Department Head Sign Off

Human Research Protection Program
This PowerPoint will guide you through how to complete your Department Head sign off (i.e., ancillary review).
Department Head: Accessing the Study

In Huron, Department Head sign offs are assigned as ancillary reviews. You will receive a notification from Huron to complete your ancillary review when a study is assigned for your sign off.

You 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.

   Huron will issue you an email notification that contains the ID and name of the study requiring your ancillary review.
Reviewing the study and study documents

1. Click **View Study** to access the full study.

2. 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.

3. You may exit the study by clicking **Exit** at the bottom of the page.
Submitting your ancillary review

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

1. Clicking **Submit Ancillary Review**
2. Complete the Submit Ancillary Review smart form
   - All questions marked with a red asterisk (*) require a response.
   - To approve the study select “Yes” to **Question 2**.
   - Use **Question 3** to communicate any relevant information to the IRB office.
3. Click **OK**