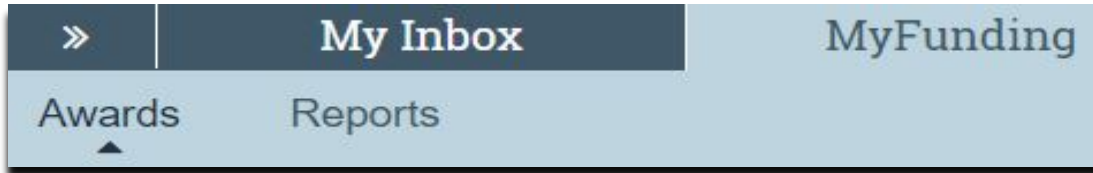


Overview: This guidance document is to assist central offices with submitting an ‘Ancillary Review’ in MyFunding.

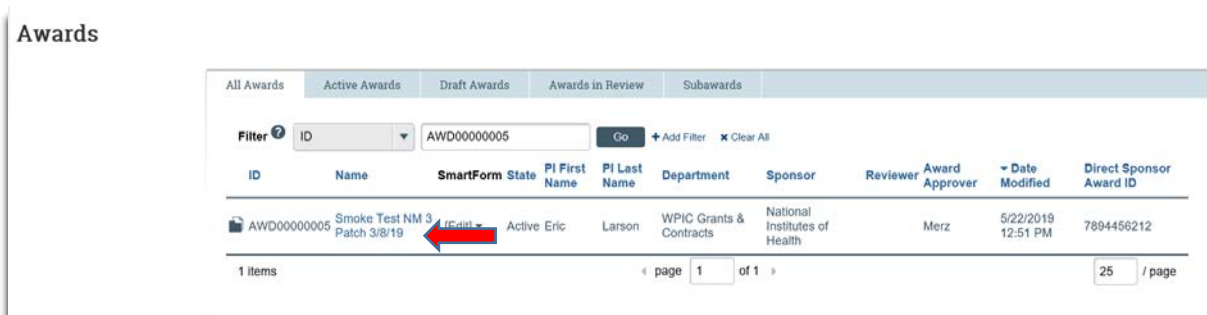
Examples: An ancillary review is needed to determine if there is a Conflict of Interest on a PHS-funded project before the award is activated.

Where to Start

1. Log-in to MyFunding and search for the award in the Awards tab:



2. Once the award is identified, click on the ‘Name’ of the award (project title):



- Click on the 'History' tab in award workspace and find the 'Manage Ancillary Review' entry:

The screenshot shows the award workspace for 'Smoke Test NM 3 Patch 3/8/19'. The 'History' tab is active, displaying a table of activities. A red arrow points to the 'Manage Ancillary Review' entry, which occurred on 6/11/2019 at 3:45 PM by Merz, Natalie Evelyn.

Activity	Author	Activity Date
Manage Ancillary Review	Merz, Natalie Evelyn	6/11/2019 3:45 PM
Updated Award Checklist	McClure, Christine Lynn	6/11/2019 10:38 AM
Award Change Approved	Merz, Natalie Evelyn	6/5/2019 10:44 AM
Email Award Editors	McClure, Christine Lynn	5/23/2019 12:15 PM
Updated Award Documents	McClure, Christine Lynn	5/16/2019 9:09 AM
Email Award Editors	McClure, Christine Lynn	4/25/2019 7:10 AM
Specialist Assigned	McClure, Christine Lynn	4/25/2019 7:09 AM
Specialist Emailed	McClure, Christine Lynn	4/25/2019 7:09 AM


- Click on the 'Manage Ancillary Review' entry and open the 'Activity Details' to review the responses captured in 'Activity Form' and the 'Documents' tab to review uploaded documents:

The screenshot shows the 'Activity Details (Manage Ancillary Review)' page. The 'Activity Form' tab is selected, displaying a table for identifying organizations or persons for additional review. A red arrow points to the 'Activity Form' tab.

Review Type	Organization	Person	Required
Compliance Review		Natalie Merz	no
Other		Natalie Merz	yes
Other		Natalie Merz	no
hCRD		Natalie Merz	yes

- Once finished click 'Return to Workspace' to return to the award workspace:

Central Offices-How to Submit an Ancillary Review

<< Return to Workspace  < Prev 21 / 70 Next >

Activity Details (Manage Ancillary Review) Activity that allows a specialist or project editor to create and manage existing ancillary reviews

Author: Natalie Merz (Office of Research)
Logged For (Award): Smoke Test NM 3 Patch 3/8/19
Activity Date: 6/11/2019 3:48 PM

Activity Form | Property Changes | Documents | Notifications

1. Identify each organization or person who should provide additional review.

Review Type	Organization	Person	Required
Compliance Review		Natalie Merz	no
Other		Natalie Merz	yes
Other		Natalie Merz	no
hCRO		Natalie Merz	yes

2. Comments:


3. Supporting documents:

Name
There are no items to display

6. On the left-hand side of the Award workspace click on 'Submit Ancillary Review':

Active DT AWD00000143 Funding Award

Next Steps

- Edit Award
- Printer Version
- Create Award Modification
- Create Subaward
- Request Award Modification
- Request Subaccount
- Award Documents
- Team Disclosure Status
- Terms And Conditions
- Complete
- Manage Ancillary Reviews
- Submit Ancillary Review** 

PD/PI: David Thomas **Award Date:** 3/6/2019
Designated Reviewer: **Start Date:** 9/1/2019
Award Approver: Eric Larson **End Date:** 8/31/2020
Approving Dept./Center/Institute: Geology & Environmental Science 13204 **Award Type:** Award
School: Kenneth P. Dietrich School of Arts & Sciences **Sponsor Award #** qwer
Department Administrator: **Award Structure:** Standard
Direct Sponsor: National Institutes of Health **Specialist:** Guy Serrapere
Prime Sponsor:
Current Total Project Period Commitment: \$150,000 **SPA Account #** There are no items to display
Current Total Award Amount To Date: \$150,000

Awarded Funding Proposals:

ID	Name	Principal Investigator	Status
FP00000125	DT	David Thomas	Awarded

Department Review → Final Review → **Active** → Transferred Out

7. Complete the 'Submit Ancillary Review' smart form by entering the following information:

- a. Do you accept the submission?
- b. Is the ancillary review complete?
- c. Comments (if necessary)
- d. Add supporting documents (if necessary)
- e. Click 'OK' when complete

The screenshot shows a web form with the following sections:

- 2. * Do you accept this submission? ?**
 Yes No [Clear](#)
- 3. * Is the ancillary review complete? ?**
 Yes No [Clear](#)
- 4. Comments:**
A large empty text area for entering comments.
- 5. Supporting documents:**
A button with a plus sign and the text "Add".
A table with a header "Name" and a single row containing the text "There are no items to display".

At the bottom right of the form are two buttons: "OK" and "Cancel".

What's Next?

1. The Office of Research Specialist will receive a notification indicating that the ancillary review has been completed.
2. If approved the Specialist will complete finalize the record.