

# IBIS Research

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## Ancillary Reviewer

**Maria Valero-Martinez**

Manager, Research Training  
Office of Research Administration

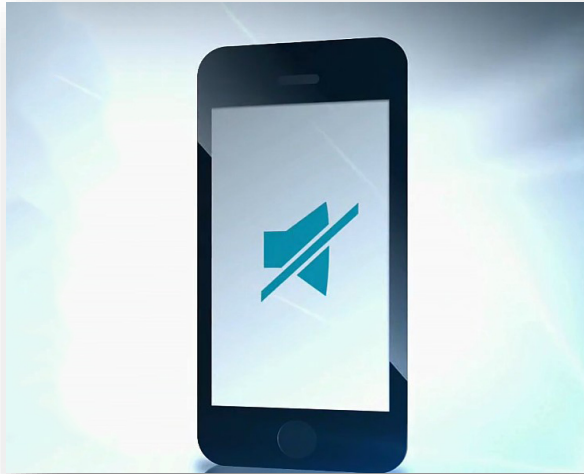
# Learning Objectives

After this session you will be able to...

- Demonstrate the steps required to review and submit an ancillary review



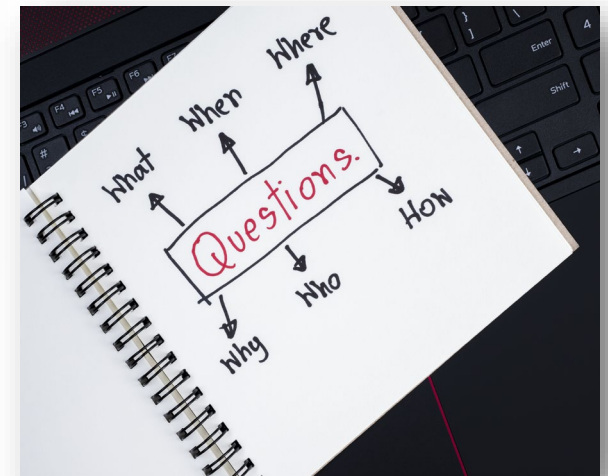
# Workshop Etiquette



Silence Phones

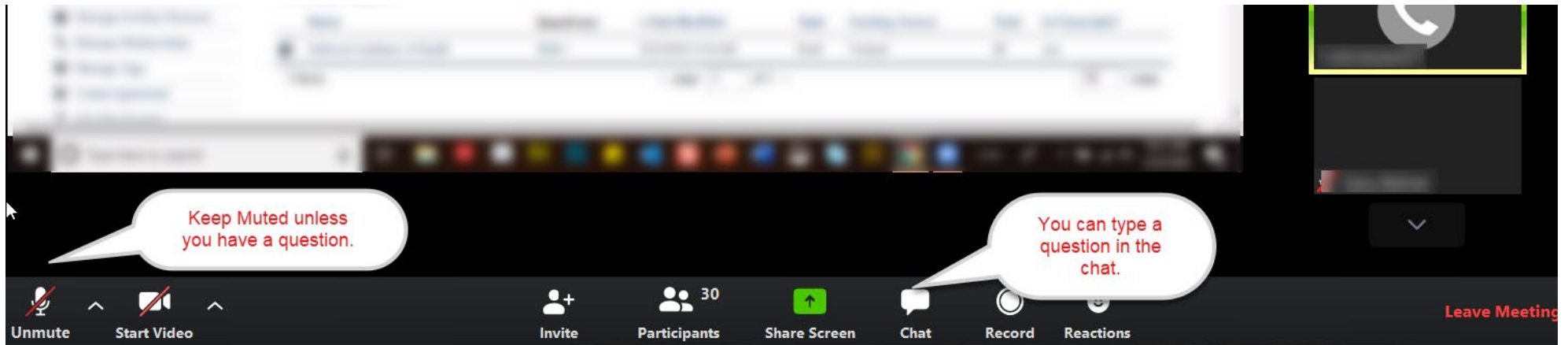


Ask For Help



Ask Questions

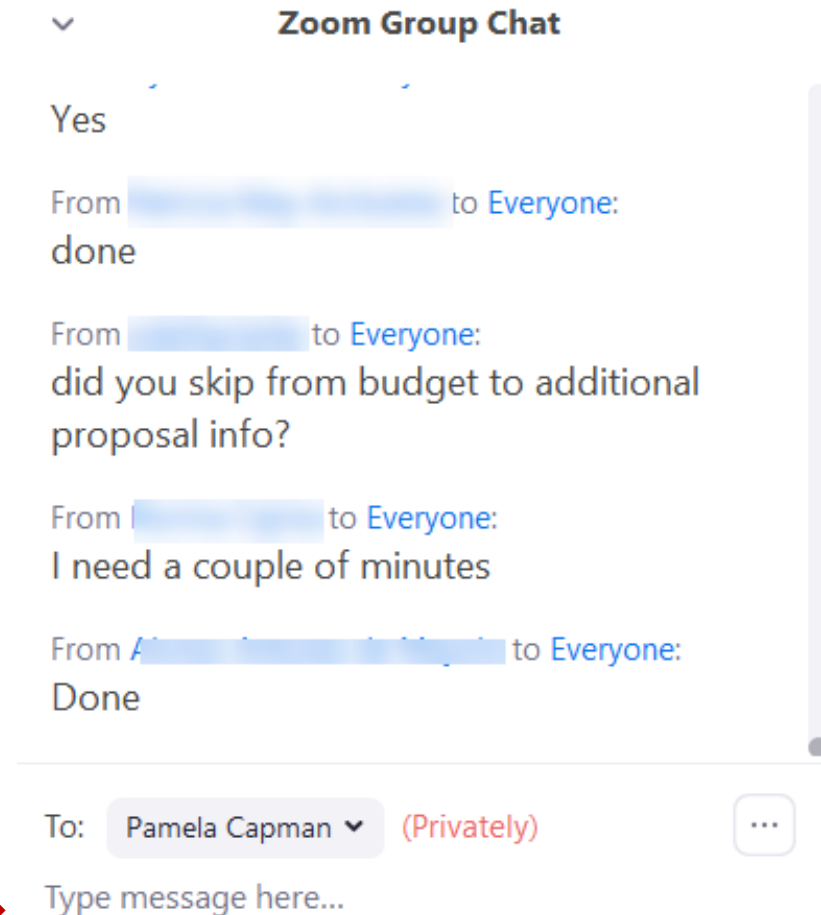
# Zoom Features



# Zoom Chat

You can use the Zoom Chat Box

- Type in the message
- Send it to *Everyone*
- Send it to someone *Privately*



Zoom Group Chat

Yes

From [redacted] to Everyone:  
done

From [redacted] to Everyone:  
did you skip from budget to additional  
proposal info?

From [redacted] to Everyone:  
I need a couple of minutes

From [redacted] to Everyone:  
Done

To: Pamela Capman (Privately) ...

Type message here...



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# New Terminology

# New Terminology

- Ancillary Review
- Funding Award
- Funding Proposal
- Guest List
- SmartForm
- Specialist
- SPO
- State
- Study Staff
- Tags

