

How to respond to an Ancillary Review Notification from VERA IRB Module

You received a VERA notification with Subject Heading: *Ancillary review notification*:

- There is a [blue hyperlink](#) (look for “[Link: STUDY00000000](#)”) that will take you directly to the Main Workspace of the VERA IRB New Study request that you are being asked to review & approve.
- Please review the study protocol and the qualifications of the principal investigator to conduct the proposed study.
 - o **By approving the study submission to the VU IRB**, you attest to the following:
 - *The proposed research is scientifically valid and based on sound research design. The proposed research will comply with applicable regulations and institutional policies. The investigator has the proper knowledge, training, expertise, and resources.*
- Once reviewed, from the Main Workspace, you will return the Ancillary Review back to the IRB office indicating if you approve or do not approve of the New Study IRB request:
 - o Click on the activity: [Submit Ancillary Review](#)
 - o A “Submit Ancillary Review” pop-up window opens – complete it:
 - **Item 1: Select the review you are submitting:** - Check the box next to the Department Name
 - **Item 2: Do you accept the proposed submission?:** - choose “YES” or “NO”
 - **Item 3: Comments:**
 - When answering “No” to **Item 2** (i.e., not approving the study), then please add a justification in **Comments**.
 - When answering “Yes” to **Item 2** (i.e., approving the study), then enter any information that you would like in **Comments**.
 - **Item 4: Supporting documents:** - attach any, if needed.
 - Click on **OK**

Example of NOT approving

Example of approving

The screenshot shows the 'Submit Ancillary Review' form. Under '1. * Select the review you are submitting:', the '21240 - Psychology and Human Development' option is selected. Under '2. * Do you accept the proposed submission?', the 'No' radio button is selected. Under '3. Comments:', a text box contains the text 'Enter justification here for not approving the request.' Under '4. Supporting documents:', there are no items listed.

The screenshot shows the 'Submit Ancillary Review' form. Under '1. * Select the review you are submitting:', the '21240 - Psychology and Human Development' option is selected. Under '2. * Do you accept the proposed submission?', the 'Yes' radio button is selected. Under '3. Comments:', an empty text box is shown with the placeholder text 'Entering a message is optional.' Under '4. Supporting documents:', there are no items listed.

- Check the tab: [History](#) to confirm that the Ancillary Review was processed successfully. You will see “[Submitted Ancillary Review](#)” at the top of the list, with your name and date listed to the right.
- You completed the request for **Department Chair New Study IRB Approval**.