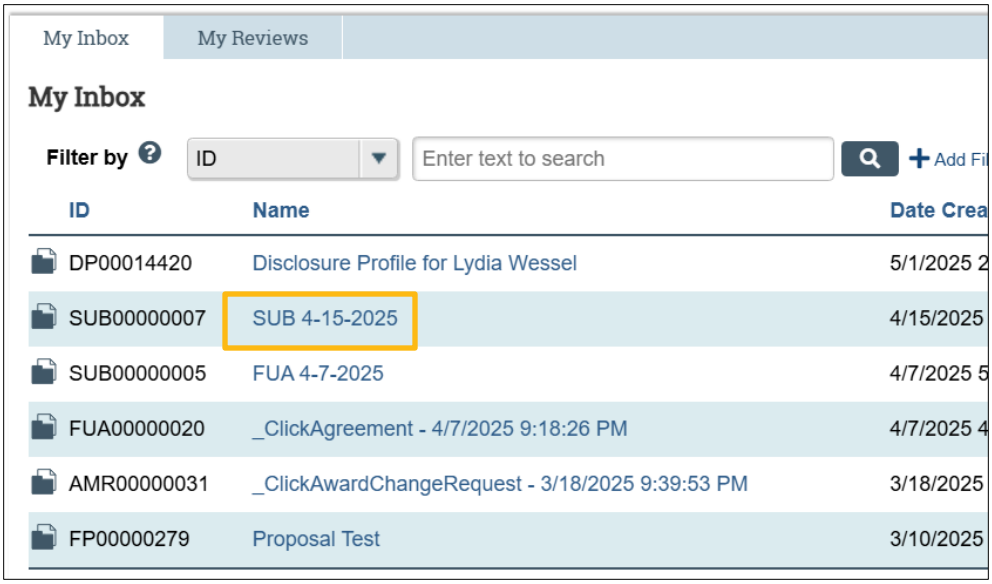
Add Ancillary Reviews and Check Review Status

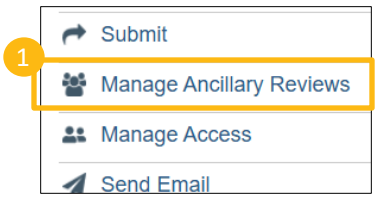
Ancillary reviews are optional reviews that you can choose to include on a per-project basis. Reviewers can be any specific person or organization. Ancillary reviews take place concurrently with the normal review workflows and can be added to funding proposals, awards, award modifications, and agreements.

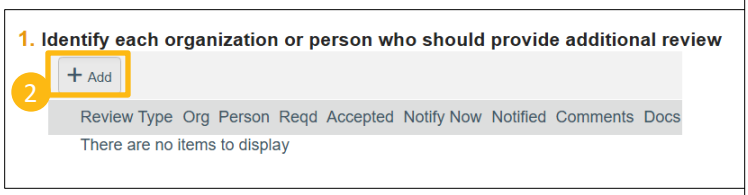
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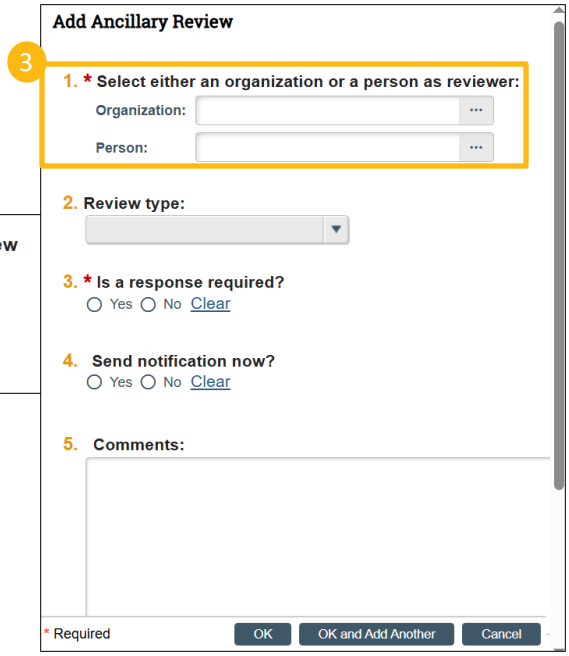
1. **Open the submission by clicking on the name of the item in your inbox for which you want to add an ancillary review. The submission workspace will open.**



2. **To manage ancillary reviews, click Manage Ancillary Reviews on the left-hand side of the workspace; then click Add. A slide-in window will open where you can add each organization or person who needs to provide an ancillary review.**