IBISResearch Terminology	Definition
Ancillary Review	Refers to reviews by other offices or individuals to provide feedback or higher approval. Ancillary reviews are conducted in parallel with Department and ORA reviews. For example, the waiver of Indirect Costs requires an Ancillary Review. Ancillary Reviews are typically initiated by the PI/Study Staff and approval is required prior to submission of the proposal.
Funding Award	This is an award in IBISResearch. Award numbers in IBISResearch will begin with IBIS. For example: IBIS0000135.
Funding Proposal	The proposal record created in IBISResearch to document and track the request for funding. This is similar to the InfoEd proposal. Funding Proposals are identified by the FP Number, for example: FP0000036.
Guest List	List of users who have edit or view only privileges in IBISResearch.
SmartForm	These are the pages listing the questions or uploads required to complete the proposal, award, or agreement. These are "smart" form pages because they will hide or show relevant questions based upon selections made and questions answered previously. . The Funding Proposal in IBISResearch is an example of a SmartForm.
Specialist	This is a role in IBISResearch and refers to the individuals in the Office of Research Administration handling grants and agreements.
SPO	SPO refers to the Office of Research Administration.
State	State is the status in which the proposal, award, or agreement is in the IBISResearch workflow. In IBISResearch, the state is indicated on the top left in an orange box. For example, if a proposal is in the Department Review state, it means it was routed to the responsible department for review, and it is pending approval by the department.
Study Staff	This is a role in IBISResearch that refers to individuals who have edit rights for a proposal/agreement.
Tags	Tags are special designations or methods of identifying certain information in a proposal. UM uses Tags to collect the primary scientific classification for each proposal. This is a required entry on all Funding Proposals, and it is recommended that the PI/Study Staff select the scientific classification which apply to the proposal.

# Workspace

**Workspace:** Refers to the home page from where you can navigate and initiate activities.

The screenshot displays the 'Project Champions (Nov)' workspace. At the top right, the proposal ID 'FP00000002' and 'Funding Proposal' are visible. The interface is divided into several sections:

- Left Sidebar:** Contains navigation options such as 'Pending Sponsor Review', 'Next Steps' (with 'View Funding Proposal' and 'Printer Version' buttons), 'Team Disclosure Status', 'Manage Ancillary Reviews', 'Manage Relationships', 'Manage Tags', 'Create Agreement', 'Add Attachments', 'Copy', 'Notify SPO of Grant Status', 'Send Email', 'Manage Guest List', and 'Add Comment'.
- Proposal Information Table:**

Proposal Information		Budget Information	
PD/PI:	Rebecca Simms (pi)	Starting Date:	7/1/2020
Department:	Gastroenterology	Number of Periods:	2
Specialist:	Ava Lambert	Total Direct:	\$300,154
Sponsors:	Spencer Foundation	Total Indirect:	\$104,407
Internal Submission Deadline:	11/21/2019	Total:	\$404,561
- Budgets Tab:** A horizontal menu with tabs for 'Budgets', 'SF424 Summary', 'History', 'Reviewers', 'Attachments', 'Financials', 'Reviewer Notes', 'Related Projects', and 'Change Log'.
- Working Budgets Table:**

Name	SmartForm	Date Modified	State	Funding Source	Total	In Financials?
Spencer Foundation	[Edit]	11/7/2019 1:20 PM	Under Review	Foundation/Not For Profit	\$404,561	yes
Cost Sharing for Salary and Equipment	[Edit]	11/7/2019 1:20 PM	Under Review	Institution (Internal)	\$172,222	no
- Footer:** Shows '2 items' and pagination controls: 'page 1 of 1' and '10 / page'.



# Activities

**Activities:** Refers to the tasks listed on the left side of the screen on the workspace. They are based on security roles.

The screenshot displays the 'Project Champions (Nov)' workspace. On the left, a sidebar contains a list of activities, with a red box and arrow highlighting the 'Activities' label and the list itself. The activities include: Team Disclosure Status, Manage Ancillary Reviews, Manage Relationships, Manage Tags, Create Agreement, Add Attachments, Copy, Notify SPO of Grant Status, Send Email, Manage Guest List, and Add Comment. The main workspace area shows proposal details for 'FP00000002 Funding Proposal'. It includes sections for 'Proposal Information' and 'Budget Information'. Below these is a 'Working Budgets' table with two items: 'Spencer Foundation' and 'Cost Sharing for Salary and Equipment'. The bottom of the page shows a pagination control for '2 items' on 'page 1 of 1' with '10 / page'.

