



UVMClick Website UVMClick Login https://www.uvm.edu/ovpr/uvmclick https://rpo.connect.uvm.edu/Safety Email Support Phone Support UVMClick@uvm.edu (802) 656-5040

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 UVMMC) 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.

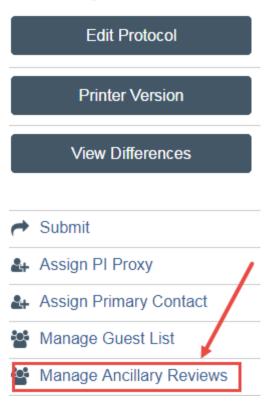
NOTE: The UVMClick system does not maintain any ancillary review materials or documentation other than the date the review was "pushed" and the approval date if a response was required. Therefore, it is important that the researcher maintain all the ancillary review documentation.

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



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	Infectious Disease Ancillary Review	
Add Ancillary Review	Add Ancillary Review	
1. * Select either an organization or a person as reviewer: Organization: 0 resul Person: Ruth Blauwiekel	1. * Select either an organization or a person as reviewer: Organization: Ancillary - Infectious Disease Person:	
2. Review type: Animal Care	2. Review type: Infectious Disease	
3. * Is a response required? • Yes O No Clear	3. * Is a response required? Yes O No <u>Clear</u>	
* Required OK OK and Add Another Cancel	* Required OK OK and Add Another Cancel	

Infectious Disease Ancillary Review

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	Yes	
(UVMMC)		
IBC Ancillary Risk Management	Yes	
(UVMMC)		
IBC Ancillary Pharmacy Review	Yes	Michele Corriveau
IBC Ancillary Animal Care	Yes	Ida Washington
IBC Ancillary Faculty Sponsor	Yes	Faculty Sponsor name
Below are the Core Facilities Ancillary Review Types:		
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