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.”

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 the three dots next 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.
Looking for something else? There is more information available on the [HRPP website](mailto:hrpp@ku.edu):

**Quickstart**

- Creating a 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