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## How to Request an Institutional Ancillary Review

### What is an Institutional Ancillary Review and Why Would I Request it?

Institutional ancillary reviews are a mechanism in UVMClick to forward to other institutional (UVM and UVMCMC) compliance groups or individuals. Submitting an ancillary review forwards to the specific group or individual a notice through the system that you have submitted a research project that requires not only the IBC review but also their review. There are three different possible actions the IBC staff can take when an ancillary review is submitted:

- **IBC holds final release of approval** - Some groups/individuals require that the IBC hold releasing approval until the ancillary approval is complete (but IBC review may begin)
- **IBC does not begin its review** - In some instances the IBC does not begin its work until the ancillary review is complete.
- **IBC does nothing as FYI only** - Other groups/individuals want the notice as an FYI only

Ancillary Review examples: Microscopy, Animal Activity, Faculty Sponsor

### To which submissions do Ancillary Reviews apply?

Ancillary reviews are used primarily for initial review. Some groups/individuals also like to see amendments as FYIs. See matrixes at end of document.

### Who can submit an Ancillary Review?

PIs/proxys who know that the registration requires other institutional reviews or Faculty Sponsor signoff can initiate this process at the same time that the registration is being submitted. If the registration is submitted without a required ancillary review, and one applies, the IBC Office will initiate the process on behalf of the PI.

**NOTE:** Student projects require a faculty sponsor sign off prior to IBC review. Therefore, student PIs will need to submit a Faculty Sponsor Ancillary Review to obtain this sign off.

### How are Ancillary Reviews Completed?

While the system can “push” a notice to the group/individual, if the group/individual requires a formal review, that review is completed outside of the UVMClick ancillary review mechanism. The review and any clarifications are managed by these ancillary groups/individuals following their procedures.

**NOTE:** The UVMClick system does not maintain any ancillary review materials or documentation other than the date the review was “pushed” and the approval date if a response was required. Therefore, it is important that the researcher maintain all the ancillary review documentation.

## Steps to Assign an Institutional Ancillary Review

When you have completed data entry and uploaded applicable materials and before you hit submit:

**Step 1** - Click on the activity called “Manage Ancillary Reviews” along the left side of the screen.

### Next Steps

Edit Protocol

Printer Version

View Differences

Submit

Assign PI Proxy

Assign Primary Contact

Manage Guest List

Manage Ancillary Reviews

**Step 2** – Click the **+ADD** button

**Step 3** - In the “Add Ancillary Review” pop-up window

Questions #1 thru #3

Here are two examples and there are two **Ancillary Review Matrixes** in this section to assist you.

Examples

#### Animal Care Ancillary Review

Add Ancillary Review

1. \* Select either an organization or a person as reviewer:  
Organization:  0 resul. ...  
Person: Ruth Blauwiekel ...

2. Review type:  
Animal Care

3. \* Is a response required?  
 Yes  No [Clear](#)

\* Required

OK OK and Add Another Cancel

#### Infectious Disease Ancillary Review

Add Ancillary Review

1. \* Select either an organization or a person as reviewer:  
Organization: Ancillary - Infectious Disease ...  
Person:  ...

2. Review type:  
Infectious Disease

3. \* Is a response required?  
 Yes  No [Clear](#)

\* Required

OK OK and Add Another Cancel

**Step 4** - Click OK

# Ancillary Review Matrix

## “Add Ancillary Review”

### Initial Lab Registration Review & Amendments

Ancillary Review Group	Required prior to IBC approval?	Contact/Assignee
IBC Ancillary Infectious Disease	Yes	Christopher Huston
IBC Ancillary Infection Control (UVMCC)	Yes	
IBC Ancillary Risk Management (UVMCC)	Yes	
IBC Ancillary Pharmacy Review	Yes	Michele Corriveau
IBC Ancillary Animal Care	Yes	Ida Washington
IBC Ancillary Faculty Sponsor	Yes	<i>Faculty Sponsor name</i>
<b>Below are the Core Facilities Ancillary Review Types:</b>		
IBC Ancillary Flow Cytometry and Cell Sorting	No	Roxana del Rio Guerra Jonathan Boyson
IBC Ancillary Microscopy	No	Douglas Taatjes Nicole Bouffard
IBC Ancillary Inhalation Facility	No	
IBC Ancillary Biobank	No	John DeWitt Christine Adamson
IBC Ancillary Cancer Translational Research Lab	No	Jon Ramsey
IBC Ancillary Proteomics Facility	No	Ying Wai Lam
IBC Ancillary Vermont Integrative Genomics Resource	No	Julie Dragon Scott Tighe Jessica Hoffman