

IRB : MANAGE ANCILLARY REVIEWS

Browsers Currently Supported: Windows and Macintosh - Mozilla Firefox; Google Chrome

Please **do not** use Microsoft Internet Explorer or Microsoft Edge

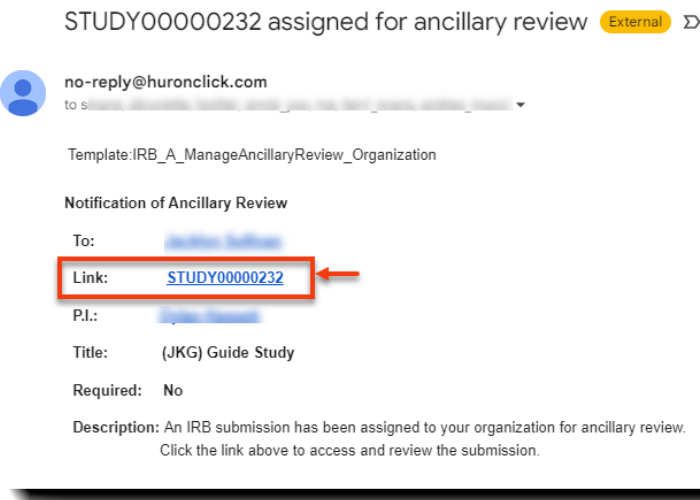
Step	Action & Screenshot
------	---------------------

An email will appear in your inbox stating that you were assigned for ancillary review on a particular study.

1

Click on the link from within the email notification received.


- *Note: if you are not logged in to Huron, you will automatically be directed to the login page.*
- *If you are not directed to the submission for review after logging in, see Step 2 below.*

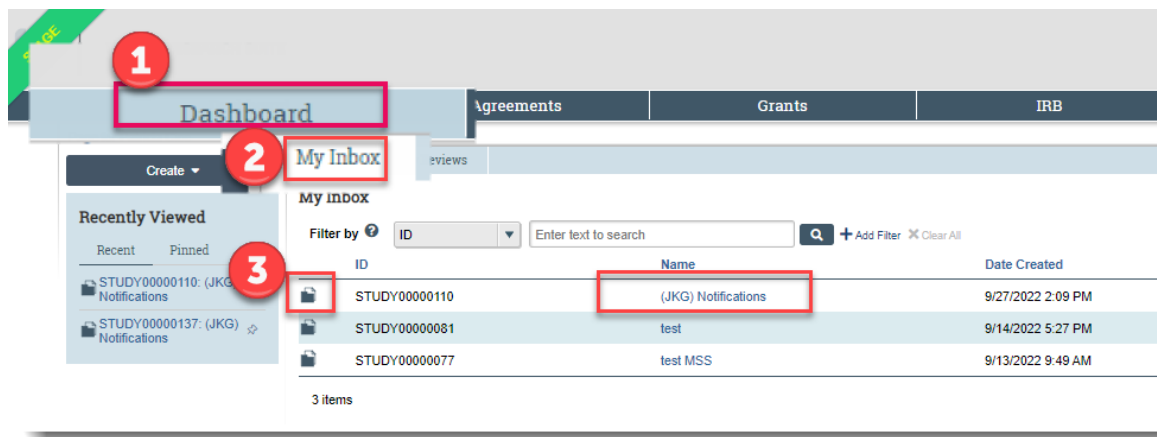


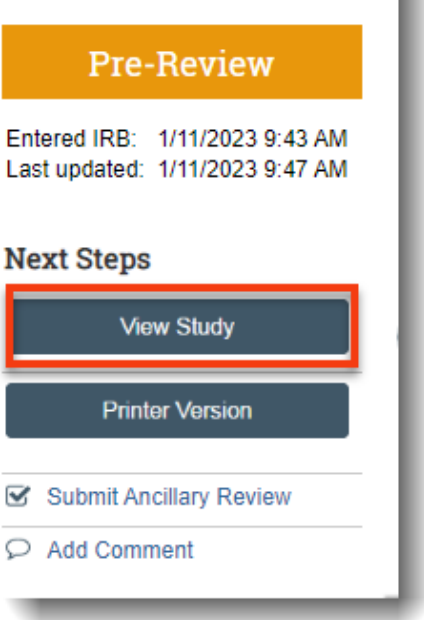
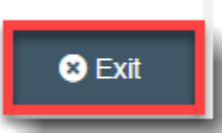
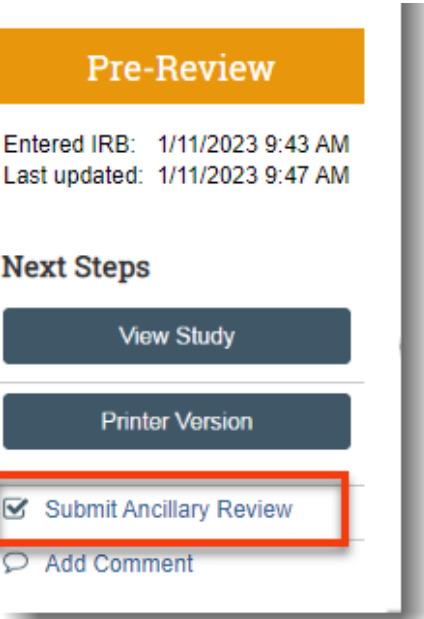
2

