



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

***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 confirming 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 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](#). PI Proxies are given the same permissions in the system as the PI.
- The faculty advisor must have current [human subject training](#) (CITI).

This document provides instructions to assign your Faculty Advisor an Ancillary Review and to add them as a PI Proxy.

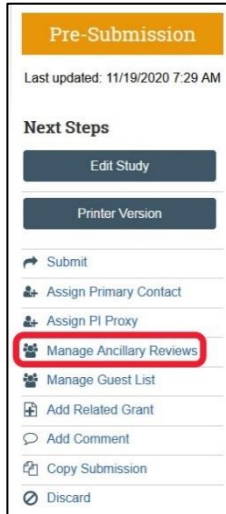
**Your faculty advisor must document their approval for your project, by completing an ancillary review.** The ancillary review must be completed before RCS will process the submission.

***Add Ancillary Reviewer***

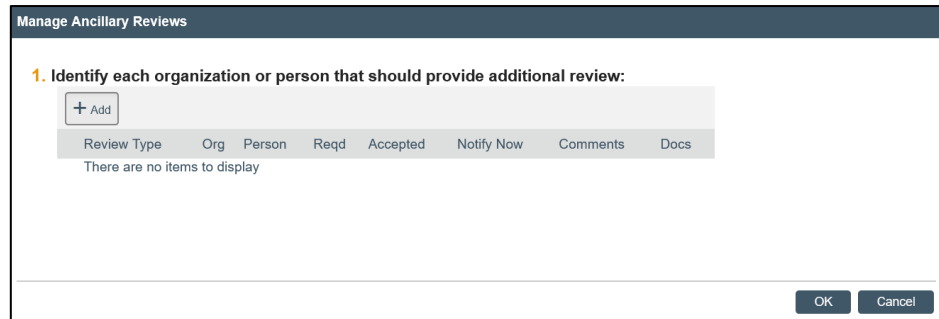
1. From your main submission page, choose **Manage Ancillary Reviews** from the options on the left side of the screen under Next Steps (Screenshot 1). A pop-up window will appear (Screenshot 2). Click "+Add" and the **Add Ancillary Review** window will open.



## Screenshot 1

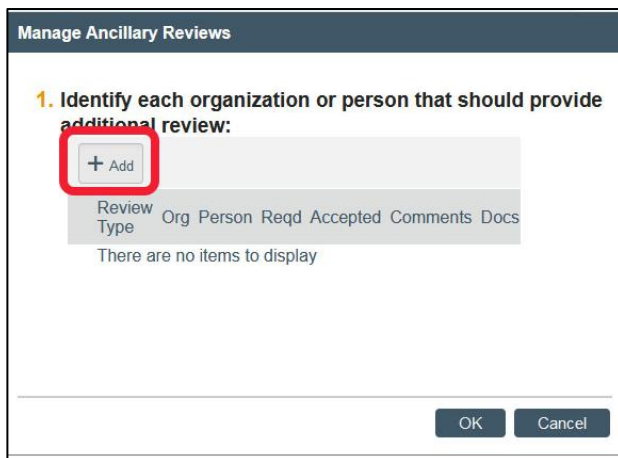


## Screenshot 2



2. Click "+Add" to assign the ancillary review and provide additional details (screenshot 3). A slide-out window will open (Screenshot 4).

## Screenshot 3





## Screenshot 4

Manage Ancillary Reviews

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

+ Add

| Review Type                   | Org | Person | Req |
|-------------------------------|-----|--------|-----|
| There are no items to display |     |        |     |

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](#)

4. Comments:

5. Supporting documents:

+ Add

| Name |
|------|
|------|

\* Required

OK OK and Add Another Cancel

3. In Question 1, add your advisor in the Person field (Screenshot 5). To add your advisor's name in the Person field, you can either:
  - i. Click in the person field and start typing their name; or
  - ii. Click on the icon with the three dots next to the person field to open a list of individuals within the organization. The list can be filtered by first, last, or middle name. Once you find your faculty advisor, choose their name and click "OK".

## Screenshot 5

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](#)



4. In Question 2, click Review Type. Select "Faculty Advisor" from the choices.

### Screenshot 6

The screenshot shows a web form with two questions. Question 2, 'Review type:', has a dropdown menu open. The menu lists several options: Department, Faculty, Faculty Advisor (highlighted in blue), IBC, Other, Radiation, Research Medical Director, Safety, and Scientific. Question 3, 'Department', is visible below but not selected.

5. In Question 3, select "yes" for "Is a response required?"
6. In Question 4, add a comment with instructions for your advisor. The comment will auto-populate in the notification email sent to your advisor. For example, you could say:
- Since this is a student led project, an ancillary review by a faculty advisor is required. Please review my project and, if you approve, submit the ancillary review. Guidance for completing the ancillary review is attached.
7. In Question 5 for Supporting documents, upload the [Ancillary Review - Instructions for faculty advisors to approve student led research](#). This attachment will auto-populate in the notification email sent to your advisor.
8. Click "OK" on the bottom right side of the slide-out screen (Screenshot 7) to record the information and return to the Manage Ancillary Reviews pop-out window. Click "OK" a second time to finalize the request (Screenshot 8). A notification email will be sent to the advisor selected.



## Screenshot 7

Organization:

Person: Lizzy Utterback ... ✕

2. Review type:  

Faculty Advisor

3. \* Is a response required?  
☒ Yes ☐ No [Clear](#)

4. Comments:  

Since this is a student led project, an ancillary review by a faculty advisor is required. Please review my project and, if you approve, submit the ancillary review. Guidance for completing the ancillary review is attached.

