

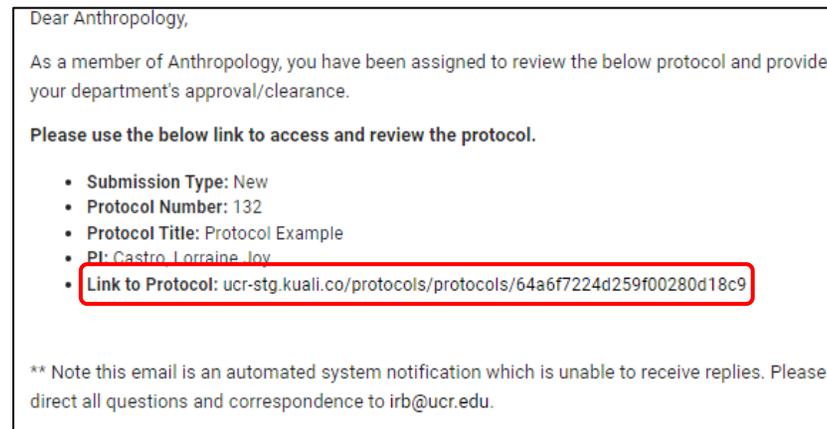
Kuali IRB Protocols - Conducting an Ancillary Review: Department Chair or Dean

This guide shows the steps to provide an Ancillary Reviewer approval. As an Ancillary Reviewer, you will be asked to provide your approval of a project that has been submitted to the IRB. As the Department Chair or Dean, your ancillary review will serve as the departmental approval 'sign off' of the IRB submission confirming that:

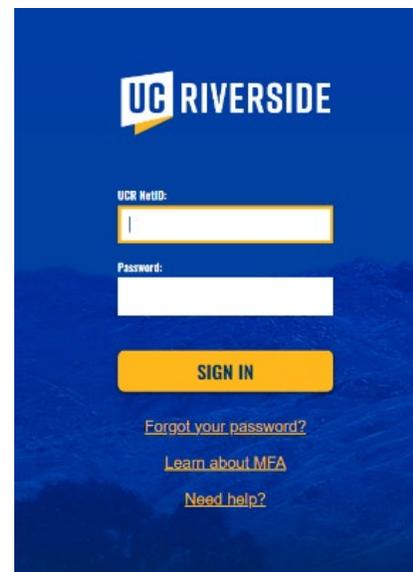
- You are aware of the project and that it has received appropriate review prior to submission to the IRB.
- The administrative unit will follow guidelines and procedures to ensure compliance with all relevant UCR, state, federal government research involving human participants.
- Your approval also reflects the willingness of the department, faculty or division to administer the research funds, if there are any, in accordance with University policies.

As an Ancillary Reviewer, you will receive an email notification when a protocol submission requires your review. You can access the protocol directly using the link provided in the email notification.

IMPORTANT: If you do not receive the email notification from Kuali in your inbox, please check your Spam or Junk folders.



Alternatively, you can access the protocols for your review through the Kuali platform by logging in directly through the portal (<https://ucr.kuali.co/protocols/portal/protocols>). You will be prompted to enter your UCR NetID and password.

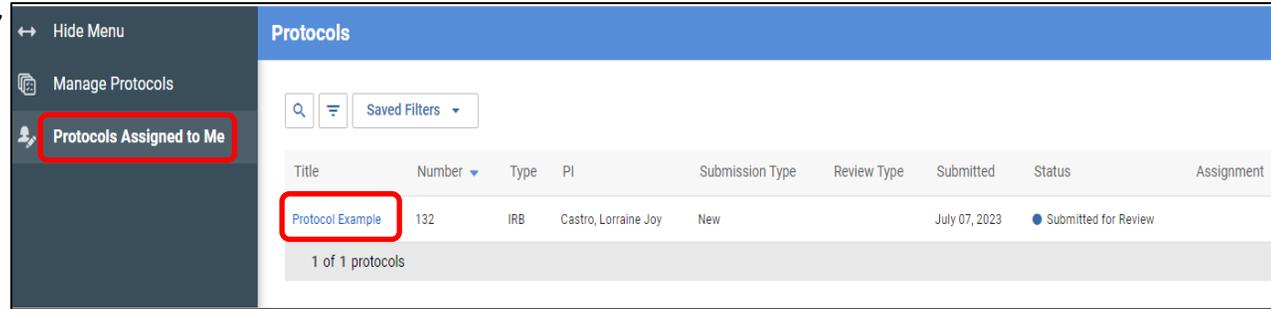


Kuali IRB Protocols - Conducting an Ancillary Review: Department Chair or Dean

Once logged in, navigate to the 'Protocols Assigned to Me' option on the left side menu.

