

From: researchuva-pbh-noreply@virginia.edu <researchuva-pbh-noreply@virginia.edu>
Sent: Thursday, May 12, 2022, 4:44 PM
To: MaryBeth Spaulding <email@virginia.edu>
Subject: Ancillary review notification



Notification of Ancillary Review

To: MaryBeth Spaulding
Link: [CSA00000010](#)
PI: Rachel Simms
Title: Agreement for: MD-PSCH SHC
Required: Yes
Description: An Agreement submission has

Comments:
Please review for the School

Pre-Submission

Primary contact: MaryBeth Spaulding
Manager/PI: Vishal Madaan
Owner: Vishal Madaan
Created: 3/10/2022 2:05 PM
Received: 3/10/2022 2:05 PM
Modified: 5/12/2022 4:46 PM
Effective: 5/12/2022 4:46 PM
Expires: 5/12/2022 4:46 PM

Next Steps

- Edit Agreement
- Printer Version
- View All Correspondence
- Submit
- Manage Ancillary Reviews
- Manage Access
- Submit Ancillary Review**
- Email Agreement

Pre-Submission

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- View Agreement
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- Submit Ancillary Review**

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.

Execute "Submit Ancillary Review" on CSA00000010 - Google Chrome

mpclkuvastage.huronclick.com/AgreementsTest/sd/ResourceAdministration/Activity/form?ActivityType=com.webridge.entity.Entity%5B0ID%5B6D2974C5D276484F

Submit Ancillary Review

Unless you have permission to access the project, upon submitting your review, you will lose access to this project and be returned to your Inbox.

1. * Select the review you are submitting:

Organization	Person	Review Type	Required
<input type="checkbox"/>	Rebecca Simms	PI Certification	yes
2. * Do you accept the proposed agreements?
 Yes No [Clear](#)
3. Comments:
4. Supporting documents:

+ Add

Name

There are no items to display

Execute "Submit Ancillary Review" on FP00000530 - Google Chrome

mpclkuvastage.huronclick.com/GrantsTest/sd/ResourceAdministration/Activity/form?ActivityType=com.webridge.entity.Entity%5B0ID%5B6D2974C5D276484F

Submit Ancillary Review

Unless you have permission to access the project, upon submitting your review, you will lose access to this project and be returned to your Inbox.

1. Select the Review you are submitting:

Organization	Person	Review Type	Required
<input checked="" type="checkbox"/>	MaryBeth Spaulding	Other	yes
2. * Do you accept this submission? [?](#)
 Yes No [Clear](#)
3. * Is the ancillary review complete? [?](#)
4. Comments:
5. Supporting documents:

+ Add

Name

There are no items to display

OK

The **Submit Ancillary Review** screen may look different depending on if it is a proposal, award or agreement.

Next Steps

Edit Agreement

Printer Version

View All Correspondence

Submit

Manage Ancillary Reviews

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

	Review Type	Org Person	Reqd	Accepted	Notify Now	Notified	Comments	Docs
<input type="button" value="+ Add"/>								
<input type="button" value="Update"/>	Department/School Review	MaryBeth Spaulding	yes		yes	yes	Please review for the School	<input type="button" value="x"/>
<input type="button" value="Update"/>	PI Certification	Rebecca Simms	yes			no		<input type="button" value="6"/> <input type="button" value="x"/>

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.

Manage Ancillary Reviews

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

	Review Type	Org Person	Reqd	Accepted	Notify Now	Notified	Comments	Docs
<input type="button" value="+ Add"/>								
<input type="button" value="Update"/>	Department/School Review	MaryBeth Spaulding	yes		yes	yes	Please review for the School	<input type="button" value="x"/>
<input type="button" value="Update"/>	PI Certification	Rebecca Simms	yes			no		<input type="button" value="6"/> <input type="button" value="x"/>

Edit Ancillary Review

1. Reviewing organization or person:
Organization:
Person: Rebecca Simms

2. Review type: PI Certification

3. Response required: Yes

4. * Do you accept this submission?
 Yes No [Clear](#)

5. Send notification now?
 Yes No [Clear](#)

6. Comments:

7. Supporting documents:

Name
There are no items to display

* Required

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