



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:

- 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).
- From your **Dashboard**, locate the study requiring your ancillary review under **My Inbox**¹. Click on the **ID** or **Name** of the study to be directed to the study workspace to complete your ancillary review.

¹ Huron will issue you an email notification that contains the ID and name of the study requiring your ancillary review.

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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

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Page for Denise Puga

Dashboard Admin COI IRB

My Inbox My Reviews

My Inbox

Filter by [?] ID Enter text to search

ID	Name
STUDY2023-0027	Pilot Study

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.

1 Next Steps

View Study

Printer Version

Submit Ancillary Review

Add Comment

2

Compare <<

- Basic Study Information
- Study Funding Sources
- Local Study Team Members

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Exit

6. * Local principal investigator: Heather Cline

7. * Attach the protocol:

Document

View IRB Protocol Pilot Study (0.01)

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**

1 Next Steps

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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:

Name

There are no items to display

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