Access the protocol by clicking on the **Protocol Title**.

Please note: As an Ancillary Reviewer, these protocols will remain listed in your 'Protocols Assigned to Me' queue so you may reference/review the protocol at any time.



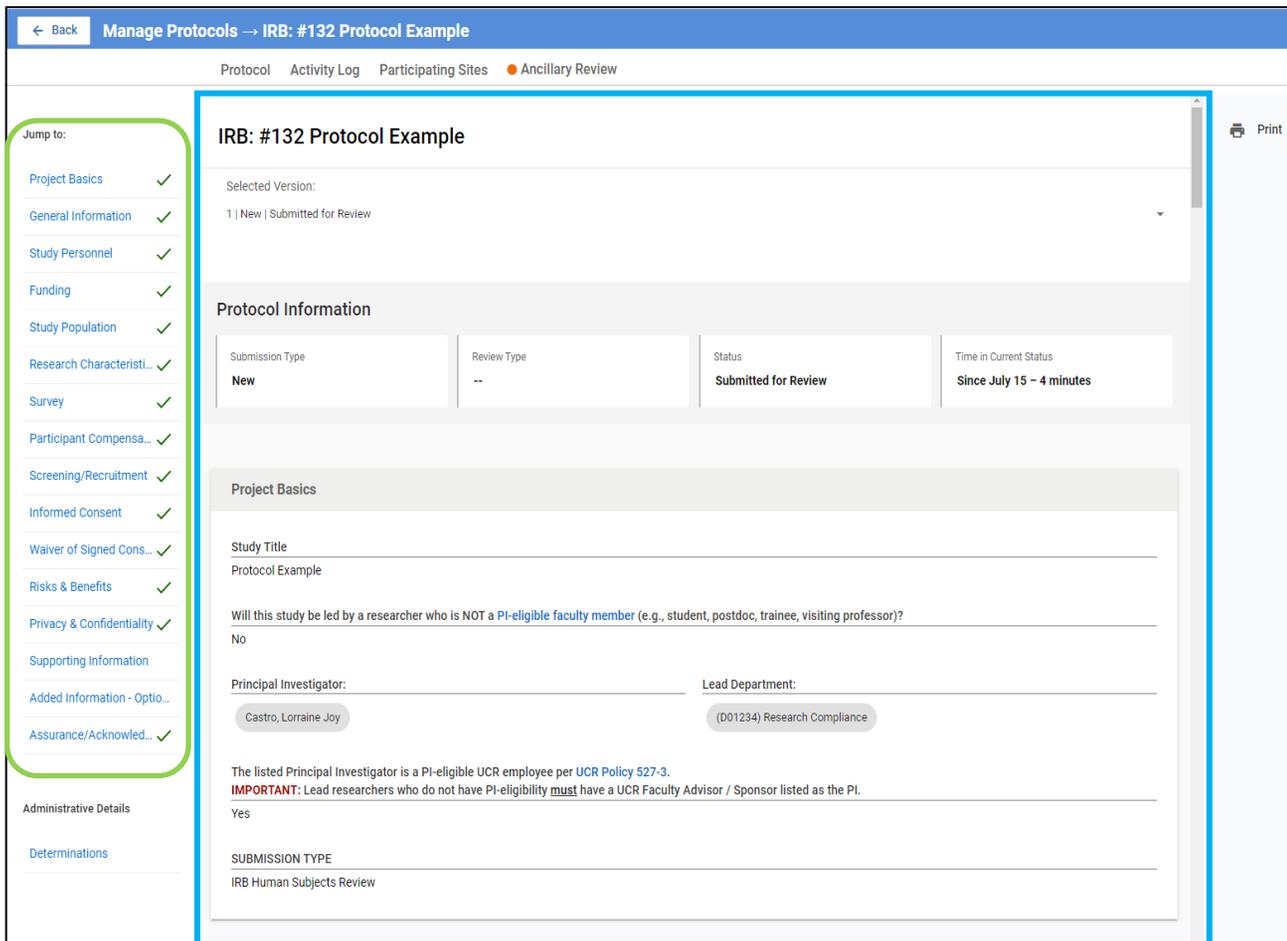
Title	Number	Type	PI	Submission Type	Review Type	Submitted	Status	Assignment
Protocol Example	132	IRB	Castro, Lorraine Joy	New		July 07, 2023	Submitted for Review	

