

## How to Complete a Faculty Sponsor Review

Student projects require a faculty sponsor sign off prior to IRB review.

As Faculty Sponsor, you will receive a notification in your uvm.edu email directly from UVMClick.

Within the email you can click on the study number, and this will direct you to the protocol within the UVM Click system.

You should then review the submission and acknowledge as accepted.

To complete the review:

1. Click on VIEW Study. This will allow you to review the student submission.

### Pre-Submission

Entered IRB: 3/24/2022 3:32 PM  
Last updated: 10/4/2022 5:00 AM

### Next Steps

[View Study](#)[Printer Version](#)☒ [Submit Ancillary Review](#)☐ [Add Related Grant](#)☐ [Add Comment](#)

2. You have 2 options:

a) If you want to make recommendations for changes, then click **“Add Comment”**. A page will appear for you to add your recommendations. *Under #3, check the boxes for PI/PI Proxy/Primary Contact and IRB Coordinator before clicking OK.* Your ancillary review will still be pending until changes have been addressed by the student/PI.

## Add 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

b) If you are ready to accept the submission, click **“Submit Ancillary Review”**.

The following will appear. Complete this as noted.

## Submit Ancillary Review

### 1. \* Select the review you are submitting:

Organization	Person	Review Type	Required
<input type="checkbox"/>	Christopher Morris	Faculty Sponsor Review	yes

Check box

### 2. \* Do you accept the proposed study:

☐ Yes ☐ No [Clear](#)

Check yes

### 3. Comments:

Type FS  
review  
decision.

### 4. Supporting documents:

+ Add

Name

There are no items to display

Click OK to submit

OK

Cancel