**Activities**

**Project Champions (Nov)** FP00000002 Funding Proposal

**Pending Sponsor Review**

**Next Steps**

- View Funding Proposal
- Printer Version

**Proposal Information**

PD/PI:	Rebecca Simms (pi)	<b>Budget Information</b>	
Department:	Gastroenterology	Starting Date:	7/1/2020
Specialist:	Ava Lambert	Number of Periods:	2
Sponsors:	Spencer Foundation	Total Direct:	\$300,154
Internal Submission Deadline:	11/21/2019	Total Indirect:	\$104,407
		Total:	\$404,561

**Budgets** | SF424 Summary | History | Reviewers | Attachments | Financials | Reviewer Notes | Related Projects | Change Log

**Working Budgets**

Name	SmartForm	Date Modified	State	Funding Source	Total	In Financials?
Spencer Foundation	[Edit]	11/7/2019 1:20 PM	Under Review	Foundation/Not For Profit	\$404,561	yes
Cost Sharing for Salary and Equipment	[Edit]	11/7/2019 1:20 PM	Under Review	Institution (Internal)	\$172,222	no

2 items | page 1 of 1 | 10 / page

# Actions

**Actions:** Refer to the blue buttons found on the left and listed above activities on the workspace. They are based on security roles.

Actions

**Pending Sponsor Review**

**Next Steps**

- View Funding Proposal
- Printer Version
- Team Disclosure Status
- Manage Ancillary Reviews
- Manage Relationships
- Manage Tags
- Create Agreement
- Add Attachments
- Copy
- Notify SPO of Grant Status
- Send Email
- Manage Guest List
- Add Comment

**Project Champions (Nov)** FP00000002 Funding Proposal

**Proposal Information**

PD/PI:	Rebecca Simms (pi)	<b>Budget Information</b>	
Department:	Gastroenterology	Starting Date:	7/1/2020
Specialist:	Ava Lambert	Number of Periods:	2
Sponsors:	Spencer Foundation	Total Direct:	\$300,154
Internal Submission Deadline:	11/21/2019	Total Indirect:	\$104,407
		Total:	\$404,561

**Budgets** | SF424 Summary | History | Reviewers | Attachments | Financials | Reviewer Notes | Related Projects | Change Log

**Working Budgets**

Name	SmartForm	Date Modified	State	Funding Source	Total	In Financials?
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Cost Sharing for Salary and Equipment	[Edit]	11/7/2019 1:20 PM	Under Review	Institution (Internal)	\$172,222	no

2 items | page 1 of 1 | 10 / page

# State

**State:** Refers to the status of the record in the workflow. It gives you a clue about what to do next.

**State** → Pending Sponsor Review

**Project Champions (Nov)** FP00000002 Funding Proposal

**Next Steps**

- View Funding Proposal
- Printer Version
- Team Disclosure Status
- Manage Ancillary Reviews
- Manage Relationships
- Manage Tags
- Create Agreement
- Add Attachments
- Copy
- Notify SPO of Grant Status
- Send Email
- Manage Guest List
- Add Comment

**Proposal Information**

PD/PI:	Rebecca Simms (pi)
Department:	Gastroenterology
Specialist:	Ava Lambert
Sponsors:	Spencer Foundation
Internal Submission Deadline:	11/21/2019

**Budget Information**

Starting Date:	7/1/2020
Number of Periods:	2
Total Direct:	\$300,154
Total Indirect:	\$104,407
Total:	\$404,561

Budgets | SF424 Summary | History | Reviewers | Attachments | Financials | Reviewer Notes | Related Projects | Change Log

**Working Budgets**

Name	SmartForm	Date Modified	State	Funding Source	Total	In Financials?
Spencer Foundation	[Edit]	11/7/2019 1:20 PM	Under Review	Foundation/Not For Profit	\$404,561	yes
Cost Sharing for Salary and Equipment	[Edit]	11/7/2019 1:20 PM	Under Review	Institution (Internal)	\$172,222	no