As an Ancillary Reviewer, you will have **Read Only access** to the protocol. You may view the protocol details and print a copy, but you cannot make any edits.

You may use the left-side navigation menu (highlighted in **Green**) to jump to specific sections of the protocol. You can jump from section to section without having to scroll through.

Or, you can use the Main screen (highlighted in **blue**) to scroll through the protocol.

Please review the protocol as you would in order to provide your departmental sign-off.



← Back Manage Protocols → IRB: #132 Protocol Example

Protocol Activity Log Participating Sites Ancillary Review

Jump to:

- Project Basics ✓
- General Information ✓
- Study Personnel ✓
- Funding ✓
- Study Population ✓
- Research Characteristi... ✓
- Survey ✓
- Participant Compensa... ✓
- Screening/Recruitment ✓
- Informed Consent ✓
- Waiver of Signed Cons... ✓
- Risks & Benefits ✓
- Privacy & Confidentiality ✓
- Supporting Information
- Added Information - Optio...
- Assurance/Acknowled... ✓

Administrative Details

Determinations

IRB: #132 Protocol Example

Selected Version: 1 | New | Submitted for Review

Protocol Information

Submission Type New	Review Type --	Status Submitted for Review	Time in Current Status Since July 15 - 4 minutes
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Project Basics

Study Title
Protocol Example

Will this study be led by a researcher who is NOT a PI-eligible faculty member (e.g., student, postdoc, trainee, visiting professor)?
No

Principal Investigator: Castro, Lorraine Joy Lead Department: (D01234) Research Compliance

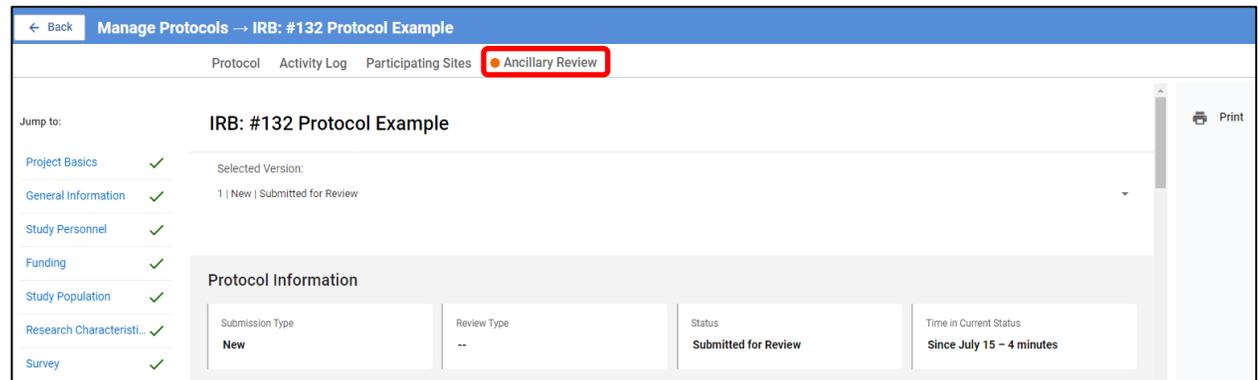
The listed Principal Investigator is a PI-eligible UCR employee per UCR Policy 527-3.
IMPORTANT: Lead researchers who do not have PI-eligibility must have a UCR Faculty Advisor / Sponsor listed as the PI.

