IRB : MANAGE ANCILLARY REVIEWS

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

Please do not use Microsoft Internet Explorer or Microsoft Edge

<table>
<thead>
<tr>
<th>Step</th>
<th>Action &amp; Screenshot</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Click on the link from within the email notification received.</td>
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<tr>
<td></td>
<td>● Note: if you are not logged in to Huron, you will automatically be directed to the login page.</td>
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<td></td>
<td>● If you are not directed to the submission for review after logging in, see Step 2 below.</td>
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<td></td>
<td>An email will appear in your inbox stating that you were assigned for ancillary review on a particular study.</td>
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<td><img src="image" alt="Screen Shot" /></td>
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<td></td>
<td><img src="image" alt="Dashboard and Inbox" /></td>
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</tbody>
</table>

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.
Click **View Study** to review the submission.

![Pre-Review](image)

Once review is complete; click **Exit**.

![Exit](image)

Submit **Ancillary Review** to accept or if it needs modifications made to the submission.

- *Note: the ancillary reviewer can return to this activity (submit ancillary review) to change their response, before the study has been approved, if needed.*

![Pre-Review](image)

**Add Comment**, if applicable:
● 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.
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.