Ancillary Review Guide

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In some cases, it may be necessary for other departments and/or offices within the University to review details of the submission. This business process will be satisfied using the Manage Ancillary Review activity. Individuals may track these reviews, and ensure they are completed on time.

An Ancillary Reviewer can be added by the Research Community (e.g. PI, department reviewers, and proposal editors) or staff in the Office of Research Administration (Specialists, Award Approvers, etc.) at various points throughout the workflow. This guide describes how to manage Ancillary Reviews for Proposals, Awards, and Award Modifications within IBISResearch in the Grants module (not Agreements).

Multiple Ancillary Reviews can be completed in parallel with each other and outstanding reviews will not prevent the record (Funding Proposal, Funding Award, and Award Modification) from moving forward in the workflow.

⚠️ Important:

- Various users can add ancillary reviewers during the following states:
  - **Proposal** – Proposal Editors and Specialists in the Office of Research Administration may add Ancillary Reviewers from the Draft state through the Pending Sponsor Review state.
  - **Award** – Award Editors and Specialists and Award Approvers in the Office of Research Administration may add Ancillary Reviewers through the “Final Review – Response Pending” state and in the subsequent “Advance Account” state.
  - **Award Modification** – Award Editors (Study Staff) and Specialists and Award Approvers in the Office of Research Administration may add Ancillary Reviewers through the “Final Review – Response Pending” state.

- Ancillary Reviewers receive an email notification as soon as they are added.

### Adding an Ancillary Review

Follow the steps below to add an ancillary reviewer to a record (Funding Proposal, Award, or Award Modification):

1. Navigate to the **Workspace**. This can be done by accessing the record from **My Inbox** or searching for the record on the **Grants Project Listing** page. Click the name to display the **Workspace**.
2. On the **Workspace** page, click on the **Manage Ancillary Reviews** activity.
3. In the **Manage Ancillary Reviews** window, click **Add**.
4. In the **Add Ancillary Review** window, complete the questions and note the following. Click **OK** to continue.
   a. **Select either an organization or person as a reviewer** – Click the ellipsis button next to the **Person** field to select the appropriate individual (do not select an Organization).
   
      📀 Notes:
      - *Use the Grants Ancillary Review Matrix to select the individual.*
   b. **Review Type** – Select the applicable review type. Available review types are specific to the record.
      i. **Compliance COI** – Used by ORA for SBIR/STTR applications to ensure there is no potential conflict of interest.
      ii. **Co-PI** – Required if the project is a multiple PI Project, or if Co-PI(s) are included on the project from other departments. The Ancillary Review is submitted to the corresponding department of the Co-PI(s).
      iii. **Cost Share** - Must be used to obtain approval when cost sharing.
iv. **Department Chair/Center Director** – Must be used when a Department Chair, Center or Institute Director is a Principal Investigator on a proposal.

v. **Export Controls** – Must be used when the project has export control related issues

vi. **Indirect Cost Waivers** – Must be used when the F&A rate is outside of the standard UM rate.

vii. **Nepotism/Familial Relationships** – Must be used when there is a familial relationship on the project.

viii. **PI Eligibility** – Must be used when the Principal Investigator on the project does not meet the PI Eligibility requirements.

ix. **Resources** – Must be used when space and/or renovations are required for the project.

x. **Terms and Conditions** - Used by ORA to route for a review of terms and conditions.

c. **Is a response required?** Select Yes.

![Important: The following review types are required and must be approved prior to submission of the application to the sponsor:](image)

i. **Cost Share**

ii. **Indirect Cost Waiver**

iii. **Resources**

iv. **SBIR/STTR**

d. **Comments** – Add comments as necessary.

e. **Supporting Documents** – Add supporting documents as necessary. For example, when initiating a cost sharing ancillary review, a justification for cost sharing must be included.

![Important: Comments and Documents included in the Add Ancillary Review windows are not included in the email notifications sent to the reviewers. These comments are displayed on the History tab of the Proposal Workspace.](image)

5. In the **Manage Ancillary Reviews** window, repeat the steps above to add additional ancillary reviewers if necessary. When complete, click **OK**.

6. On the **Workspace**, the list of Ancillary Reviewers displays on the **Reviewers** tab.

**Submitting an Ancillary Review (Performed by Reviewer)**

Follow the steps below to submit an ancillary review:

1. Access the record in one of two ways:
   a. From the system generated email, click on the “Grant ID” link.

```
**Notification of Ancillary Review**

Grant ID: FP00000074
PI Name: Rebecca Simms (pi)
Title: Simms_NIH_09.13.19
Sponsor: National Institutes of Health (NIH)

A Funding Proposal has been assigned to you for ancillary review. Click the link above to access and review the submission.
```
b. Click on the name on the My Inbox or Grants Projects Listing page.

2. On the Workspace, click the History tab to review the comments and/or documents from the requestor.
   a. On the History tab, click the “Ancillary Reviews Updated” activity name.

   ![History tab example]

   b. Click the Property Changes tab and review the information highlighted in green.

   ![Property Changes example]

3. On the Workspace page, click the Submit Ancillary Review activity.

4. In the Submit Ancillary Reviews dialog box, complete the questions. Click OK to continue submit the review.

5. When the system returns to the Workspace page, the History tab displays a “Submitted Ancillary Review” activity.

   **Important:** Email notifications are not generated upon completion of the Submit Ancillary Review activity. Use the Send Email activity to notify the requestor of the ancillary review submission. The status of Ancillary Reviews can be found on the Reviewers tab of the Proposal Workspace.