Yes

SUBMISSION TYPE
IRB Human Subjects Review

Kuali IRB Protocols - Conducting an Ancillary Review: Department Chair or Dean

To provide your Ancillary review, navigate to the **Ancillary Review** tab at the top of the protocol.



Manage Protocols → IRB: #132 Protocol Example

Protocol Activity Log Participating Sites **Ancillary Review**

Jump to: IRB: #132 Protocol Example

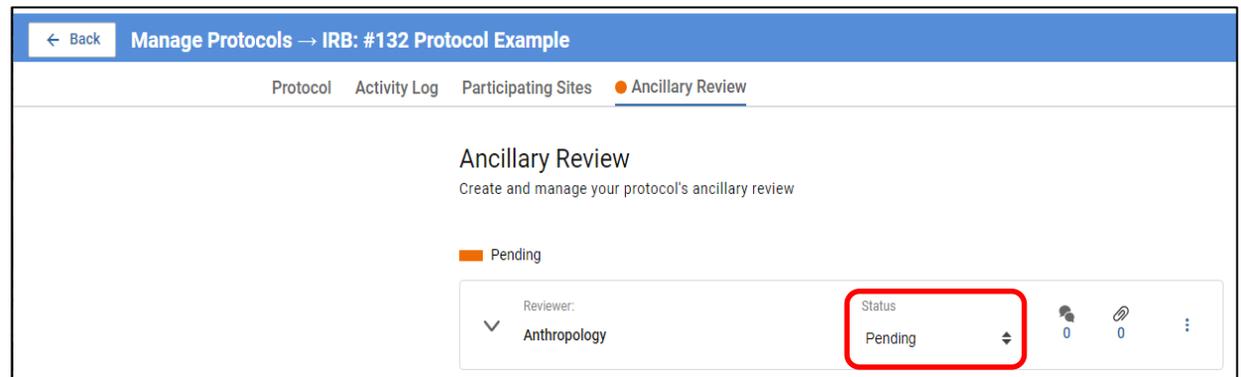
Project Basics ✓
General Information ✓
Study Personnel ✓
Funding ✓
Study Population ✓
Research Characteristi... ✓
Survey ✓

Selected Version:
1 | New | Submitted for Review

Protocol Information

Submission Type New	Review Type --	Status Submitted for Review	Time in Current Status Since July 15 - 4 minutes
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Click on the **Status** of the appropriate review.



Manage Protocols → IRB: #132 Protocol Example

Protocol Activity Log Participating Sites **Ancillary Review**

Ancillary Review
Create and manage your protocol's ancillary review

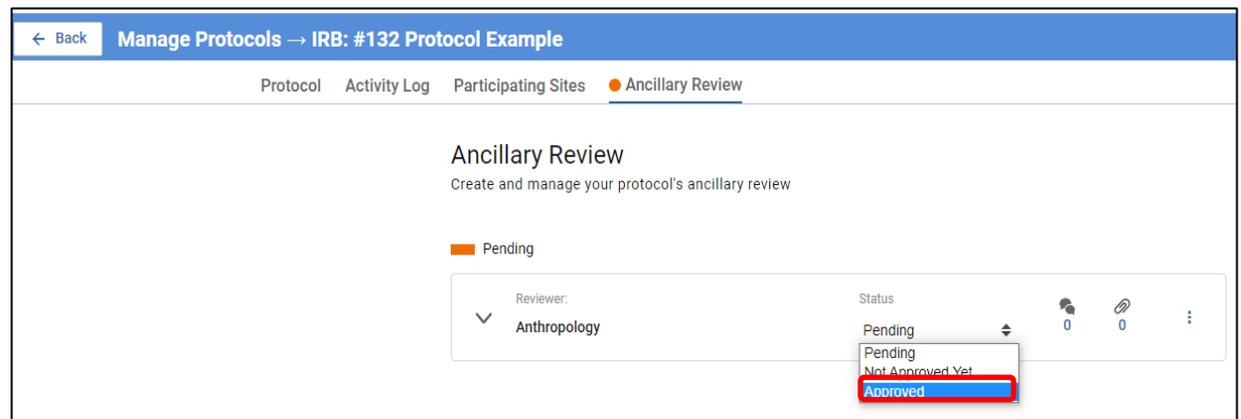
Pending

Reviewer: Anthropology

Status
Pending

Select **Approved** from the dropdown menu.

