



Completing an Assigned Ancillary Review

Human Research Protection Program

Last revised: 4/28/2025



TEXAS A&M
UNIVERSITY®

This PowerPoint will guide you through how to complete an **Ancillary Review** in Huron.

Accessing the study

The ancillary reviewer may access the study in one of two ways:

1. From the system generated email, click on the submission **link**.
 - If you are not logged into Huron, you will be directed to the login page.
 - If you are not automatically re-directed to the submission, you may access the study from your Dashboard (see next step).
2. From your **Dashboard**, locate the study requiring your ancillary review under **My Inbox**. Click on the **ID** or **Name** of the study to be directed to the study workspace to complete your ancillary review.

1

Notification of Ancillary Review

To: Denise Puga

Link: [STUDY2023-0027](#)

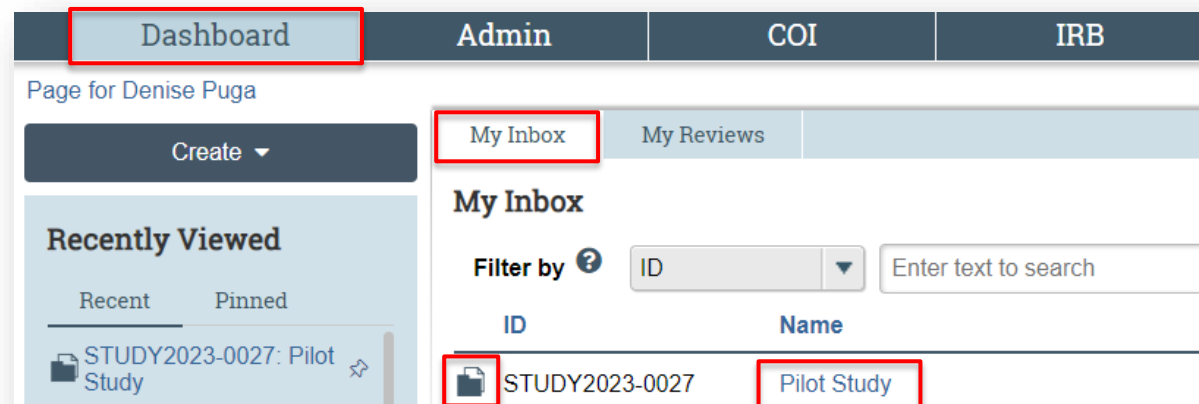
PI: Heather Cline

Title: Pilot Study

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



Page for Denise Puga

Create ▾

My Inbox My Reviews

My Inbox

Filter by ? ID Name

ID	Name
STUDY2023-0027	Pilot Study

Recently Viewed

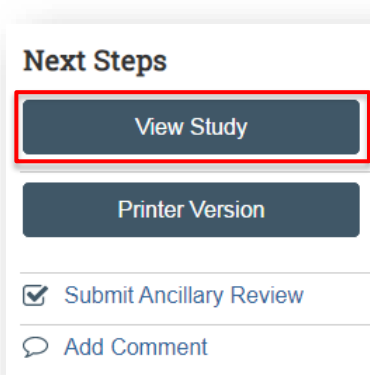
Recent Pinned

STUDY2023-0027: Pilot Study

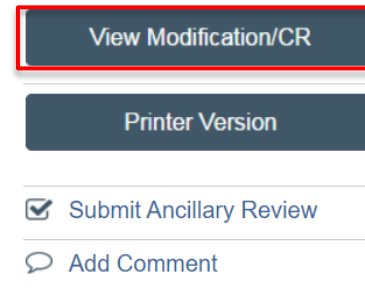
Reviewing the study and supporting study documents

- To access the full study, click:
 - View Study** for new studies or
 - View Modification/CR** for modifications to an existing study
- To view any document attached to the study, click on the document name. A copy of the document will be automatically downloaded to your desktop.
- You may exit the study by clicking **Exit** at the bottom of the page.

