



AUBURN UNIVERSITY

Institutional Review Board

Completing an Ancillary Review in Endeavor



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What is an Ancillary Review?

An ancillary review is a review that is required to be completed prior to final approval of your protocol. All protocols, at minimum, require a Departmental ancillary review. Other ancillary reviews may be required depending on the nature of your study. For example, if your study involves DEXA scans, it will require approval from the Alabama Department of Public Health (ADPH). Similarly, if your study involves the use of magnetic resonance imaging (MRI) or requires a biological use authorization (BUA), your protocol will require additional ancillary reviews. Ancillary reviews typically run in parallel to the review process (i.e., they do not stop your protocol from proceeding through the regular IRB review process), however, your protocol cannot receive final approval until all ancillary reviews are completed.

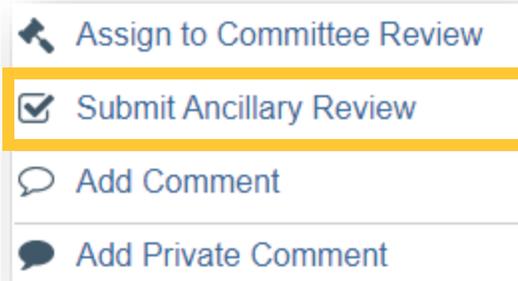
Please note that ADPH requires approval of the IRB protocol prior to completing their review. This is a state requirement. The IRB will issue approval so that the ancillary ADPH review can be completed, however, no research activities can occur until the ADPH ancillary review has been completed and the IRB has indicated that your study has received final approval.



Submitting an Ancillary Review

If assigned to review a submission as an ancillary reviewer, the reviewer will receive an email notification. The submission will also appear in the reviewer’s Endeavor inbox if it is a required ancillary review. After reviewing the submission, the reviewer must complete the review in Endeavor by recording whether they accept the submission, in addition to uploading any supporting or required documents.

1. From the study workspace, select the **Submit Ancillary Review** activity.



2. Complete the **Submit Ancillary Review** SmartForm, indicating whether you accept the proposed submission.

1. * Select the review you are submitting:

Organization	Person	Review Type	Required
<input checked="" type="checkbox"/>	Susan Elmira (irbcomm1)	Faculty	yes

2. * Do you accept the proposed submission?
 Yes No [Clear](#)

3. Under **Supporting documents**, add any documents related to your review.
Department Heads/Chairs and/or Unit Leaders responsible for the sign off of IRB protocols will need to upload HRP-904 - APPENDIX - Department Ancillary Review in the Supporting Documents section.



4. Supporting documents:

Name

There are no items to display

4. When finished, select **OK**.



5. The ancillary review is now complete. Select the **History** tab to view the ancillary review or select the **Reviews** tab to view any comments or attached documents. Comments left by ancillary reviewers are visible to members of the study team and IRB administrators.

History	Funding	Contacts	COI	Documents	Reviews	Snapshots	
Ancillary Reviews							
Review Type	Organization	Person	Reqd	Accepted	Comments	Docs	
Faculty		Luiza Daddario	yes				