IMPORTANT: If you have any questions or issues with the protocol, please communicate with the Lead Researcher / Principal Investigator directly **BEFORE** approving in Kuali.



Manage Protocols → IRB: #132 Protocol Example

Protocol Activity Log Participating Sites **Ancillary Review**

Ancillary Review
Create and manage your protocol's ancillary review

Pending

Reviewer: Anthropology

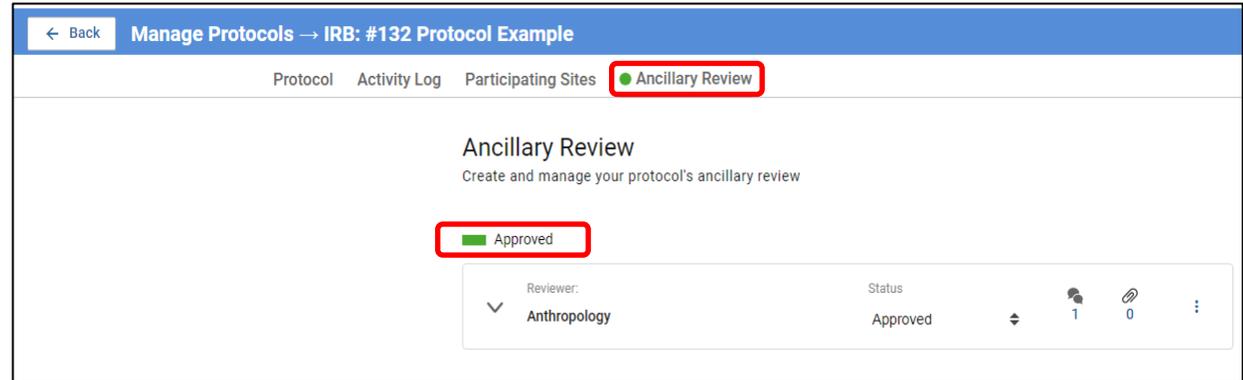
Status
Pending

Pending
Not Approved Yet
Approved

Kuali IRB Protocols - Conducting an Ancillary Review: Department Chair or Dean

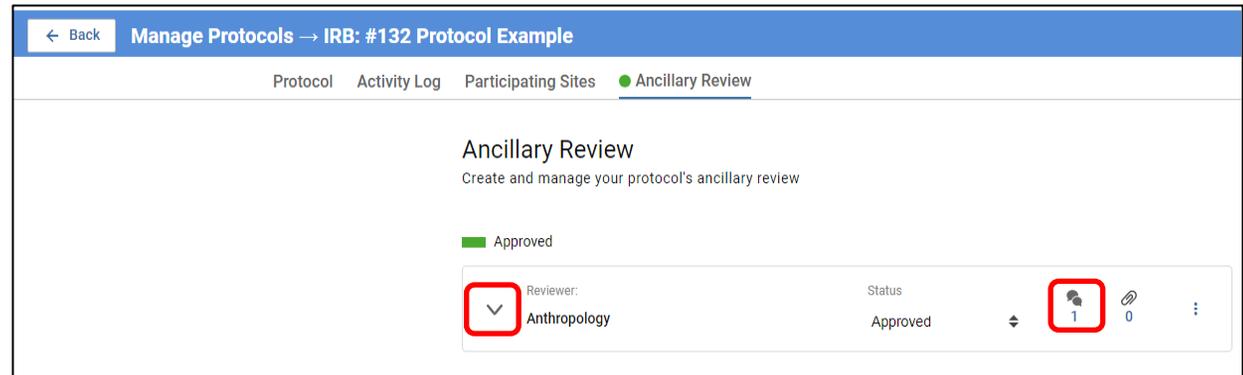
Once the **Status** is changed using the drop down menu, The Ancillary Review Tab will turn from Orange to Green.

The system will notify the IRB staff once the status has changed.



