An Ancillary Review obtains approvals required for the review – approval and acceptance of a proposal, award or agreement.

Ancillary Review may be requested for reasons such as Multiple PI approval, collaborations across Schools, or compliance.

Adding Ancillary Reviews – Quick Guide

1. Click on the “Manage Ancillary Reviews” link in the left navigation bar. The Manage Ancillary Reviews window opens.

2. Click Add.

3. Select an Organization or specify a specific person.

4. Select the appropriate Review type.

5. Select “Yes” if the Ancillary Review is required.

6. Select “Yes” to send the notification. The notification will not send until you hit “OK” in step 9.

7. Add comments. These comments appear in the automatic email notification to the Ancillary Reviewer, so add any specific detail required for the Ancillary Reviewer.

8. Attach any supporting documents for the Ancillary Reviewer. These will not show up in the Documents tab of the Workspace but will be sent in the automatic email notification to the Ancillary Reviewer.

9. Click OK or OK and Add Another to add the Ancillary Reviewers.

Submitting an Ancillary Review

1. Click the Link within the automatic email notification.

2. On the left navigation pane of the proposal, award or agreement Workspace, find the Submit Ancillary Review hyperlink. Depending on your access level it may appear at the top or towards the middle of the Activities. Click the hyperlink. The Submit Ancillary Review window will open.

3. Click your name or Organization in Question 1.

4. Answer Questions 2 (and 3, if applicable). Add comments to Question 4. Attach any relevant documents in Question 5. Note: these documents will only show up under the History tab.

5. Click OK. Your Ancillary Review is complete.
Managing Ancillary Reviews – Quick Guide

1. Click on the “Manage Ancillary Reviews” link in the left navigation bar. The Manage Ancillary Reviews window opens.

2. The most common reason to update an Ancillary Review is if the Notification was not sent originally. This shows up under the Notified column. Select Update to open the Ancillary Review.

3. Questions 4-6 can be edited in the Edit Ancillary Review window. Since the Ancillary Review was added earlier, Question 4 – “Do you accept this submission?” appears. If you are not the named Ancillary Reviewer, select “No.”

4. If you did not previously send the Ancillary Review, Question 5 will appear. Select “Yes” to send the Ancillary Review notification. The notification will not send until you hit “OK” in step 6.

5. Click “OK” on the Edit Ancillary Review window and “OK” on the Manage Ancillary Reviews window. This will send the Notification and/or save your edits.

6. If you need to Delete an Ancillary Review, return to the Manage Ancillary Review screen and click the x on the far right.

Questions? Email ruva-huron-help@virginia.edu