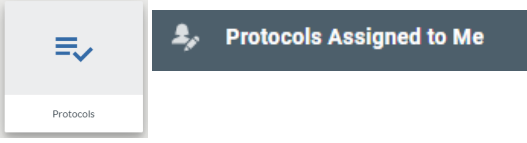# How to Conduct an Ancillary Review in Kuali IRB Protocol
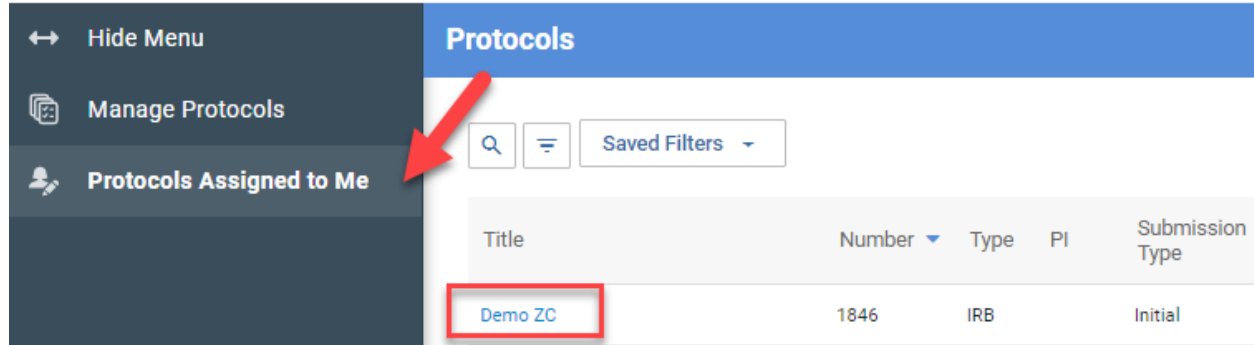
1) Navigate to the assigned protocol.

How do I do that?
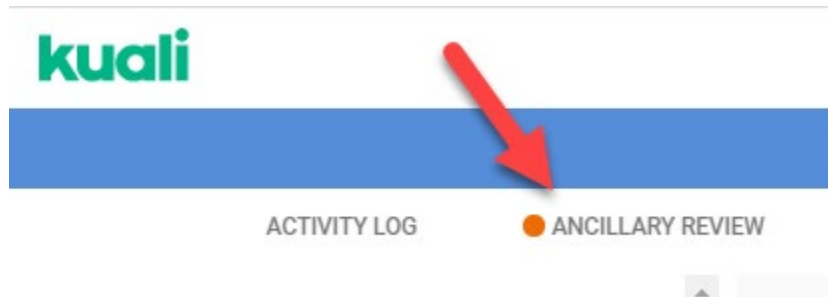
| Follow the link in a Kuali notification email OR |
| --- |
| • Log into Kuali Protocols using your CSU eID and password
• Click the Protocols tile
• Choose Manage Protocols menu option
• Click on the appropriate protocol title |

2) Click on the Ancillary Review tab along the top of the protocol page and review information or background provided by the IRB Coordinators, if applicable.

- If there is no specific guidance, review the entirety of the protocol from the lens of your expertise area.

*Don't forget to click the carrot to expand the reviewer box!*
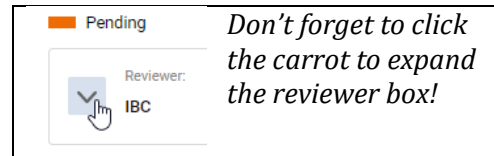
3) Navigate back to the protocol detail by clicking the Protocol tab along the top of the form.

4) Review the protocol detail by scrolling through the main page.
   - Clicking the 👁 icon opens a pop-up box with more information.
   - There is an attachments section at the end of the protocol.

5) When you are ready to provide comments, click back to the Ancillary Review tab along the top of the protocol page.
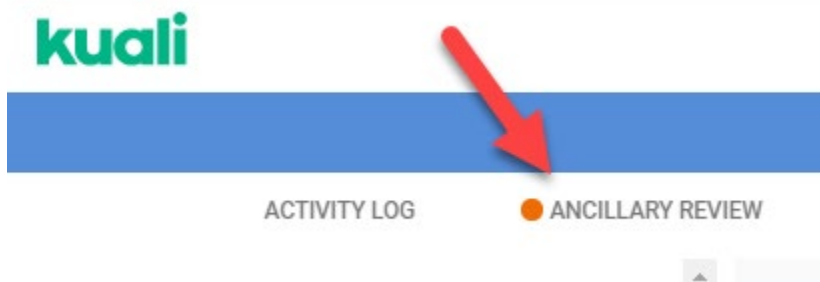
6) Enter your comments and any attachments (if applicable).
   - Comments and attachments will automatically save after you click Post.
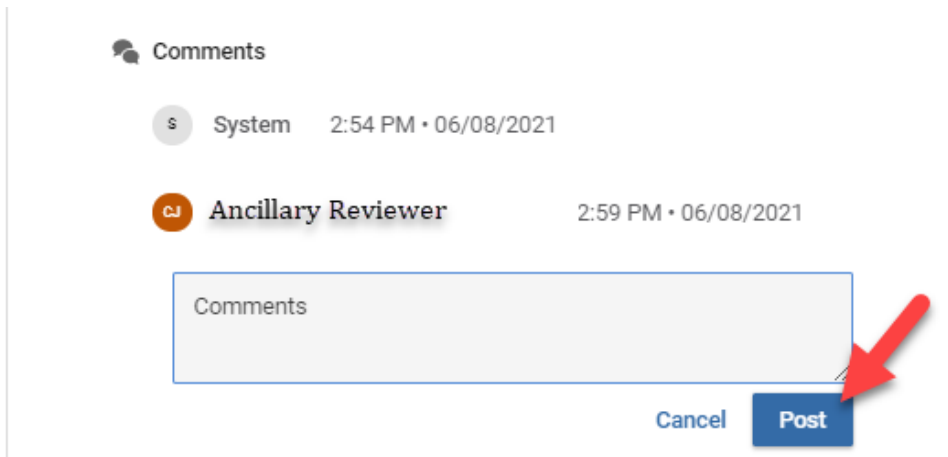
7) Change or confirm the status of your Ancillary Review using one of the Status options:

- Pending
  - Use this option when you'd like to come back and review in more detail and are not ready to make a determination. IRB Coordinators consider a review in the Pending status to be waiting on your action.
- Not Approved Yet
  - Use this option when you have determined that additional information or updates are required to make the project eligible for approval. Those requirements should be outlined in your comments and/or attachments.
- Approved
  - Use this option when you have determined that the project is approvable as submitted.

kuali

REPORTABLE EVENTS   ACTIVITY LOG   ● ANCILLARY REVIEW

Ancillary Review
Create and manage your protocol's ancillary review

■ Pending

Reviewer:		Status			
∧ IBC		Pending ⬍	💬 0	📎 0	⋮
		Pending			
		Not Approved Yet			
		Approved			

💬 Comments

Add Comment

📎 Attachments

Add Attachment

8) Once you've selected a Status, the protocol will automatically save. If you have chosen Not Approved Yet or Approved, you have submitted your review!
   • You will also receive an email notification verifying the change in status.

CSU Institutional Review Board
RICRO_IRB@colostate.edu
970-491-1553
https://www.research.colostate.edu/ricro/irb/

RESEARCH INTEGRITY & COMPLIANCE REVIEW OFFICE
COLORADO STATE UNIVERSITY