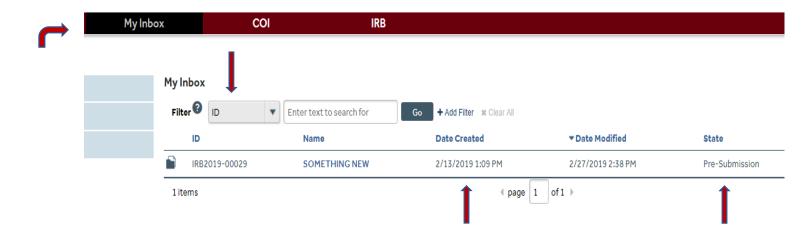# How to Complete/Submit Ancillary Reviews

In lieu of the electronic signature requirement as in IRBNet, departmental representatives (e.g. Department Chairs/designated signatories, University Hospital administrators, etc) complete ancillary reviews in myResearch. Ancillary reviewers must complete a brief form prior to submitting the review certifying approval or disapproval of the proposed submission.

* The Principal Investigator, study team member, or IRB Coordinator may share a study with you for an ancillary review. You will receive an automatic email notification with a link to the study in myResearch.

Follow these steps in order to submit an ancillary review:

1) You can also find all studies shared with you for ancillary review in your myResearch **Inbox**. On the Inbox page, you can filter studies (e.g. by type of submission, study state, etc) by selecting the heading or typing in the free text box. Select the name of the study that you would like to review.
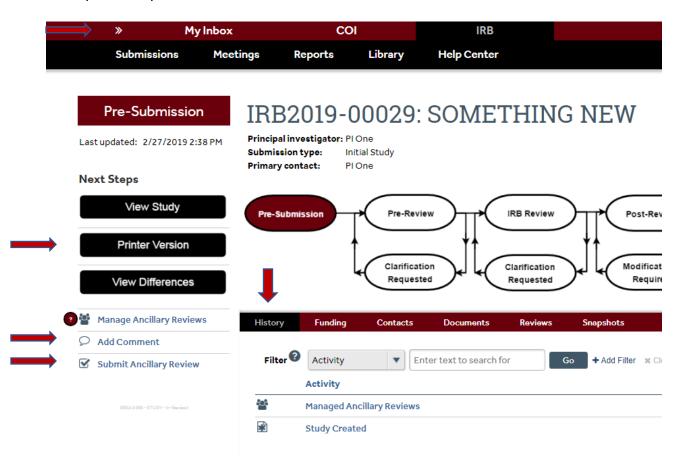
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2) Select **View Study** in order to review the study page-by-page OR **Printer Version** in order to view the entire study (including document links) on one page. Select **View Differences** to see a log of changes made to the application/documents.

You can also select **Add Comment** to add a comment that will appear as part of the study record (in the **History** section). You will also see the option to upload a document and email a notification about the comment to certain individuals (e.g. PI, IRB Coordinator).

Note: As an ancillary reviewer, you have read access, which means that you will not be able to modify the study.

3) Notice that you can also view **Funding**, **Contacts** (who has access to the study), and **Documents** on the main study workspace (see image accompanying point #2).

4) Once you are ready to submit your review, return to the main study workspace and select **Submit Ancillary Review** on the left navigation area (see image accompanying point #2). **Do not use the Manage Ancillary Review option. Only use Submit Ancillary Review to document your approval.**

Troubleshooting tip: If you are assigned as an ancillary reviewer but you do not see **Submit Ancillary Review**, the most likely cause is that a study team member listed your name on the
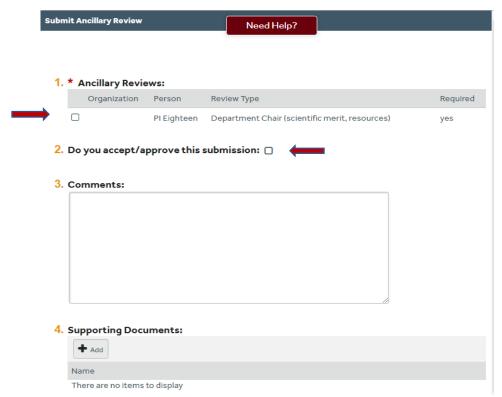
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Study Team Members page. You can delete your name if you have full access to the study. This requires selecting the **Edit Study** or **Edit Modification/CR** option, navigating to the **Study Team Members** page, removing your name, and clicking **Save**. Alternatively, contact the PI/study coordinator. Note: Your name should only be removed if you were <u>erroneously</u> listed as a study team member. If you are the departmental reviewer <u>and</u> a study team member, you cannot provide departmental approval for the study. **Send an email with study details to <u>ORC_OVPR@stonybrook.edu</u> for assistance if the Submit Ancillary Review option is not available <u>and</u> you are not listed as a study team member.**

5) Complete the Ancillary Review form. Select the checkbox next to your name, accept/approve the submission (if this is the case), add any applicable comments/documents, and select **OK** to submit your review. **Your decision and comments will become part of the study record and they will be available to IRB Coordinators/Reviewers as well as the research team. Note: If you do not check the box to accept/approve the submission, it will be posted as a "No" for approval.**

You can select Submit Ancillary Review option to complete the page as often as necessary. This feature is beneficial in the case where you initially submit an incorrectly completed review OR you initially document "No" for approval (do not check the box) and the PI later addresses your concerns.

6) Once you select **OK**, the PI receives an email notification with your decision.