



## RAP IRB STUDENT LED RESEARCH ANCILLARY REVIEW INSTRUCTIONS FOR STUDENTS

Students conducting research are eligible to act as Principal Investigator only when they are under the oversight of a Faculty Advisor (tenure related and non-tenure track faculty) meeting the qualifications of a Principal Investigator. Principal Investigator Eligibility guidance can be found on our [website](#).

- By confirming the ancillary review, the Faculty Advisor attests that he/she has reviewed the protocol and agrees to provide appropriate education, oversight, and supervision of the student investigator, and share the responsibilities as outlined in the [Principal Investigator and Faculty Advisor Responsibilities](#).
- The faculty advisor must be included as part of the research team on the **Local Study Team Members** smart form in the Research Administration Portal (RAP) and be assigned as a [PI Proxy](#).
- The faculty advisor must have current [human subject training](#) (CITI).

**To confirm your faculty advisor's approval for your project, he/she must complete an ancillary review.** The ancillary review must be completed before RCS will process the submission. To add your faculty advisor as PI Proxy and Ancillary Reviewer, follow the instructions below.

### Add Ancillary Reviewer

1. Choose **Manage Ancillary Reviews** from the options on the left side of the screen. A pop-up window will appear. Click "Add" and the **Add Ancillary Review** window will appear. Click "+Add" to select a person to provide additional review.

The screenshot shows the 'Pre-Submission' sidebar on the left with 'Manage Ancillary Reviews' highlighted. The main window is titled 'Manage Ancillary Reviews' and contains the following text:

1. Identify each organization or person that should provide additional review:

+ Add

Review Type	Org	Person	Reqd	Accepted	Comments	Docs
There are no items to display						

OK Cancel



2. *Select a person as reviewer.* Click on the icon with the three dots next to the person field. You will be taken to a list of individuals within the organization.

### Add Ancillary Review

1. \* **Select either an organization or a person as reviewer:**

Organization:  ...

Person:  ...

2. **Review type:**

▼

3. \* **Is a response required?**

Yes  No [Clear](#)

3. Filter by first, last, or middle name. Once you find your faculty advisor, choose their name and click "OK".

### Select Person

Filter by  ▼    [Advanced](#)

Total Selected: 1    << 1-1 of 1 >>

First	Middle Name	Last	Department
<input checked="" type="radio"/> Charlotte	Yvonne	Alverson	University of Oregon

Total Selected: 1    << 1-1 of 1 >>

4. *Select Review Type.* Select "Faculty Advisor" from the choices.

2. **Review type:**

▼

- 3.

Department  
Faculty  
**Faculty Advisor**  
IBC  
Other  
Radiation  
Research Medical Director  
Safety  
Scientific



5. *Is a response required?* Select "yes" and click "OK". The pop-up window will close.

### Add Ancillary Review

1. \* Select either an organization or a person as reviewer:

Organization:

Person: Charlotte Alverson

2. Review type:

Faculty Advisor

3. \* Is a response required?

Yes  No [Clear](#)

\* Required

OK

OK and Add Another

Cancel

6. Click "OK" on the bottom left side of the screen.

### Manage Ancillary Reviews

1. Identify each organization or person that should provide additional review:

+ Add

Review Type	Org	Person	Reqd	Accepted	Comments	Docs
Faculty Advisor		Charlotte Alverson	yes			

