How to Request an Ancillary Review

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

Ancillary reviews are reviews required by other institutional (UVM and UVMMC) compliance groups or individuals that provide feedback, approval, and/or provide documentation to the IRB regarding a new study or a modification to an existing study in parallel with the IRB review. Currently you must seek these other institutional reviews outside of the IRB software, with UVMClick you are able to assign them as an ancillary review within the system.

PIs who know that their studies require other institutional reviews (ex: Jeffords, Billing Compliance, Cancer Center, etc) can now initiate this process at the same time that you submit your protocol. If the study is submitted without a required ancillary review, the IRB Office will initiate the process on behalf of the PI.

Each institutional review entity has their own review process once they have received the ancillary review alert from the system. The review by these ancillary groups is not conducted through the UVMClick system.

Who can submit an Ancillary Review?
The PI, the Proxy, the IRB Analyst can all submit an ancillary review.

NOTE: The researcher is responsible for ensuring that they have all documentation of all required ancillary review approvals.

Steps to Assign an Ancillary Review

Step 1 – Locate and open the specific protocol
Step 2 - Click on the activity called “Manage Ancillary Reviews” along the left side of the screen.
Step 3 – Click the +ADD button

Step 4 – In the “Add Ancillary Review” pop-up, click the “…” next to the “Person” choice, ignore Organization option.

Step 5 – In the “Select Person” pop-up, select the person who is to complete the review and click OK at the bottom of the screen.

Step 6 – Back on the “Add Ancillary Review screen the person should now display. Click the drop down to select the ancillary review type.

Step 7 – Select the YES radio button to require a response and click OK

This is a required field; therefore, you must provide the required information.