
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 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 to the IACUC that requires review. There are three different possible actions the IACUC can take when an ancillary review is submitted:

- **IACUC reviews and approves but holds final release of approval to the PI** - Some groups/individuals with the institution require that the IACUC hold releasing approval until the ancillary approval is complete (for instance Billing Compliance, Contract negotiation);
- **IACUC does not begin its review** - In some instances it does not make sense for the IACUC to begin its review until the ancillary review is complete as often times there are many changes to the protocol as a result of that other review
- **IACUC does nothing as FYI only** - Other groups/individuals want the notice as an FYI only

To which submissions do Ancillary Reviews apply?

Ancillary reviews are used for initial protocol and in some instances amendment review. Ancillary reviews are not used for key personnel changes as the groups/individuals have access to review a list of key personnel on a given protocol at any time. See matrixes at end of document.

Who can submit an Ancillary Review?

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

How are Ancillary Reviews Completed?

The system can “push” a notice of ancillary review to the group/individual, but the IACUC staff are not involved with the 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. Once the group/individuals are satisfied, they sign off with the IACUC. The IACUC then can move forward with their next step, whether that be review of the protocol or final release of the approval.

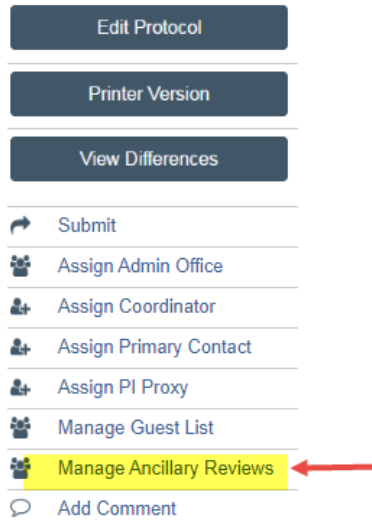
NOTE: The UVMClick system does not maintain any ancillary review materials or documentation other than the date the review was “pushed” and the approval date if a response was required. Therefore, it is important that the researcher maintain all the ancillary review documentation.

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



Step 2 – Click the **+ADD** button

Step 3 - In the “**Add Ancillary Review**” pop-up window – there are 3 questions to answer

Below are two examples of **Ancillary Reviews** and a full Matrix on the next page to assist you.

Examples

Scientific Merit Ancillary Review
(Select a person)

Hazardous Material Ancillary Review
(Select an organization)

The image shows two side-by-side screenshots of the 'Add Ancillary Review' form. Both forms have a dark blue header with the text 'Add Ancillary Review'.
The left form is for a 'Scientific Merit' review. It has three numbered red arrows: 1 points to the 'Person' dropdown menu (which is highlighted in yellow and contains 'George Wellman'), 2 points to the 'Review type' dropdown menu (which is highlighted in yellow and contains 'Scientific Merit'), and 3 points to the 'Yes' radio button for the question 'Is a response required?'. A fourth red arrow points to the 'OK' button at the bottom.
The right form is for a 'Hazardous Material' review. It has three numbered red arrows: 1 points to the 'Organization' dropdown menu (which is highlighted in yellow and contains 'Ancillary Hazardous Material'), 2 points to the 'Review type' dropdown menu (which contains 'Hazardous Material'), and 3 points to the 'Yes' radio button for the question 'Is a response required?'. A fourth red arrow points to the 'OK' button at the bottom.
Both forms have a footer with the text '* Required' and three buttons: 'OK', 'OK and Add Another', and 'Cancel'.

Step 4 - Click OK

**Ancillary Review Matrix –
“Add Ancillary Review” pop-up window**

Initial Protocol Review

Institutional Ancillary Review Type	Question #1 - Organization or Person	Question #2 – Review Type	Question #3 – Is a response required?	IACUC Response
Hazardous Material	Organization	Ancillary-Hazardous Material	yes	IACUC Approval is held until complete
Scientific Merit	Person	Select applicable member of the research community	yes	IACUC review cannot begin until complete
Statistical Analysis	Organization	Ancillary-Statistical Analysis	yes	IACUC Approval is held until complete

**Ancillary Review Matrix –
“Add Ancillary Review” pop-up window**

Amendments

Institutional Ancillary Review Type	Question #1 - Organization or Person	Question #2 – Review Type	Question #3 – Is a response required?	IACUC Response
Hazardous Material	Organization	Ancillary-Hazardous Material	yes	IACUC Approval is held until complete
Scientific Merit	Person	Select applicable member of the research	yes	IACUC review cannot begin until complete
Statistical Analysis	Organization	Ancillary-Statistical Analysis	yes	IACUC Approval is held until complete