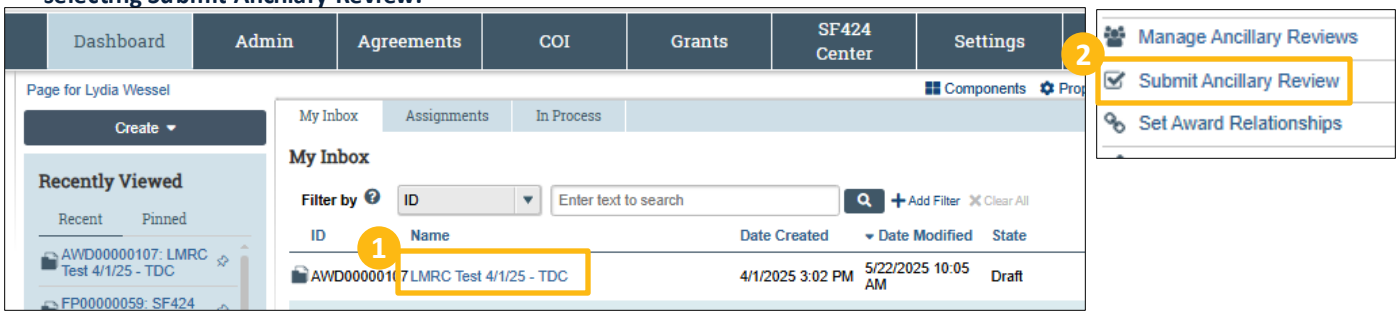
Respond to an Ancillary Review

On an Ancillary Review, if the answer to the Response Required question is "yes," the assigned reviewer must respond to the review.

1. You can navigate to the project you need to review from the link in the email notification you received or by locating the project in your inbox on your dashboard. Click on the name of the project to enter the workspace. Review all necessary smartforms, documents, budgets, etc. After you complete your review of the project, you can submit your review by selecting Submit Ancillary Review.



2. Select the review you are submitting. For the question "Do you accept this submission?" click Yes if you accept the submission. For the question "Is this ancillary review complete?" click Yes if it is complete. Add any necessary comments or supporting documents. Click OK. Note: if you don't have permission to see this project outside of the ancillary review, you will no longer see the project after completing the ancillary review.

