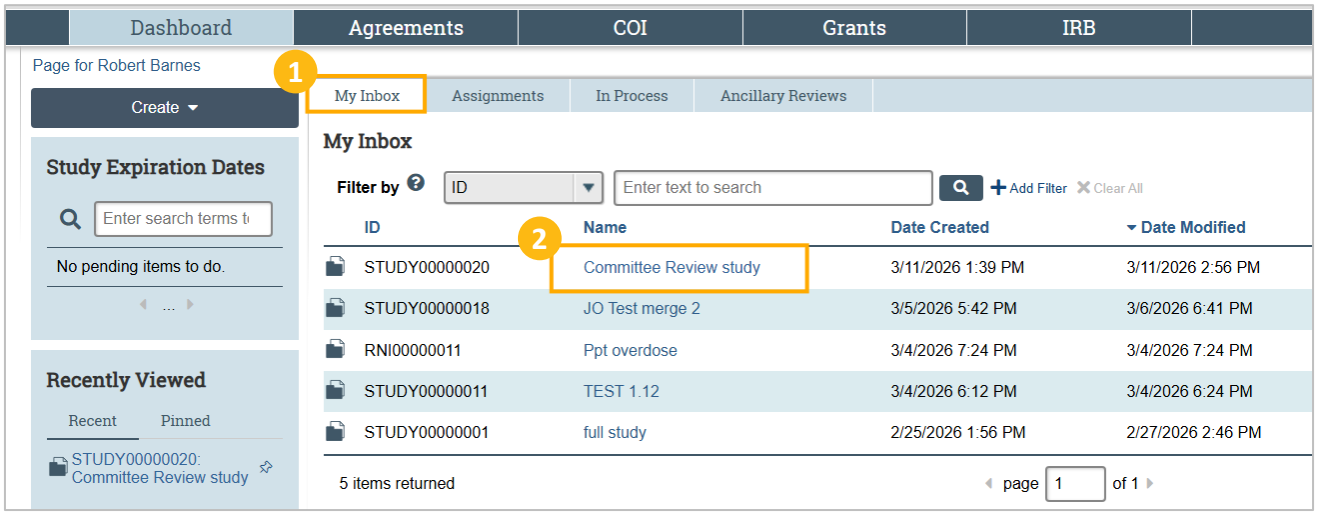
Assign an Ancillary Reviewer

Ancillary reviews allow individuals, departments, and other organizations to give feedback on the submission while the record is still in the IRB review workflow. Both PI's and IRB Staff can add optional or required ancillary reviewers.

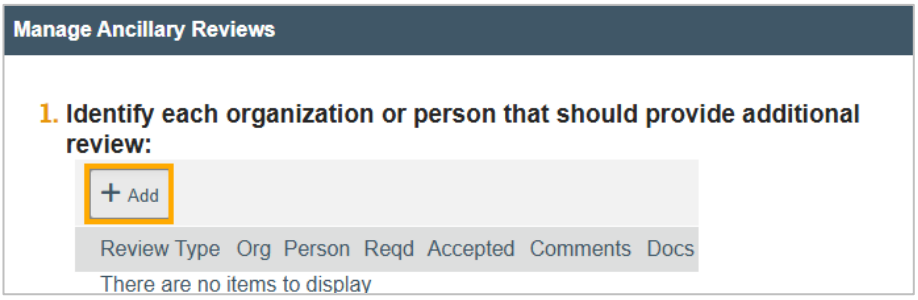
1. **To assign ancillary reviewers to a submission, start from My Inbox and select the name of the submission for which you want to assign an ancillary reviewer. Double click the study to go to the study workspace.**