Update

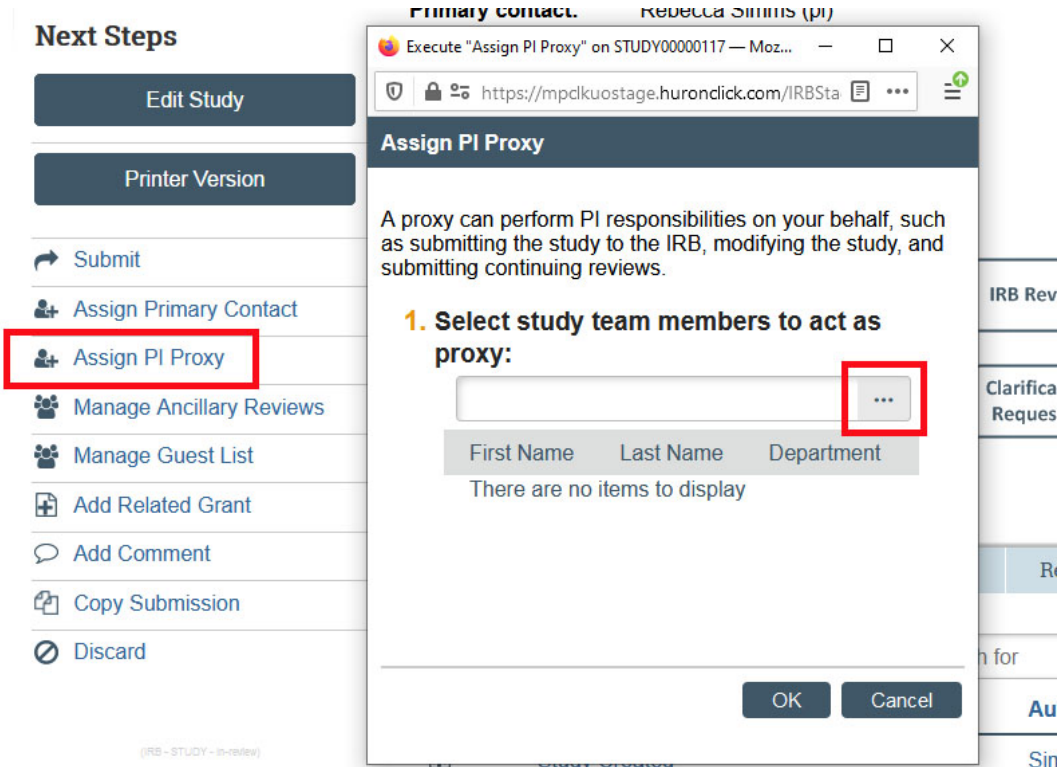
OK

Cancel

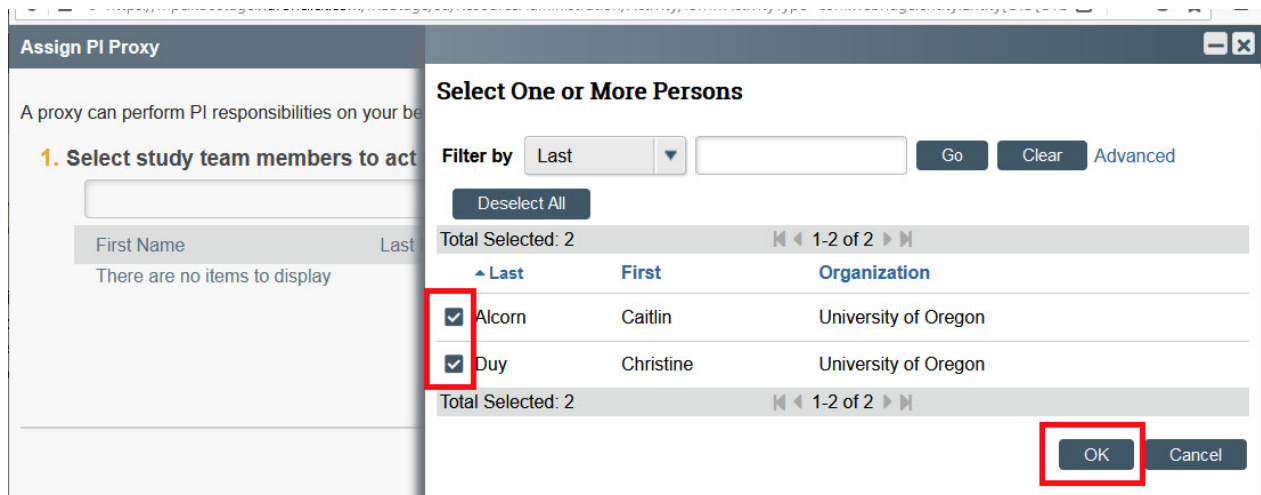


## Assign PI Proxy

1. Choose **Assign PI Proxy** from the options on the left side of the screen. A pop-up window will appear. Click the icon with three dots.



2. After clicking on icon with three dots, a list will appear all local study team members. Choose your faculty advisor and any other individuals you wish to assign as a proxy. Proxys are able to submit applications on behalf of the principal investigator. Click "OK" in the lower right corner.






- The chosen proxies will now appear in the window. To remove a name from the list, click on the "x" to the right of the name. Click "OK".

A proxy can perform PI responsibilities on your behalf, such as submitting the study to the IRB, modifying the study, and submitting continuing reviews.

**1. Select study team members to act as proxy:**

First Name	Last Name	Department	
Caitlin	Alcorn	University of Oregon	
Christine	Duy	University of Oregon	<input type="button" value="Remove"/>