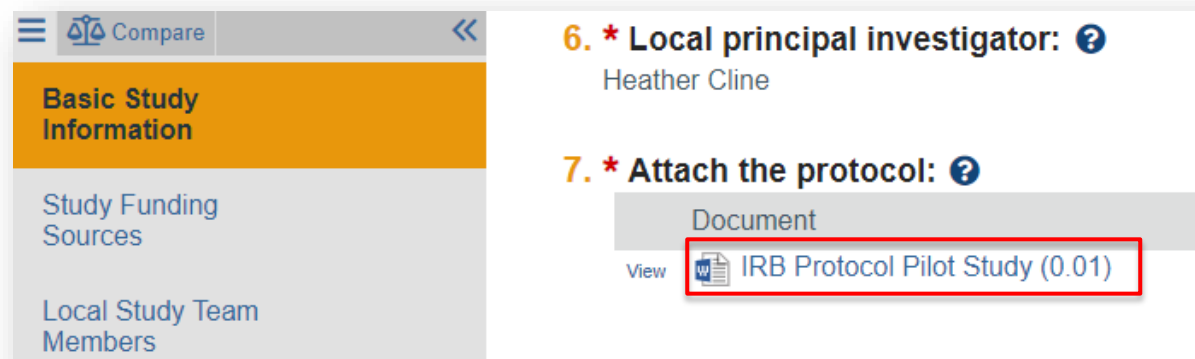
1



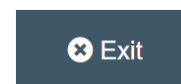
Next Steps



2



3



Reviewing the study and supporting study documents

If you are reviewing a modification or want to confirm a change you requested, you may use the document history to access and compare different versions of a document.

1. To view the history of a document, click **History** and a popup window will appear.
2. From the popup window, you will be able to access and compare different versions of the document:
 - Select the two documents you wish to compare and click **Compare**.
 - A Word document will automatically download to your computer. The document will highlight any changes detected between the two selected items.
 - **Note:** The compare function is only available for Word documents.

1

IRB00000852

Basic Study Information

7. * Attach the protocol: ?

Document	Category	Date Modified	Document History
View Protocol Test Version 2(0.02)	IRB Protocol	12/4/2023	History

2

Resource History for Protocol Test Version 2

Title: Protocol Test Version 2

File: HRP-503-TEMPLATE-BIOMEDICAL-PROTOCOL_Intructions (2).docx

Owner: [redacted]

Author:

Content Type: Document

Version: 0.02

Description:

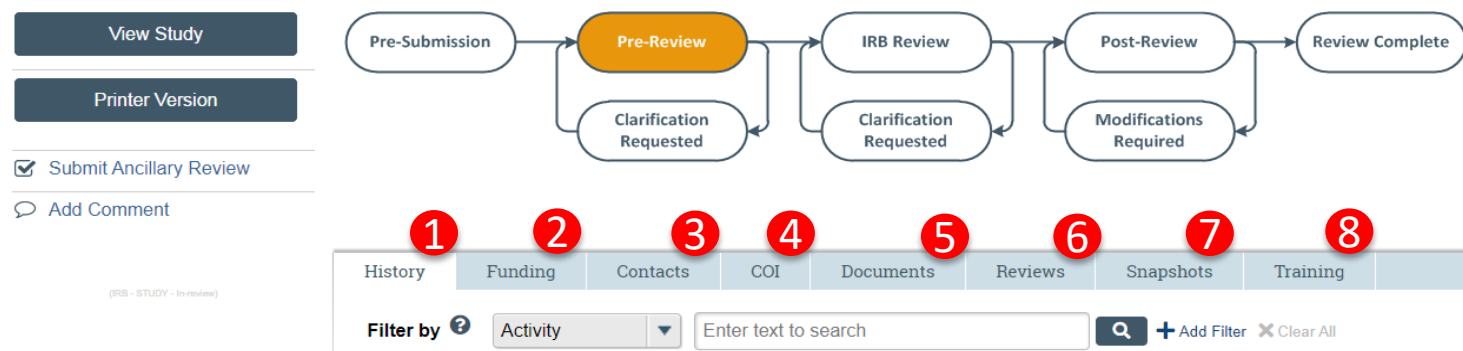
History:

Compare	Date	Version	Person	Action	Notes	Uploaded File
<input checked="" type="checkbox"/>	12/4/2023 11:49 AM	0.02	[redacted]	File Uploaded & Edited		HRP-503-TEMPLATE-BIOMEDICAL-PROTOCOL_Intructions (2).docx
<input checked="" type="checkbox"/>	12/1/2023 8:36 AM	0.01	[redacted]	Created		Protocol Test 2.0 Study.docx

Compare

Study Workspace

You may also use the Study Workspace to quickly access basic study information, such as study personnel and sponsor information.



