



RAP IRB ANCILLARY REVIEW INSTRUCTIONS FOR RMD/OTHER REVIEWERS

1. You will receive an email similar to the one below. To access the study to complete the ancillary review, follow the link in the email. Click on the link to be taken directly to the study. You may have to login using your UO credentials.

From: researchcompliance@uoregon.edu <researchcompliance@uoregon.edu>
Date: Thursday, November 19, 2020 at 11:31 AM
To: Kelsey Lunsmann <kdavis2@uoregon.edu>
Subject: STUDY00000067 assigned for ancillary review

Template:IRB_A_ManageAncillaryReview_Personal

Notification of Ancillary Review

To: Juan Pablo (pi3)

Link: [STUDY00000067](#)

P.I.: Rebecca Simms (pi)

Title: Step by step

Required: Yes

Description: An IRB submission has been assigned to you for ancillary review. Click the link above to access and review the study.

RESEARCH COMPLIANCE SERVICES
541-346-2510
researchcompliance@uoregon.edu
research.uoregon.edu

2. To review the submission, click **View Study** from the options on the left side of the screen.

Pre-Review

Entered IRB: 12/17/2020 12:21 PM
Last updated: 12/17/2020 12:21 PM

Next Steps

View Study

Printer Version

Submit Ancillary Review

Add Comment

STUDY00000091: Step by step Instr

Principal investigator: Rebecca Simms (pi) IF

Submission type: Initial Study IF

Primary contact: Rebecca Simms (pi)

PI proxies:

Application type: Human Subjects Research Determination

```

graph LR
    A([Pre-Submission]) --> B([Pre-Review])
    B --> C([IRB Review])
    C --> D([Po])
    C --> E([Clarification Requested])
    E --> B
  
```



- 3. You will be taken to the first page of the study where you can review the information submitted for IRB review. Use the navigation on the left side of the screen to review each page. Some pages will have supplemental attachments. These can be viewed by clicking on the document title.

Basic Study Information

- Title of study:** Step by step Instructions
- Short title:** Step by step Instructions
- Basic Description and Risk Assessment:** This study will build on my prior work and will include a behavioral intervention and surveys. It is expected these activities will be no
- What kind of study is this?:** Multi-site or Collaborative study
- Will an external IRB act as the IRB of record for this study?:** Yes No
- Will your IRB act as the single IRB of record for other participating sites?:** Yes No
- Local principal investigator:** Rebecca Simms (pi)
- Does the local principal investigator have a financial interest related to this research?:** Yes No
- Attach the application form, appendices and any other materials identified in the application form:**

Document	Category	Date Modified	Document History
View Research Plan.docx(0.01)	IRB Protocol	12/14/2020	History

- 4. Once you have reviewed the materials, exit the study by clicking "Exit" in the lower right corner of the screen. You will be returned to the study landing page.
- 5. Once you have completed your review, select **Submit Ancillary Review** from the navigation on the left side of the screen.

Pre-Review

Entered IRB: 12/17/2020 12:21 PM
Last updated: 12/17/2020 12:21 PM

Next Steps

- [View Study](#)
- [Printer Version](#)
- Submit Ancillary Review**
- [Add Comment](#)

STUDY00000091: Step by step Instr

Principal investigator: Rebecca Simms (pi) **IF**

Submission type: Initial Study **IF**

Primary contact: Rebecca Simms (pi)

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graph LR
    A[Pre-Submission] --> B[Pre-Review]
    B --> C[IRB Review]
    C --> D[Po]
    C --> E[Mo]
    C --> F[R]
    B --> G[Clarification Requested]
    G --> B
    C --> H[Clarification Requested]
    H --> C
  
```



6. A pop-up window will appear. Select yourself from the list and choose "Yes" to accept the proposed study or "No" to disapprove the proposed study.

1. * Select the review you are submitting:

Organization	Person	Review Type	Required
<input type="checkbox"/>	Phil Bivens (pi2)	Research Medical Director	yes

2. * Do you accept the proposed study?

Yes No [Clear](#)

3. Comments:

4. Supporting documents:

+ Add

Name

There are no items to display

OK Cancel

7. Click "OK" from the bottom left corner. You will be returned to the Study landing page. Your review will appear at the top of the "History" tab.



History

Funding

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Documents

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Reviews

Snapshots

Filter by ? Activity ▼

🔍
+ Add Filter
✕ Clear All

Activity	Author	Activity Date
☑ Submitted Ancillary Review	Tribbiani (pi5), Joey	12/17/2020 3:58 PM
↶ Submitted	Simms (pi), Rebecca	12/17/2020 12:21 PM