

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.

The screenshot displays the 'My Inbox' interface in myResearch. At the top, there is a navigation bar with three tabs: 'My Inbox' (selected), 'COI', and 'IRB'. Below the navigation bar, the 'My Inbox' section is visible. It includes a search and filter area with a dropdown menu set to 'ID', a search input field with the placeholder 'Enter text to search for', and buttons for 'Go', '+ Add Filter', and '* Clear All'. Below this is a table with the following columns: ID, Name, Date Created, Date Modified, and State. The table contains one entry: IRB2019-00029, SOMETHING NEW, 2/13/2019 1:09 PM, 2/27/2019 2:38 PM, Pre-Submission. Below the table, it shows '1 items' and 'page 1 of 1'. Red arrows point to the 'My Inbox' tab, the search filter dropdown, the study name 'SOMETHING NEW', and the 'page 1 of 1' pagination.

ID	Name	Date Created	Date Modified	State
IRB2019-00029	SOMETHING NEW	2/13/2019 1:09 PM	2/27/2019 2:38 PM	Pre-Submission

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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.

The screenshot displays the IRB2019-00029: SOMETHING NEW study workspace. At the top, there is a navigation bar with 'My Inbox', 'COI', and 'IRB'. Below this are 'Submissions', 'Meetings', 'Reports', 'Library', and 'Help Center'. The main content area is titled 'Pre-Submission' and includes a 'Next Steps' section with buttons for 'View Study', 'Printer Version', and 'View Differences'. A flowchart shows the review process: Pre-Submission, Pre-Review, IRB Review, Post-Rev, with 'Clarification Requested' loops between Pre-Review and IRB Review, and between IRB Review and Post-Rev. The 'History' section is visible at the bottom, showing 'Managed Ancillary Reviews' and 'Study Created'.

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 erroneously listed as a study team member. If you are the departmental reviewer and a study team member, you cannot provide departmental approval for the study. **Send an email with study details to ORC_OVPR@stonybrook.edu for assistance if the Submit Ancillary Review option is not available and 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.

Submit Ancillary Review Need Help?

1. * Ancillary Reviews:

Organization	Person	Review Type	Required
<input type="checkbox"/>	PI Eighteen	Department Chair (scientific merit, resources)	yes

2. Do you accept/approve this submission:

3. Comments:

4. Supporting Documents:

+ Add

Name
There are no items to display

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