



**RAP IRB
STUDENT LED RESEARCH ANCILLARY REVIEW
INSTRUCTIONS FOR FACULTY ADVISORS**

Document Overview

Students conducting research are eligible to act as Principal Investigator only when they are under the oversight of a Faculty Advisor meeting the qualifications of a Principal Investigator. View the [Principal Investigator Eligibility guidance](#).

- By accepting the ancillary review, the Faculty Advisor attests that they have reviewed the protocol and agree 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 listed as a research team member in the **Local Study Team Members** section for the project in the Research Administration Portal (RAP).
- The faculty advisor must also be assigned as a **PI Proxy**. PI Proxies have the same permissions for the project as the PI.
- The Faculty Advisor must have current [human subject training](#) (CITI).

Follow the instructions below to confirm your approval of your student's project. You may also watch the [Faculty Advisor Ancillary Review Video](#) for step-by-step audio and visual instructions. **The faculty advisor must complete an ancillary review before RCS will process the application.**

1. Access email notification

Once ancillary review is requested, you will receive an automated email notification similar to the one below. To access the study and 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. If you did not receive an email, you can manually [access your study](#).

Notification of Ancillary Review

To: [David Dose](#)

Link: [STUDY00002218](#)

P.I.: [Kate Rodriguez](#)

Title: **Another Test KLR04172026**

Required: **Yes**

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



2. View the submission

After following the link, you will land on the main submission page. To review the submission, click **View Study** from the options on the left side of the screen under Next Steps. In some cases, this button may be displayed as **Edit Study**, **View Modification/CR**, or **Edit Modification/CR**.

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)
Submission type: Initial Study
Primary contact: Rebecca Simms (pi)
PI proxies:
Application type: Human Subjects Research Determination

Flowchart: Pre-Submission → Pre-Review → IRB Review → [] → []
Clarification Requested → Pre-Review
Clarification Requested → IRB Review

Clicking **View Study** will open the first page of the submission where you can review the information submitted for IRB review. Use the navigation on the left side of the screen to review each page of the Smartform. Some pages will have supplemental attachments. The attachments can be viewed by clicking on the document title.

Basic Study Information

1. * Title of study:
Step by step Instructions

2. * Short title:
Step by step Instructions

3. * 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

4. * What kind of study is this?
Multi-site or Collaborative study

5. * Will an external IRB act as the IRB of record for this study?
☐ Yes ☒ No

6. * Will your IRB act as the single IRB of record for other participating sites?
☒ Yes ☐ No

7. * Local principal investigator:
Rebecca Simms (pi)

8. * Does the local principal investigator have a financial interest related to this research?
☐ Yes ☒ No

9. * 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



Once you have reviewed all pages, exit the smartform by clicking “Exit” in the lower right corner of the screen. You will be returned to the main study submission page.

3. Submit Ancillary Review

Once you have completed your review, select **Submit Ancillary Review** from the options on the left side of the screen under Next Steps.

Note: If you do not see an option to “Submit Ancillary Review”, please contact us at ResearchCompliance@uoregon.edu.

The image shows a vertical menu titled "Next Steps". It contains several options, each with an icon and text. The options are: "View Study" (dark blue button), "Printer Version" (dark blue button), "Assign Primary Contact" (person icon), "Manage Ancillary Reviews" (group of people icon), "Manage Guest List" (group of people icon), "Submit Ancillary Review" (checkbox icon, highlighted with a red box), "Add Comment" (speech bubble icon), "Copy Submission" (document icon), "Withdraw" (left arrow icon), and "Discard" (trash can icon).

4. Execute ancillary review

A pop-up window will open to execute the ancillary review.

- 1) Find your name in Question 1 and click the checkbox next to it.
- 2) In Question 2, answer “Yes” to accept the proposed study or “No” to disapprove the proposed study. If you choose “No,” please include directions in the “Comments” field informing your student of any changes necessary before you accept the submission.
- 3) Click “OK” in the lower right corner of the pop-up window to record your ancillary review.



Submit Ancillary Review

1. * Select the review you are submitting:

Organization	Person	Review Type	Required
☒	Lizzy Utterback	Faculty Advisor	yes

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

3. Comments:

4. Supporting documents:

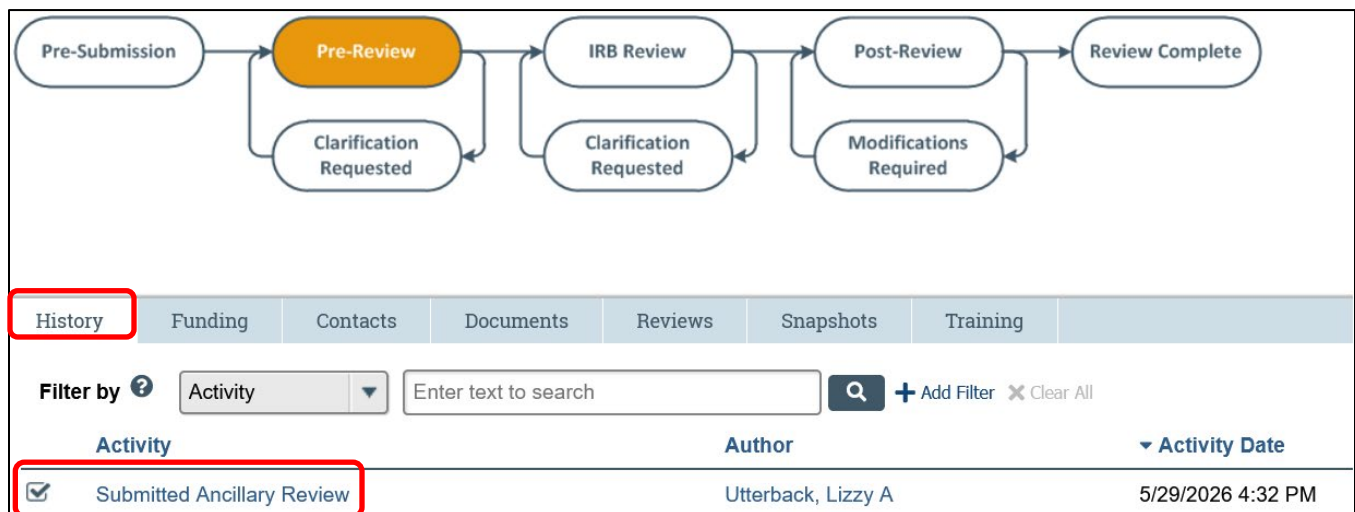
+ Add

Name

There are no items to display

OK **Cancel**

After clicking "OK," you will be returned to the main submission page. Your review will be recorded at the top of the "History" tab.



5. Confirm your review

To confirm that your review was submitted properly, click "Submitted Ancillary Review" in the "History" tab and confirm it says "yes" or "no" in Question 2. If this appears correctly, your review has been properly submitted, and no further action is required!



[View More Details](#)

Submitted Ancillary Review

Submits an ancillary review.

Summary

May 29 2026 Author: Lizzy Utterback (University of Oregon)
Logged For (IRB Submission): Another Test KLR04172026
Activity Date: 5/29/2026 4:32 PM

Form

1. * Select the review you are submitting:

Organization	Person	Review Type	Required
	Lizzy Utterback	Faculty Advisor	yes

2. * Do you accept the proposed submission?

☒ Yes ☐ No

3. Comments:

4. Supporting documents:

Name

There are no items to display

Close