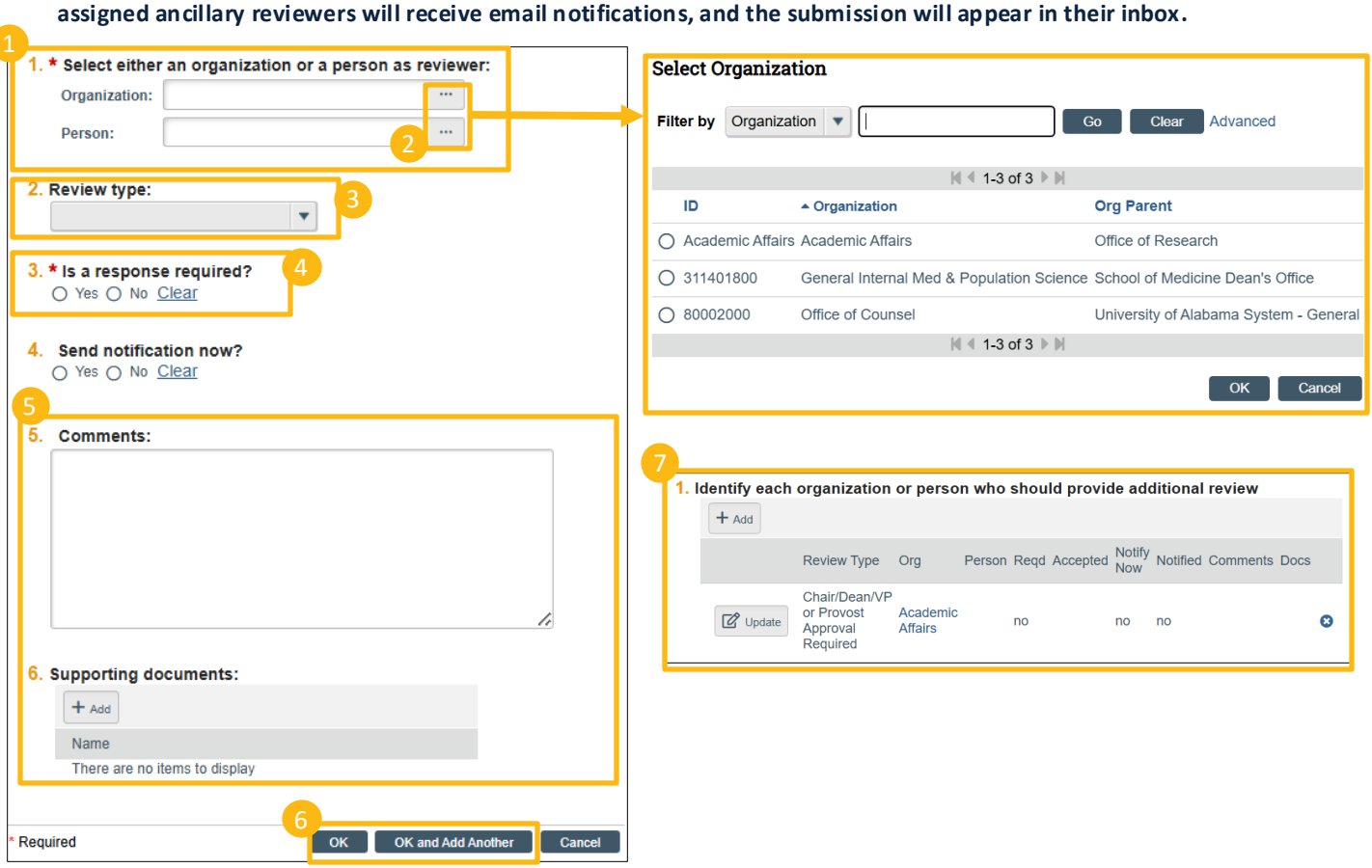




3. In the Organization field or the Person field, you can begin typing the name of the organization or the person you want to add as a reviewer. Alternatively, you can click the ellipses on the right to select an organization or person from that list.

4. Click the Review Type drop-down arrow and select the appropriate Ancillary Review type. Select Yes or No to indicate whether a response is required for this ancillary review.

5. Add comments or supporting documents as necessary. Click OK and Add Another to add multiple ancillary reviews if needed. Once complete, click OK to save your changes and close the slide-in window. The added ancillary reviews will appear in the table on the Manage ancillary Review activity window. Click OK to save and return to the workspace. The assigned ancillary reviewers will receive email notifications, and the submission will appear in their inbox.



6. To check the status of an ancillary review, first open the item workspace. Ancillary reviews will display in a table under the workflow map.
Review the ancillary review information, including the Person and Completed columns to check the review status for each ancillary review. The Accepted column will display whether the ancillary review was approved, and the table will include any comments or documents left by the reviewers.

