

## Completing an Ancillary Review in the Research Administration Portal

1. Log in to the [Research Administration Portal \(RAP\) Conflict of Interest \(COI\)](#) module and go to your Dashboard. From your Dashboard, select the plan that needs your review by clicking on the name of the plan under the Name column.

OREGON for Research and Innovation

Dashboard | COI | Facilities | IACUC | IRB

My Inbox

ID	Name	Date Created	Date Modified	State
PLAN00000002	COI-COC G Aaraj	8/29/2023 12:52 PM	9/8/2023 2:40 PM	Drafting

2. You are now in the plan workspace. Please note that although the screen states that the plan is in the draft phase, the plan reflects the version finalized in prior email communications. You can select “View Management Plan.” When ready, click “Submit Ancillary Review” to add your formal approval to the plan. If you have additional requests for revisions, do not submit your ancillary review and contact [coi@uoregon.edu](mailto:coi@uoregon.edu).

OREGON for Research and Innovation

Dashboard | COI | Facilities | IACUC | IRB

Disclosures | Requests | Certifications | Plans | Triggering Events | Reports | Meetings | Help Center

COI > Plans > COI-COC G Aaraj

**Drafting**

Created date: 8/29/2023 12:52 PM  
Last modified date: 9/8/2023 2:40 PM

Discloser: Grace Aaraj  
Plan creator: Rikki Pritzlaff  
Monitors: Rikki Pritzlaff

Next Steps

- View Management Plan
- Submit Ancillary Review
- Add Comment

```

    graph LR
      Drafting --> PendingAcceptance
      Drafting --> ClarificationRequested
      PendingAcceptance --> Active
      ClarificationRequested --> Active
      Active --> Satisfied
  
```

Activity	Author	Activity Date
Managed Ancillary Reviews	Pritzlaff, Rikki A	9/8/2023 2:40 PM

3. After you click “Submit Ancillary Review,” you will see the screen below. For the first question in this screen, you will always check the box. There should only be one review listed.

The answer for question 2 should always be “Yes.” If you feel as though you cannot approve the plan, do not complete the ancillary review and contact [coi@uoregon.edu](mailto:coi@uoregon.edu).

You can add any comments you would like for question 3 and any supporting documents feel may be helpful for question 4. Most reviewers leave these two questions blank.

When you are ready to submit the ancillary review, click “OK.”

Execute "Submit Ancillary Review" on PLAN0000063

mpclkuostage3.huronclick.com/COI/sd/ResourceAdministration/Activity/form?ActivityType=com.webridge.entity.Entity%5BROID%5B86AE1647730811EB5C84...

### Submit Ancillary Review

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

Organization	Person	Review Type	Required	Instructions	Instruction Documents
<input type="checkbox"/>	Ben Clarke	Department	yes	Please add your final approval to Gina's management plan.	

**2. \* Have you completed your review of this management plan and/or provided input, as needed?**  
 Yes  No [Clear](#)

**3. Comments:**

**4. Supporting documents:**

+ Add

Name
There are no items to display

OK Cancel

- Once you have submitted your ancillary review, you will see a notation in the history tab of the plan workspace. When all required ancillary reviews have been submitted, the discloser will be sent notice to accept the plan, and the plan will be active.

COI > Plans > COI-COC G Aaraj

Drafting

Created date: 8/29/2023 12:52 PM  
Last modified date: 9/8/2023 2:45 PM

Next Steps

View Management Plan

Submit Ancillary Review

Add Comment

# PLAN00000002: COI-COC G Aaraj

Discloser: Grace Aaraj  
Plan creator: Rikki Pritzlaff  
Monitors: Rikki Pritzlaff



History	Conflicts	Review Information
Filter by Activity <input type="text" value="Enter text to search"/> <input type="button" value="Q"/> <input type="button" value="+ Add Filter"/> <input type="button" value="X Clear All"/>		
<input checked="" type="checkbox"/>	Submitted Ancillary Review	Author: Lundergan, Tim D   Activity Date: 9/8/2023 2:45 PM