The system will note who made the change from 'Pending' to 'Approved' and mark this as one comment.

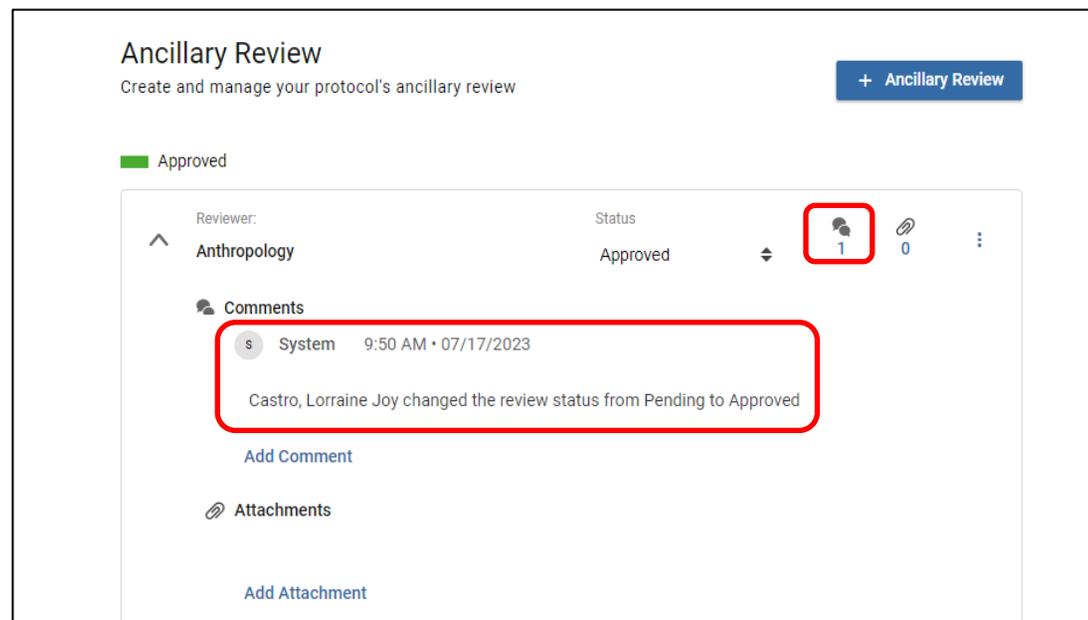
To view the comment, click on the **arrow** next to the Ancillary Reviewer to expand the review tab.



The review tab will expand and will display all comments. This will include any status changes that have been made to the review and who made these changes.

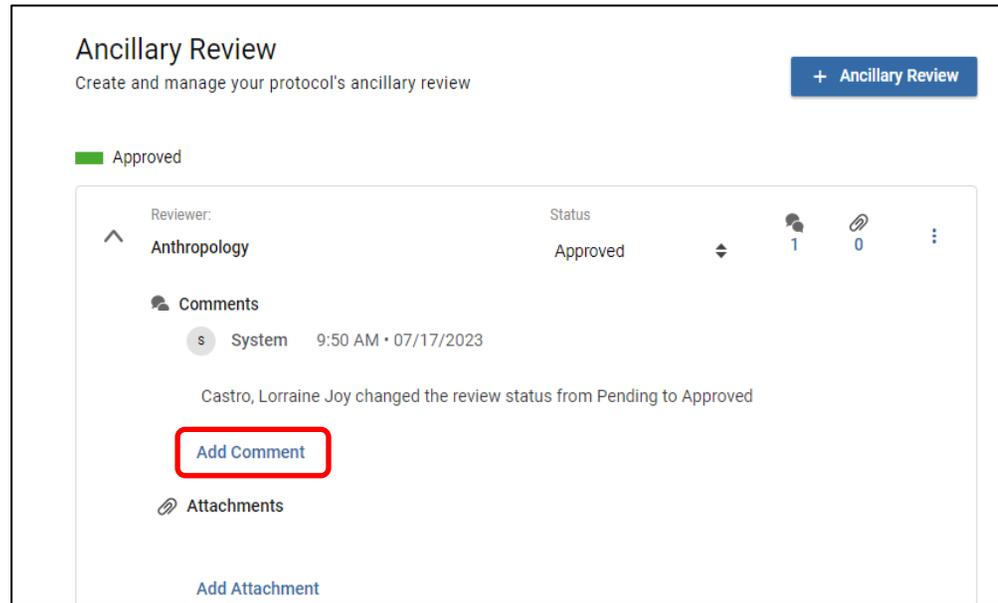
PLEASE NOTE: No further action is needed after the status has been updated to 'Approved'.

