

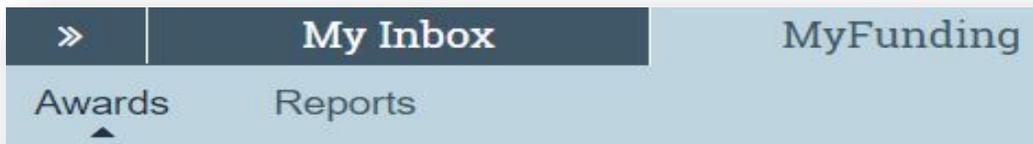
How to Set-up an Ancillary Review on an Award- Specialist

Overview: This guidance document is to assist the Specialist in setting up and reviewing 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 an award is activated.

Where to Start

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



2. Search for the award in the search box and click on the name of the award:



3. Once in the award workspace click on 'Manage Ancillary Reviews' in the workspace:



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4. Once the 'Manage Ancillary Review' activity opens, click '+ADD' to add the reviewer:

Manage Ancillary Reviews

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

+ Add

Review Type	Organization	Person	Required
There are no items to display			

2. Comments:

3. Supporting documents:

+ Add

Name

There are no items to display

5. Enter the 'Organization' (i.e. Inst Review Board-IRB) into the search box:

Add Ancillary Review

1. * Select either an organization or a person as reviewer:

Organization: Inst Review Board

Person:

- Organization Org Parent
- Inst Review Board - IRB SVC Research

2. * Review type:

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6. Select the 'Review Type':

1. * Select either an organization or a person as reviewer:

Organization:

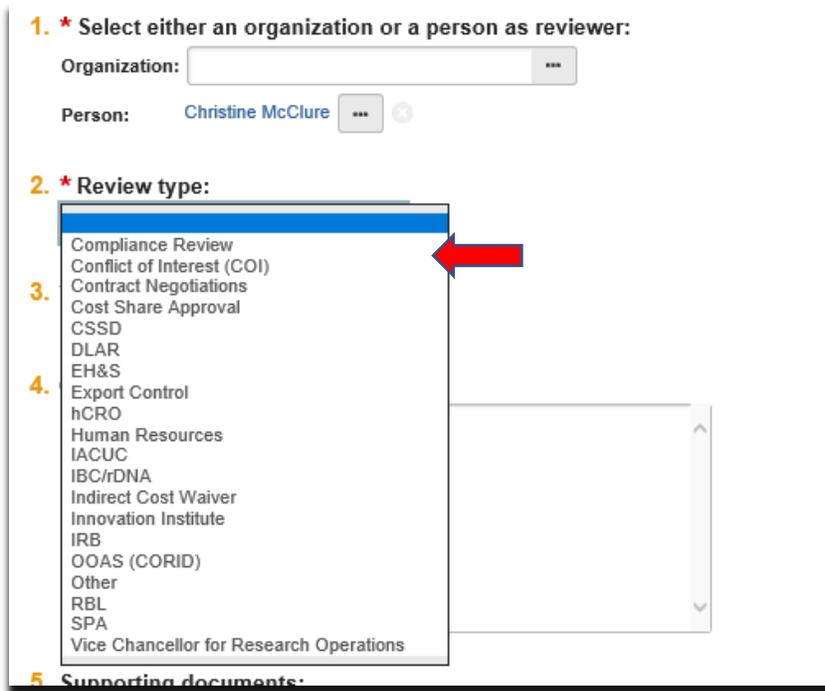
Person: Christine McClure

2. * Review type:

3.

4.

5. Supporting documents:



7. Indicate if a 'Response' is required (if you select 'Yes', the award cannot be activated until the ancillary review is completed), and click 'Ok':

1. * Select either an organization or a person as reviewer:

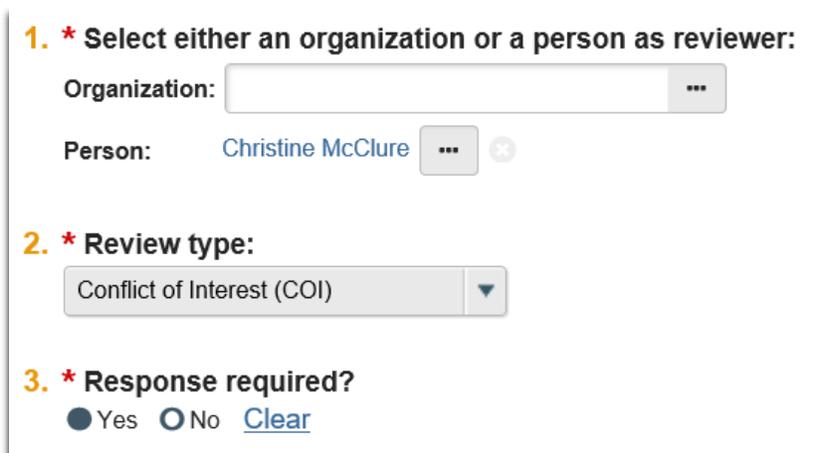
Organization:

Person: Christine McClure

2. * Review type:

3. * Response required?

Yes No [Clear](#)



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8. Enter any necessary comments for the reviewer into the 'Comments' box and click 'Ok':

Manage Ancillary Reviews

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

Review Type	Organization	Person Required
Conflict of Interest (COI)	Conflict of Interest-ORP	yes

2. Comments:

Review required for year two of project.

