OFFICE of RESEARCH ADMINISTRATION
MIAMI

IBISResearch

Ancillary Review Guide

November 2020

In some cases, it may be necessary for other departments and/or offices within the University to review details of the submission. This business process will be satisfied using the **Manage Ancillary Review** activity. Individuals may track these reviews, and ensure they are completed on time.

An Ancillary Reviewer can be added by the Research Community (e.g. PI, department reviewers, and proposal editors) or staff in the Office of Research Administration (Specialists, Award Approvers, etc.) at various points throughout the workflow. This guide describes how to manage Ancillary Reviews for Proposals, Awards, and Award Modifications within IBISResearch in the Grants module (not Agreements).

Multiple Ancillary Reviews can be completed in parallel with each other and outstanding reviews will not prevent the record (Funding Proposal, Funding Award, and Award Modification) from moving forward in the workflow.

🛈 *Important:*

- *Various users can add ancillary reviewers during the following states:*
  - *Proposal – Proposal Editors and Specialists in the Office of Research Administration may add Ancillary Reviewers from the Draft state through the Pending Sponsor Review state.*
  - *Award – Award Editors and Specialists and Award Approvers in the Office of Research Administration may add Ancillary Reviewers through the "Final Review – Response Pending" state and in the subsequent "Advance Account" state.*
  - *Award Modification – Award Editors (Study Staff) and Specialists and Award Approvers in the Office of Research Administration may add Ancillary Reviewers through the "Final Review – Response Pending" state.*
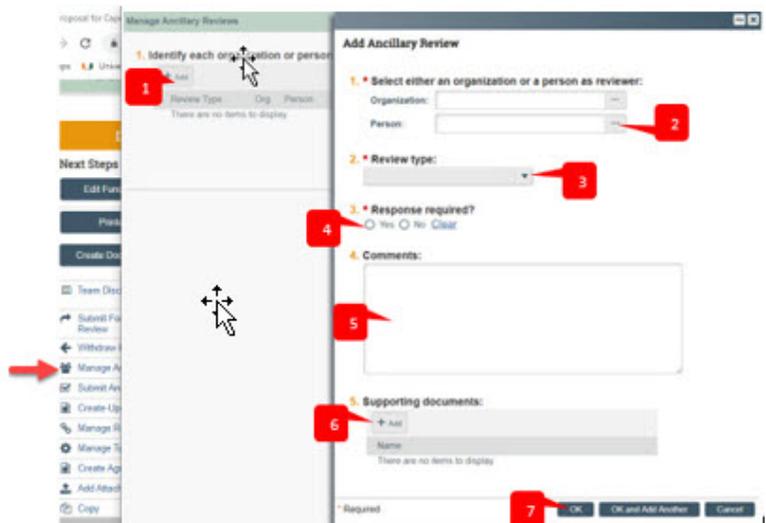- *Ancillary Reviewers receive an email notification as soon as they are added.*

Adding an Ancillary Review

Follow the steps below to add an ancillary reviewer to a record (Funding Proposal, Award, or Award Modification):

1. Open the Funding Proposal in IBISResearch
2. From the activities on the left hand side, select **Manage Ancillary Review**.

Managing and Adding an Ancillary Review: (Follow diagram)

1. In the **Manage Ancillary Reviews** window, click **Add**.

2. From the pop up box, type in the name of the person, or click on the ellipsis to search for a person, to do the ancillary review. Please review the *Grants Ancillary Review Matrix* , which will indicate who you should select when initiating an Ancillary Review in IBISResearch.

3. Select the **Review Type**.
   a. **Review Type** – Select the applicable review type. Available review types are specific to the record.
      i. **Compliance COI** – Used by ORA for SBIR/STTR applications to ensure there is no potential conflict of interest.
      ii. **Co-PI** – Required if the project is a multiple PI Project, or if Co-PI(s) are included on the project from other departments. The Ancillary Review is submitted to the corresponding department of the Co-PI(s).

      iii.   **Cost Share** - Must be used to obtain approval when cost sharing.

      iv.   **Department Chair/Center Director** – Must be used when a Department Chair, Center or Institute Director is a Principal Investigator on a proposal.

      v.   **Export Controls** – Must be used when the project has export control related issues

      vi.   **Indirect Cost Waivers** – Must be used when the F&A rate is outside of the standard UM rate.

      vii.   **Nepotism/Familial Relationships** – Must be used when there is a familial relationship on the project.

      viii.   **PI Eligibility** – Must be used when the Principal Investigator on the project does not meet the PI Eligibility requirements.

      ix.   **Resources** – Must be used when space and/or renovations are required for the project.

      x.   **Terms and Conditions** - Used by ORA to route for a review of terms and conditions.

🛈**Important:** *The following review types are required and must be approved prior to submission of the application to the sponsor:*

      i.   *Cost Share*

      ii.   *Indirect Cost Waiver*

      iii.   *Resources*

      iv.   *SBIR/STTR*

4. For **Response required?** Select Yes

5. In the **Comments box**, enter any comments which will be saved and visible to the reviewer in the system.

6. In **Supporting documents,** click to add documents which will be saved and visible to the reviewer in the system.

    a. For example, when initiating a Cost Share or Indirect Cost Waiver ancillary review, the F&A Waiver/Cost Share Form must be included.

7. Select OK.

Note: On the *Workspace*, the list of Ancillary Reviewers displays on the **Reviewers** tab.

🛈**Important:** In order to expedite the review process for all Ancillary reviews, it is important to obtain departmental and/or School level approvals prior to submitting for Institutional approval. Also, it is recommended to include Comments and Supporting documents in both windows, to ensure the information is captured in the email and the Ancillary Review window.

Submitting an Ancillary Review (Performed by Reviewer)

Follow the steps below to submit an ancillary review:

1. Access the record in one of two ways:

    a. From the system generated email, click on the "Grant ID" link.


Notification of Ancillary Review

Grant ID:	FP00000074
PI Name:	Rebecca Simms (pi)
Title:	Simms_NIH_09.13.19
Sponsor:	National Institutes of Health (NIH)

A Funding Proposal has been assigned to you for ancillary review. Click the link above to access and review the submission.

    b. Click on the name on the *My Inbox* or *Grants Projects Listing* page.

2. On the *Workspace*, click the **History** tab to review the comments and/or documents from the requestor.

    a. On the **History** tab, click the "Ancillary Reviews Updated" activity name.
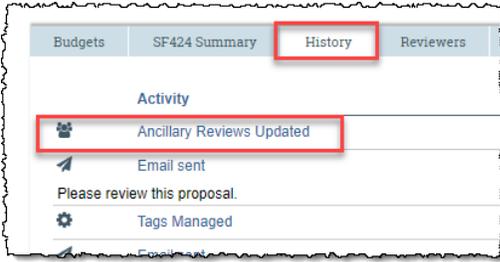
    b. In the **Activity Form** tab, review the information included in the Ancillary Review, including the Comments and Supporting Documents.

3. Return to the *Workspace* page and click the **Submit Ancillary Review** activity.

4. In the *Submit Ancillary Reviews* dialog box, complete the questions. Click **OK** to continue submit the review.

5. When the system returns to the *Workspace* page, the **History** tab displays a "Submitted Ancillary Review" activity.

⚠️ *Important: Email notifications are **not** generated upon completion of the **Submit Ancillary Review** activity. Use the **Send Email** activity to notify the requestor of the ancillary review submission. The status of **Ancillary Reviews** can be found on the Reviewers tab of the Proposal Workspace.*