2 items | page 1 of 1 | 10 / page

# Types of Ancillary Reviews (Grants)

- Compliance COI
- Cost Share
- Co-PI
- Department Chair/Center Director
- Export Controls
- Indirect Cost Waiver
- Nepotism/Familial
- PI Eligibility
- Resources
- Terms & Conditions

# Types of Ancillary Reviews (Agreements)

## Initiated by ORA

- Business Services
- Clinical Research Budget
- Clinical Research MCA
- Conflict of Interest Committee
- Disclosures & Relationship Management
- Export Control
- General Counsel
- HSRO
- IT Security
- OTT
- Other
- Privacy
- RCQA
- Risk Management

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# SmartForm

# SmartForm

- The *SmartForm* is a series of pages you complete with information about the record.
- Proposals, Budgets, Awards, Subawards, Award Modification Requests, and Award Modifications have unique *SmartForms*

The screenshot shows a web-based form titled "General Proposal Information" for editing proposal FP00000043. The interface includes a left-hand navigation menu with options like "Personnel", "Submission Information", and "Funding Opportunity Announcement". The main content area displays several required fields:

- 1. Type of application:** Set to "New".
- a. Is this award being transferred from another institution?** Radio buttons for "Yes" and "No" (selected), with a "Clear" link.
- 2. \* Short title of proposal:** A text input field containing "Training Test (MVF) - 01/15/2020". A red callout bubble labeled "Required field" points to the asterisk.
- 3. \* Long title of proposal:** A larger text input field containing "Training Test (MVF)".
- 4. \* Program director / Principal investigator / Project lead / Fellow:** A dropdown menu showing "Savita Pahwa" and a help icon. A red callout bubble labeled "Help text" points to the help icon.

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# Understanding ID Numbers



# Understanding ID Numbers

Each parent record in IBISResearch contains a unique ID that can be used to easily identify the type of record in lists and reports.

Funding Proposal IDs begin with “FP”

Awards IDs created in IBISResearch begin with “IBIS”

Awards which migrated from Workday begin with “AWD”

# Unique IDs

IBISResearch Module	Acronym	ID Example	Definition
Grants	FP	FP00000087	Funding Proposal
	IBIS	IBIS00000054	Award – This is the Active Award in IBISResearch
	BU	BU00000083	Budget – This could include the UM Project Budget, Subaward Budget(s), Cost Share Budget(s).
	MOD	AWD00000094-MOD001	Award Modification

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# Ancillary Review Steps

# Notification to Ancillary Reviewer

## 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.


# Notification to Ancillary Reviewer

My Inbox

My Reviews

## My Inbox

Filter by  ID   + Add Filter × Clear All

ID	Name	Date Created	Date Modified	State	Coordinator
 FP00000174	PI Navigation (MVM 2/13/20)	2/12/2020 4:35 PM	2/13/2020 5:20 PM	Draft	Ava Lambert

1 items

◀ page 1 of 1 ▶

25

# Step 1 – Locate the Ancillary Review

- Click on **History** tab
- Click **Ancillary Review Updated**

Budgets	SF424 Summary	History	Reviewers	Attachments	Financials	Reviewer Notes	Related Projects	Change Log
Activity	Author	Activity Date						
Ancillary Reviews Updated	Simms (pi), Rebecca	2/13/2020 5:20 PM						
SF424 Created or Updated	Simms (pi), Rebecca	2/13/2020 3:01 PM						
Exported Budget	Simms (pi), Rebecca	2/12/2020 4:41 PM						
Budget Spreadsheet_PI Navigation (MVM 2/13/20)								
Created	Simms (pi), Rebecca	2/12/2020 4:35 PM						