- History:** This tab lists the activity taken on a submission including any comments, attachments, or correspondence added.
- Funding:** Provides all funding sources associated with the submission along with related grant information, if applicable.
- Contacts:** This tab lists all TAMU individuals with study involvement (i.e., PI, Study Team, Other Study Members, Guests).
- COI:** This tab identifies the status of any conflict of interest and how it is managed (note: does not include TTI and TEEH personnel).
- Documents:** This tab includes all study related and site related documents including documents on drugs, devices, and international research, if applicable.

- Reviews:** This tab will list all ancillary reviews including the reviewers' comments, and Reviews containing the latest pre-review, committee and/or non-committee reviews, determinations (e.g., approval date), review/risk level, notes, missing materials, and checklists completed by the reviewers.
- Snapshots:** Provides a snapshot of the entire study including attachments submitted at different states of the submission (e.g., approved stated, pre-submission state).
- Training:** This tab includes all CITI training of the individuals/key personnel listed on the study with the exception of non-TAMU researchers.

History tab

When completing your ancillary review, visit the **History** tab. The History tab *may* contain additional information pertinent to your review:

1. Click on the *most recent* **Managed Ancillary Reviews**.
2. Identify any comments and/or documents provided by IRB staff relevant to your review. Please navigate to the next slide to learn how to access documents provided in the **Manage Ancillary Reviews** SmartForm.

History
Funding
Contacts
COI
Documents
IRB Assignment Details
Reviews
Snapshots
Training

Filter by ?
Activity
Enter text to search
+ Add Filter
X Clear All

Activity	Author	Activity Date
→ Response Submitted The changes requested have been made.		4/28/2025 9:53 AM
↩ Clarification Requested Please update the protocol to include funding information.	Puga, Denise A	4/28/2025 9:52 AM
💬 Private Comment Added I have communicated with the PI that additional information is needed prior to making a human research determination. CITI training is still pending for some study staff.	Puga, Denise A	4/28/2025 9:51 AM
👤 Guest List Updated		
👤 Managed Ancillary Reviews		
👤 Managed Ancillary Reviews		
→ Submitted		

Please be aware that there may be multiple “Managed Ancillary Reviews” in the History tab. **You want to click on the most recent.**

Managed Ancillary Reviews

Add or update ancillary reviewers. These can be organizations or people.

Summary

Apr
28
2025

Author: Denise Puga (Research Compliance & Biosafety)
Logged For (IRB Submission): Study ID
Activity Date: 4/28/2025 9:49 AM

Form

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

Review Type	Org	Person	Reqd	Accepted	Comments	Docs
Technology Services	Texas A&M Information Technology		yes		The PI is using AI to analyze medical images.	
Privacy Officer		John Pryde	yes		The PI is requesting to use medical records from a clinic.	

How to access documents attached by IRB staff

In some rare instances, IRB staff may provide ancillary reviewers with additional documents during the ancillary review. To access these documents:

1. Click **View More Details**
2. Click on the file attached under **Documents**. The document will download to your desktop.
3. *Note:* If you cannot locate the file, click **Next** at the top of the SmartForm. The file should appear on the next page, under Documents.

Summary of Managed Ancillary Reviews

← Prev 1 / 4 Next →

Managed Ancillary Reviews
Add or update ancillary reviewers. These can be organizations or people.

Summary

Apr 28 2025 Author: Denise Puga (Research Compliance & Biosafety)
Logged For (IRB Submission): Ancillary
Activity Date: 4/28/2025 10:43 AM

Form

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

Review Type	Org Person	Reqd Accepted	Comments	Docs
Privacy Officer	John Pryde	yes	This study includes accessing medical records. The PI has provided additional background in the attached document.	PI Correspondence

1 [View More Details](#)

<< Return to Workspace

← Prev 1 / 4 Next →

Managed Ancillary Reviews
Add or update ancillary reviewers. These can be organizations or people.

