

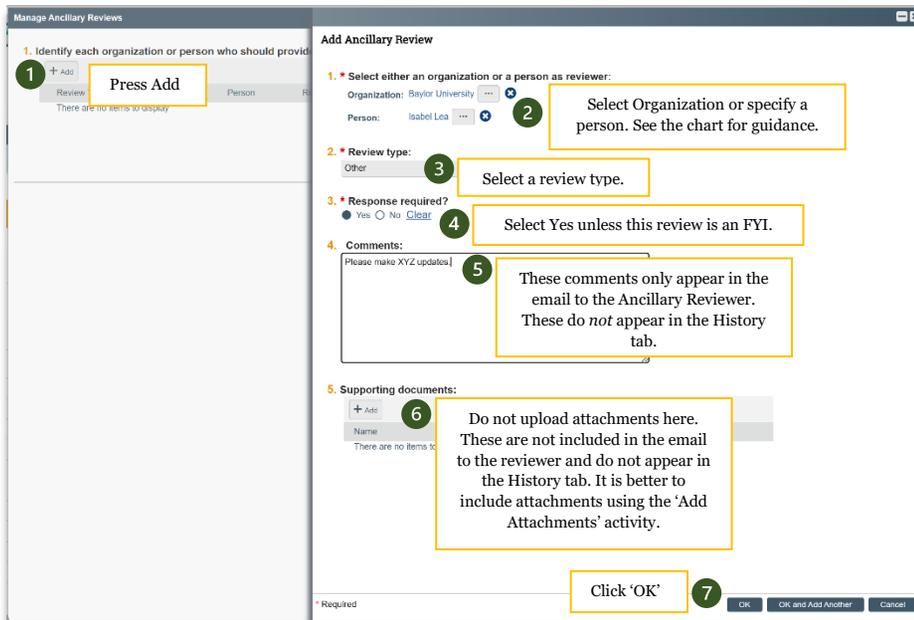


Adding Proposal Ancillary Reviews Quick Guide

Click on “Manage Ancillary Reviews” link on the activity bar:



Follow these steps in the Ancillary Review window:



Please see the chart on the second page for specific reviewers, comments, and attachments that should be included in the ancillary review request depending on the scenario.

After clicking ‘OK’ in #10, an email is sent to the person specified in #1 or the people associated with the ‘organization’ in #1. The email will come from CARAsupport@baylor.edu.

- Only the comments in #5 are included in the email.
- No attachments are included in the email.
- By including the comments in #8 and attachments in #9, it makes it easy for the ancillary reviewer to see, directly in CARA, why they are reviewing the proposal and any attachments they need to review, because those comments and attachments are included on the ‘History’ tab.
- The attachments in #9 are included on both the ‘History’ and ‘Attachments’ tabs. Note: that files attached here cannot be deleted from the Attachments tab.

How do you know when the ancillary reviewer has completed their proposal ancillary review?

You won’t receive email when an ancillary review is complete, but all ancillary reviews are listed at the bottom of the ‘Reviewers’ tab with their ‘Completed’ and ‘Accepted’ status.

Ancillary Review					
Review Type	Person	Organization	Required	Completed	Accepted
Policy Determination – 10/5/3 Exception		Test	YES	YES	YES

Are ancillary reviewers automatically reminded to complete their proposal ancillary review?

The system does not send reminders, but you can use the ‘Send Email’ activity in the left navigation bar to send an email to remind the reviewer. The reviewer will receive the email in their Baylor email and the content of the email is recorded on the ‘History’ tab.

Need Help? Contact CARAsupport@baylor.edu.

Ancillary Review (AR) Type	Review Details + Requirements
Compliance Review	<p>Send if AR is required to determine compliance in any of the following areas: Animal Subjects, Biosafety, Foreign Influence, HSR Determination, Human Subjects, Nepotism/HR, Protocol Congruence Review, SBIR/STTR Conflict, and Other</p> <p>Organization or Person: Select Organization "Office of Research Compliance" or for Nepotism/HR AR "Human Resources"</p> <p>This AR should NOT be sent during proposal development; it will be sent when the award is likely to be funded or is funded and only if required by the sponsor.</p>
Faculty Sponsor Review	<p>Send if approval is needed for grad student to be listed as "PI" to sponsor. This approval is required before submission.</p> <p>Organization or Person: Select name of person who will agree to oversee the project as faculty sponsor/mentor</p>
IT Security	<p>Send if approval or input is needed for any project posing IT security risk to the institution.</p> <p>Organization or Person: Select Organization "Research Security" or "ITS Security" - to be confirmed</p>
Key Personnel Approval	<p>Send to all Key Personnel listed on the grant to complete certification that they will participate as key personnel. This approval is required before submission.</p> <p>Organization or Person: Select name of person(s) who will be participating as senior/key personnel on the grant</p>
Non-departmental Resources	<p>Send this if resources outside home department will be used for the project e.g. cost share, space, external relationship, new IT.</p> <p>Organization or Person: Select name of person who will approve use of the resource(s) on behalf of the department/college.</p>
Policy Determination—Other	<p>Select this AR type for any other policy determinations needed.</p>
10/5/3 Exception	<p>Send if approval is needed for the PI to proceed with a proposal that will not be able to adhere to internal submission deadlines.</p> <p>Organization or Person: Select Person "Lisa McKethan"</p>

Confirm PI Eligibility	Send if a determination is needed to confirm if a non-faculty member individual is eligible to serve as a PI Organization or Person: Select Person "Lisa McKethan"
IDC Waiver	Send if approval is needed for an Indirect Cost waiver. Please note: This is not required in cases where the sponsor has a documented policy/limit on the indirect costs that can be requested. Organization or Person: Select Person "Lisa McKethan"
Terms and Conditions	Send if approval is needed for Terms and Conditions that must be agreed upon at proposal stage Organization or Person: Select Person "Lisa McKethan"