If you are not directed to the submission from Step 1:

From the **Dashboard**, click on a submission to review from **My Inbox**.

- Click on the **folder symbol** () or the **Name** of the submission to open.



3	<p>Click View Study to review the submission.</p>  <p>The screenshot shows a 'Pre-Review' section with the following details: Entered IRB: 1/11/2023 9:43 AM, Last updated: 1/11/2023 9:47 AM. Under 'Next Steps', there are buttons for 'View Study' (highlighted with a red box), 'Printer Version', and a checked checkbox for 'Submit Ancillary Review'. There is also an 'Add Comment' link.</p>
4	<p>Once review is complete; click Exit.</p>  <p>The screenshot shows a dark blue button with a white 'x' icon and the text 'Exit', which is highlighted with a red box.</p>
5	<p>Submit Ancillary Review to accept or if it needs modifications made to the submission.</p> <ul style="list-style-type: none"> <i>Note: the ancillary reviewer can return to this activity (submit ancillary review) to change their response, before the study has been approved, if needed.</i>  <p>The screenshot shows the same 'Pre-Review' interface as in step 3. In this view, the 'Submit Ancillary Review' checkbox is checked and the entire button area is highlighted with a red box.</p>
6	<p>Add Comment, if applicable:</p>

- To send communications through the system to certain groups (e.g., communicate with the PI / proxy / HRPP); or
- To get clarification from the PI.
 - *Note: All comments will be saved to the submission history and anyone with access to the submission will be able to view them.*
 - *Comments will also be sent as an email notification to the individuals selected.*
 - *If groups were not selected, then no one will receive the comment, and it will just stay in the History tab of the record.*
 - *Responses to a comment, if a response is needed, will not be sent directly back to the ancillary reviewer. See the IRB Coordinator or log back into the submission record for a response within the History tab.*

Committee Review

Entered IRB: 9/27/2022 2:09 PM
Last updated: 9/27/2022 2:21 PM

Next Steps

Review Study

Printer Version

Add Comment

Request Clarification by Committee Member

Add Review Comments

Add Comment

Add Private Comment

Your comment is visible to anyone with access to this submission.

1. Comment:

2. Supporting documents:

+ Add

Name	Description
There are no items to display	

3. Who should receive an e-mail notification? ⓘ

PI/PI Proxy/Primary Contact

Study Team

IRB Coordinator

optional

To monitor responses to comments:

- Follow step 2, above; and
- Within the submission record, click on the **History** tab to view all comments.
- Repeat step 6, if needed.

The screenshot displays the IRB system interface for a study titled "STUDY00000232: (JRG) Guide Study". The interface includes a navigation menu with tabs for Dashboard, Agreements, Grants, and IRB. The IRB tab is active, showing a sidebar with options like "Assign Primary Contact", "Assign PI Proxy", and "Manage Ancillary Reviews". The main content area shows the study details, including the principal investigator (Dylan Hassett) and submission type (Initial Study). A flowchart illustrates the review process, with "Pre-Review" highlighted in orange. Below the flowchart, the "History" tab is selected, showing a list of activities. The "History" tab is highlighted with a red box. The activity list includes "Comment Added" (PI response), "Comment Added" (Ancillary Reviewer Comment), and "Submitted Ancillary Review".

Activity	Author
Comment Added XYZ is...	[Author Name]
Comment Added Further information needed regarding xyz.	[Author Name]
Submitted Ancillary Review	[Author Name]