5. Supporting documents:  

+ Add

Name

RAP Guidance - FA Ancillary Review - Faculty Advisor Instructions.pdf(0.01) ...

\* Required

OK

OK and Add Another

Cancel

## Screenshot 8

Manage Ancillary Reviews

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

+ Add

| Review Type        | Org             | Person             | Reqd | Accepted | Comments | Docs |
|--------------------|-----------------|--------------------|------|----------|----------|------|
| <div> Update</div> | Faculty Advisor | Charlotte Alverson | yes  |          |          |      |

OK

Cancel



## Assign PI Proxy

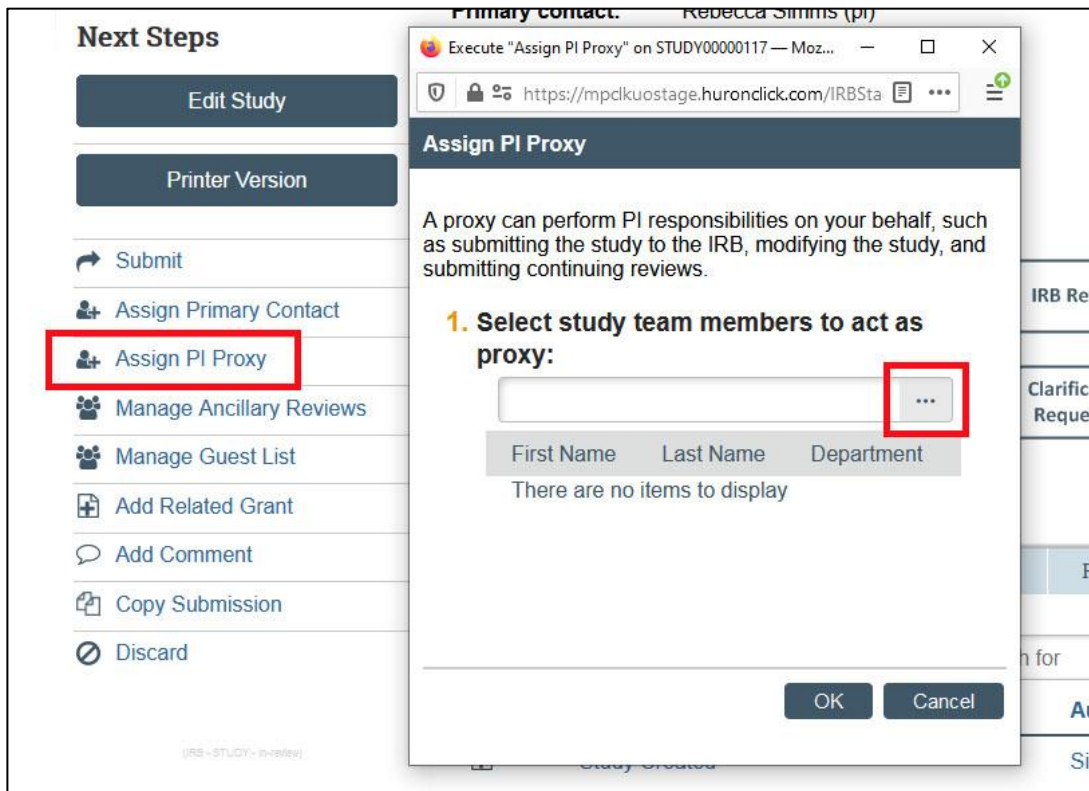
PI Proxies are able to submit applications on behalf of the principal investigator. For student led projects, the faculty advisor must be assigned as the PI Proxy. Additional individuals can also be assigned as the PI Proxy; however, PI Proxies must already be listed in the Local Study Team Members section of the submission.

1. Choose **Assign PI Proxy** from the options on the left side of the screen under Next Steps. A pop-up window will appear. In Question 1 of the pop-up window, add your advisor and any other individuals you want to assign as PI Proxy.

You can either start typing their name or you can click the icon with three dots to locate them.

If you click the icon with three dots (Screenshot 9), a list of your local study team members will be displayed. Select your faculty advisor and any other individuals you want to assign as a proxy. Click "OK" to record your selection (Screenshot 10).

### Screenshot 9





## Screenshot 10

**Assign PI Proxy**

A proxy can perform PI responsibilities on your behalf.

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

First Name Last Name  
There are no items to display

**Select One or More Persons**

Filter by Last  Go Clear Advanced

Deselect All

Total Selected: 2 1-2 of 2

| Last                                | First  | Organization |                      |
|-------------------------------------|--------|--------------|----------------------|
| <input checked="" type="checkbox"/> | Alcorn | Caitlin      | University of Oregon |
| <input checked="" type="checkbox"/> | Duy    | Christine    | University of Oregon |

Total Selected: 2 1-2 of 2

OK Cancel

- The chosen proxies will now appear in the window (Screenshot 11). Click "OK" to finalize the selections. If you used the three dots to select PI Proxies from a list, this will be the second time you click "OK". If you need to remove a name from the list, click on the "x" to the right of the name.

## Screenshot 11

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 |

Remove

OK Cancel

- To confirm the selection was made, review the information on the submission page under the study title. The appropriate individual should now be listed in the field for "PI Proxies" (screenshot 12).



## Screenshot 12

### STUDY00002218: Another Test KLR04172026

**Principal investigator:** Kate Rodriguez

**Submission type:** Initial Study

**Primary contact:** Kate Rodriguez

**PI proxies:** David Dose

**IRB office:** Research Compliance Services

**IRB coordinator:** Lizzy Utterback

**Regulatory authority:** 2018 Requirements