3. Supporting documents:

There are no items to display

9. The Specialist returns to the award workspace to upload attachments (if applicable). Documents should be attached in the award workspace using the 'Upload Award Documents' activity:

Active Smoke Test NM 3 Patch 3/8/19 AWD00000005 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
- Set Award Relationships
- Upload Award Documents
- Manage Deliverables

Designated Reviewer: Christine McClure **Award Date:** 3/8/2019

Award Approver: Natalie Merz **Start Date:** 6/1/2019

Approving Dept./Center/Institute: Office of Research 10050 **End Date:** 5/31/2022

School: SVC Research **Award Type:** Award

Department Administrator: Christine McClure **Sponsor Award #** 7894456212

Direct Sponsor: National Institutes of Health **Award Structure:** Standard

Prime Sponsor: **Specialist:** Christine McClure

Current Total Project Period Commitment: -\$206,150 **SPA Account #** year 1
year 2
Year 1 - subaccount - Ramen
test

Current Total Award Amount To Date: -\$206,150

Awarded Funding Proposals:

ID	Name	Principal Investigator	Status
FP00005622	Smoke Test NM Patch 3/8/19	Natalie Merz	Awarded

History Award Checklist Items Attachments Modifications Child Awards Subawards Related Projects Deliverables Personnel Compliance --

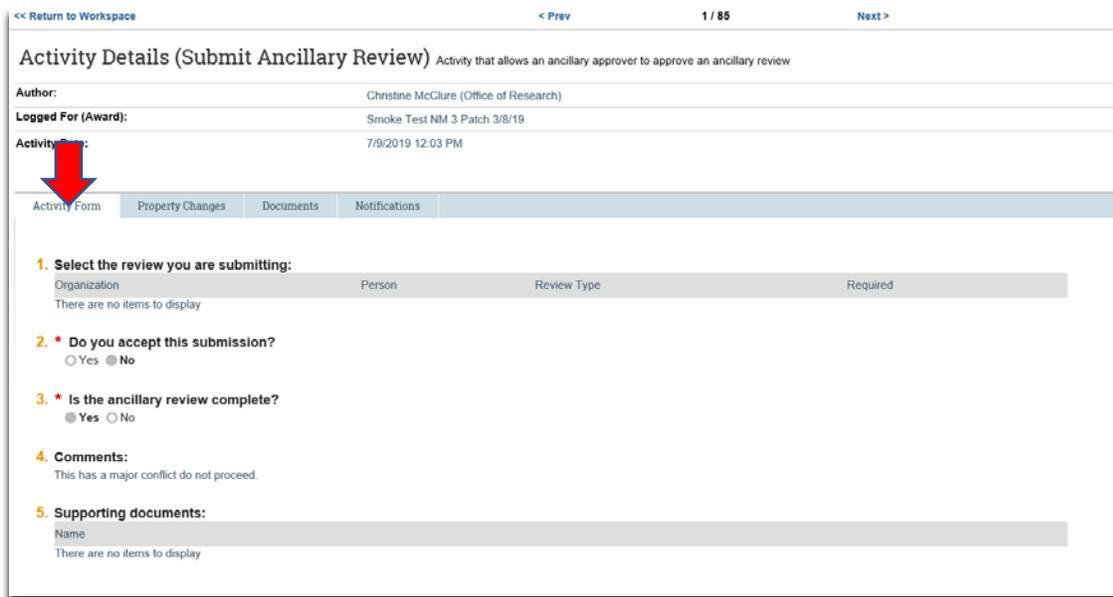
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What's Next?

1. All of the individuals associated with the 'Organization' will receive an email notification to let them know to begin the ancillary review in MyFunding.
2. The ancillary reviewer will accept or decline the ancillary review in MyFunding, and the Specialist will receive an email notification from the reviewer.
3. The Specialist will review the ancillary review in MyFunding by clicking on the 'Submit Ancillary Review' activity in the award workspace to view the ancillary review details:



Activity	Author	Activity Date
<input checked="" type="checkbox"/> Submit Ancillary Review	McClure, Christine Lynn	7/9/2019 12:03 PM
This has a major conflict do not proceed.		
<input type="checkbox"/> Manage Ancillary Review	McClure, Christine Lynn	7/9/2019 11:05 AM



<< Return to Workspace < Prev 1 / 85 Next >

Activity Details (Submit Ancillary Review)

Activity that allows an ancillary approver to approve an ancillary review

Author: Christine McClure (Office of Research)
Logged For (Award): Smoke Test NM 3 Patch 3/8/19
Activity Date: 7/9/2019 12:03 PM

Activity Form | Property Changes | Documents | Notifications

- 1. Select the review you are submitting:**
Organization: Person Review Type: Required
There are no items to display
- 2. * Do you accept this submission?**
 Yes No
- 3. * Is the ancillary review complete?**
 Yes No
- 4. Comments:**
This has a major conflict do not proceed.
- 5. Supporting documents:**
Name: _____
There are no items to display

4. To return to the award workspace, click on 'Return to Workspace':



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Activity Details (Submit Ancillary Review) Activity that allows an ancillary approver to approve an ancillary review

Author: Christine McCure (Office of Research)
Logged For (Award): Smoke Test NM 3 Patch 3/8/19
Activity Date: 7/9/2019 12:03 PM

Activity Form | Property Changes | Documents | Notifications

- Select the review you are submitting:**

Organization	Person	Review Type	Required
There are no items to display			
- * Do you accept this submission?**
 Yes No
- * Is the ancillary review complete?**
 Yes No
- Comments:**
This has a major conflict do not proceed.
- Supporting documents:**

Name
There are no items to display