# Step 2 – Review

Click on **Property Changes** to see comments

The screenshot shows a web application interface with a navigation bar at the top containing 'Activity Form', 'Property Changes', 'Documents', and 'Notifications'. The 'Property Changes' tab is selected and highlighted with a red box, with a red arrow pointing to it from the text above. Below the navigation bar, the interface is divided into several sections:

- Property**: Fields for 'owner' (Rebecca Simms (pi)) and 'name' (Ancillary Reviews Updated).
- Funding Proposal.contacts**: A table with 'Removed elements' (Rebecca Simms (pi)) and 'Added elements' (Mary Brown, Rebecca Simms (pi)).
- Funding Proposal.AncillaryReviewSubmitters**: 'Added elements' (Mary Brown).
- Funding Proposal.AncillaryReviews**: 'Added elements' (ID00000010).
- Funding Proposal.1-General Information.Proposal Team Members(Edit Rights)**: 'Added elements'.
- Funding Proposal.1-General Information.Proposal Readers**: 'Added elements' (Mary Brown).
- Funding Proposal.AncillaryReviews(ID00000010).Ancillary Review Selection**: ID00000011.
- Funding Proposal.AncillaryReviews(ID00000010).Ancillary Review Selection.notes\_text**: Please review pages 1, 2, and 3 of the proposal.
- Funding Proposal.AncillaryReviews(ID00000010).Ancillary Review Selection.Required**: yes.

Two blue callout boxes highlight specific text: one points to 'Ancillary Reviews Updated' in the 'name' field, and another points to 'Please review pages 1, 2, and 3 of the proposal' in the 'notes\_text' field.

# Step 2 – Review

- Click on **Documents** tab to Review any attached documents
- Navigate back to the Workspace by clicking **Return to Workspace**

[<< Return to Workspace](#)

[< Prev](#)

1 / 5

[Next >](#)

**Activity Details (Ancillary Reviews Updated)** Activity that allows a specialist or project editor to create and manage existing ancillary reviews.

**Author:** Rebecca Simms (pi) (Gastroenterology)  
**Logged For (Funding Proposal):** PI Navigation (MVM 2/13/20)  
**Activity Date:** 2/13/2020 5:29 PM

Activity Form

Property Changes

**Documents**

Notifications

Document for Review



# From the Proposal Workspace

Draft

## Next Steps

View Funding Proposal

Printer Version

Create Document Review

Team Disclosure Status

Submit Ancillary Review

Manage Tags

Add Attachments

Copy

Send Email

Add Comment

## PI Navigation (MVM 2/13/20)

### Proposal Information

PD/PI: Rebecca Simms (pi)

Department: Gastroenterology

Specialist: Ava Lambert

Sponsors: National Institutes of Health

Internal Submission Deadline: 6/2/2020

SF424 Link: SF-4240000073

Budgets SF424 Summary History Reviewers Attachments Financials R

Activity	Author
Ancillary Reviews Updated	Simms (pi), Rebec
Ancillary Reviews Updated	Simms (pi), Rebec
SF424 Created or Updated	Simms (pi), Rebec

# Step 3 - Submit Ancillary Review

## 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"/>	Bob Moore	Export Controls	yes

### 2. \* Do you accept this submission?

Yes  No [Clear](#)

### 3. \* Is the ancillary review complete?

Yes  No [Clear](#)

### 4. Comments:

### 5. Supporting documents:

[+ Add](#)

Name

There are no items to display



OK

Cancel

# Step 4 - Send Email Activity

1. \* Email subject line:

2. \* Select at least one group of recipients:

- All team members
- All editors
- All readers
- Specialist

Select any other recipient for this email: (Only editors and readers have access to the funding proposal.)

 ...

First Name	Last Name	E-Mail
There are no items to display		

3. \* Comments to be included in the email:

4. Supporting documents:

+ Add

Name
There are no items to display

OK Cancel



# Questions and Answers



Thank You