Additionally, you may choose to submit a comment along with your approval. This is optional. See below steps.



Kuali IRB Protocols - Conducting an Ancillary Review: Department Chair or Dean

Click on **Add Comment**.



Ancillary Review
Create and manage your protocol's ancillary review

[+ Ancillary Review](#)

Approved

Reviewer: Anthropology Status: Approved 1 0

Comments

System 9:50 AM • 07/17/2023

Castro, Lorraine Joy changed the review status from Pending to Approved

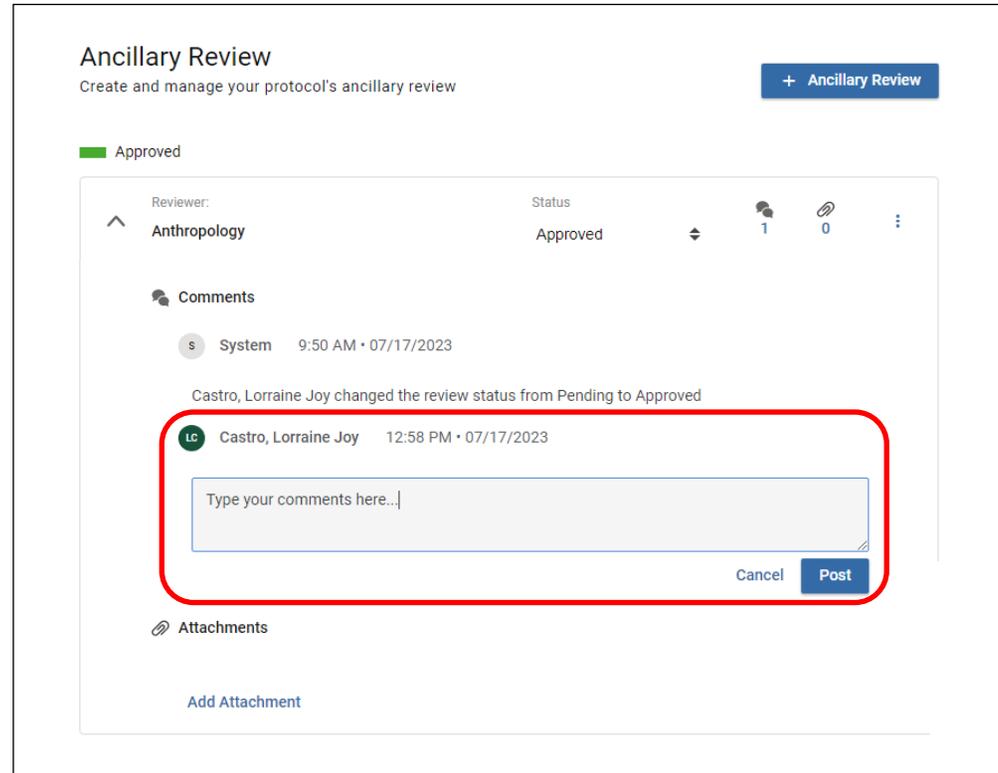
Add Comment

Attachments

[Add Attachment](#)

Type your comment(s) into the text field and click **Post** to submit it.

You have completed the sign-off and can now exit the application by closing the tab or window in your browser.



Ancillary Review
Create and manage your protocol's ancillary review

[+ Ancillary Review](#)

Approved

Reviewer: Anthropology Status: Approved 1 0

Comments

System 9:50 AM • 07/17/2023

Castro, Lorraine Joy changed the review status from Pending to Approved

LC Castro, Lorraine Joy 12:58 PM • 07/17/2023

Type your comments here...

Cancel **Post**

Attachments

[Add Attachment](#)