Apr 28 2025 Author: Denise Puga (Research Compliance & Biosafety)
Logged For (IRB Submission): Ancillary
Activity Date: 4/28/2025 10:43 AM

Form:

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

Review Type	Org Person	Reqd Accepted	Comments	Docs
Privacy Officer	John Pryde	yes	This study includes accessing medical records. The PI has provided additional background in the attached document.	PI Correspondence

2 **Documents:**
PI Correspondence

3



Submitting your ancillary review

Once you have reviewed all pertinent items and information, please submit your ancillary review by:

1. Click **Submit Ancillary Review** and a pop-up form will appear.
2. Complete the pop-up form:
 - All questions marked with a red asterisk (*) require a response.
 - **Question 2:**
 - Select **Yes** if the submission is okay to proceed.
 - Select **No** if additional changes or actions are required.
 - Use **Question 3** to communicate any findings or pending items to the IRB office.
3. Click **OK**

1

Next Steps

View Study

Printer Version

☒ **Submit Ancillary Review**

Add Comment

Note: Adding a comment is not encouraged, as you will not be notified when a response is provided.

2

Submit Ancillary Review

1. * Select the review you are submitting:

Organization	Person	Review Type	Required
<input type="checkbox"/>	Denise Puga	Radiation	yes

2. * Do you accept the proposed submission?

☐ Yes ☐ No [Clear](#)

3. Comments:

4. Supporting documents:

+ Add

Name

There are no items to display

3

OK

Cancel

How to view your previous comments on a study

If you requested additional information or changes to a submission prior to accepting it, the IRB coordinator will re-assign you the submission once the investigator has addressed your comments.

1. Use the **History** tab on the Study Workspace to view your initial review
2. Click on **Submitted Ancillary Reviewer** with your name as the Author
3. A pop-up window will appear with your previous review and comments

1

History Funding Contacts COI Documents Reviews Snapshots Training

Filter by Activity Enter text to search + Add Filter X Clear All

Activity	Author	Activity Date
Managed Ancillary Reviews	Coordinator Name	12/4/2023 10:46 AM
Response Submitted	Researcher Name	12/4/2023 10:45 AM
I have updated the consent document as requested.		
Clarification Requested	Coordinator Name	12/4/2023 10:44 AM
Please update the consent document (under "What happens if I agree to be part of this study?") to ask permission from the students to access their final grades for the purpose of this study.		
<input checked="" type="checkbox"/> Submitted Ancillary Review	Your Name	12/4/2023 10:42 AM

2

Submitted Ancillary Review

Submits an ancillary review.

Summary

Dec 4 2023

Author: Your Name (Registrar)

Logged For (IRB Submission):

Activity Date: 12/4/2023 10:42 AM

Form

1. * Select the review you are submitting:

Organization	Person	Review Type	Required
	Your Name	Registrar	yes

2. * Do you accept the proposed submission?

☐ Yes ☒ No

3. Comments:

The consent document does not ask the students permission to access their final grades for the purpose of this study.

4. Supporting documents:

Name

How to view the investigator's response

Once you submit your ancillary review, the IRB staff will communicate to the investigator the findings of your review. Use the **History** tab to view the investigator's response:

1. You may view the researcher's response under **Response Submitted**. Note the Author's name to ensure the response is from the research team.

IMPORTANT! If you have requested changes that require revisions to study documents, such as the research protocol or consent document, you will need to navigate to the IRB application to see the updated document. Please revisit [Slides 4 and 5](#) for instructions on how to view and compare study documents.

History

Funding

Contacts

COI

Documents

Reviews

Snapshots

Training

Filter by ?

Activity





Enter text to search

Q

+ Add Filter

✕ Clear All

⚙

Activity	Author	Activity Date
 Managed Ancillary Reviews	Coordinator Name	12/4/2023 10:46 AM
<div><div> Response Submitted</div><div>I have updated the consent document as requested.</div></div>	Researcher Name	12/4/2023 10:45 AM
 Clarification Requested	Coordinator Name	12/4/2023 10:44 AM
Please update the consent document (under "What happens if I agree to be part of this study?") to ask permission from the students to access their final grades for the purpose of this study.		
 Submitted Ancillary Review	Your Name	12/4/2023 10:42 AM