directions on how to complete an ancillary review.

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

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

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

5. Under “Review Type,” click “Faculty.”
6. Click “Yes” for “Is a response required?”.

7. Click “OK.”
8. Click “OK.”

9. Now you can submit your study. Click “Submit” on the left hand of the page.
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.
Faculty Supervisor Instructions

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.

From: administrator@churon.com
Subject: STUDY00000096 requires ancillary review

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.

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

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

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.”
6. You have now completed the ancillary review and the project can now be reviewed. If you have any questions, email HSCL.