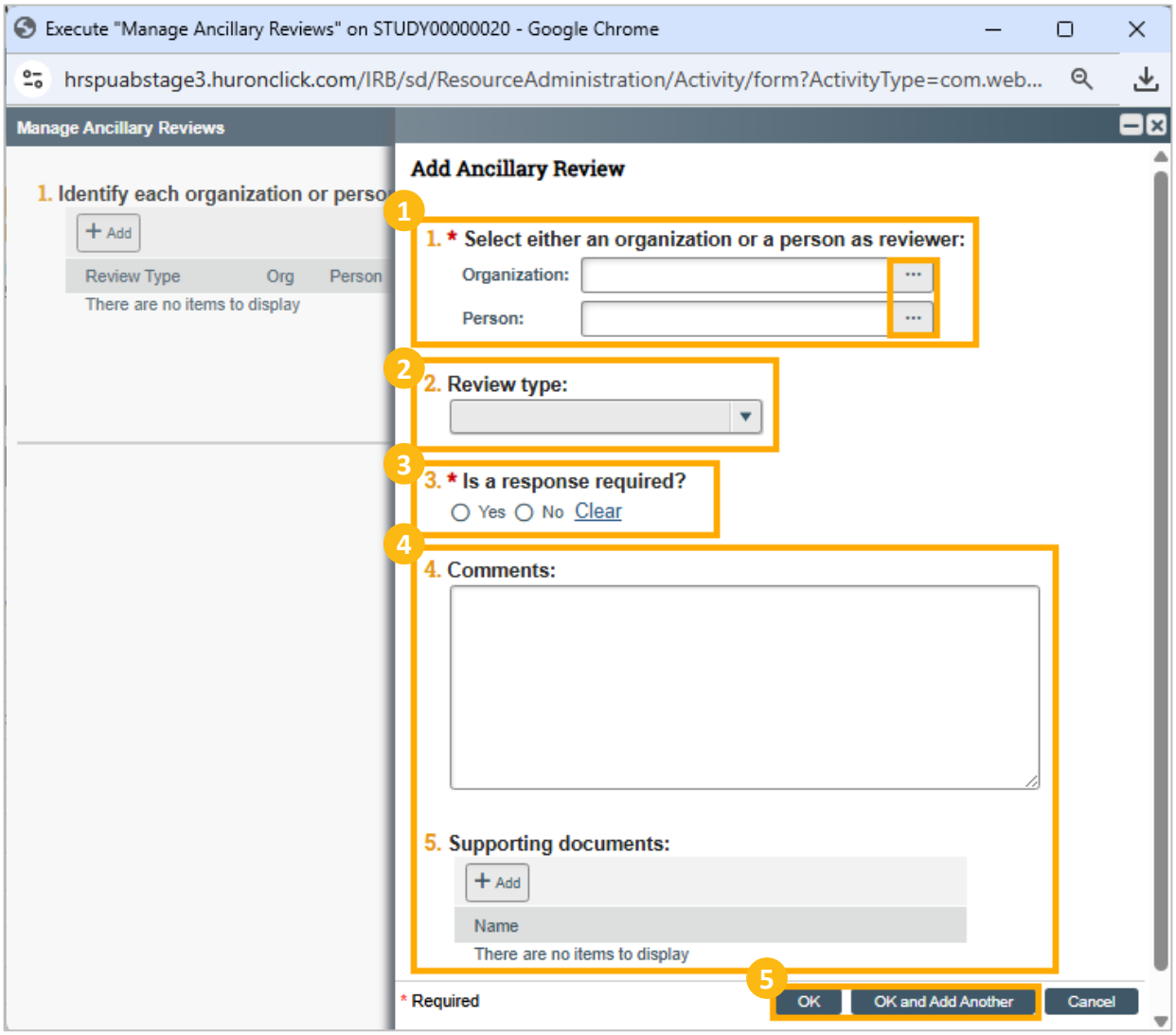
2. **In the study workspace, select Manage Ancillary Reviews.**



3. **Select Add to add an ancillary reviewer.**



4. **On the Add Ancillary Reviews form, select an organization or person to complete the review by clicking the three dots then clicking on the name of the person or organization. Select the Review type and indicate if a response is required by clicking Yes or No. Add any comments or supporting documents if needed. Click OK to add the ancillary review or click OK and Add Another until all reviewers are added.**



5. **When the screen refreshes, the ancillary reviewer will appear, click OK to finish adding the reviewer.**

