RAMP - Research Administration Management Portal

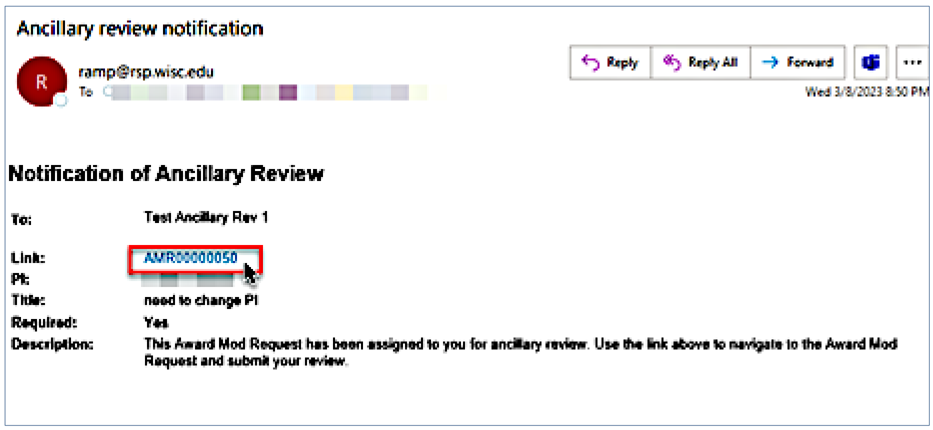
How to Submit (Respond to) an Assigned Ancillary Review

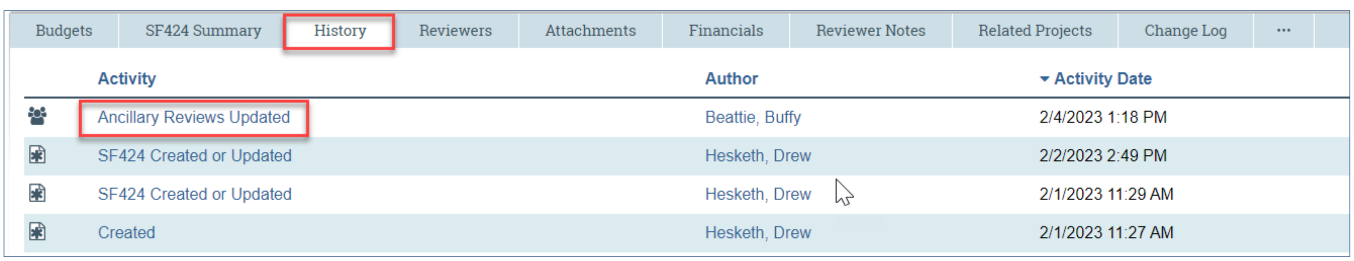
Security Role(s): Study Staff – Every UW employee will have this role.

Follow the steps outlined in this section to access, review, and submit (respond to) an assigned ancillary review.

Section #1: How to Access a Record to Complete and Submit an Assigned Review

1. The Ancillary Reviewer may access the project record needing review in two ways:
    a. From the system generated email, select the **project link**.
    b. Access the project record from the Dashboard or by searching for the appropriate record in the Grants or Agreements module. Select the **project name** to display the project workspace.

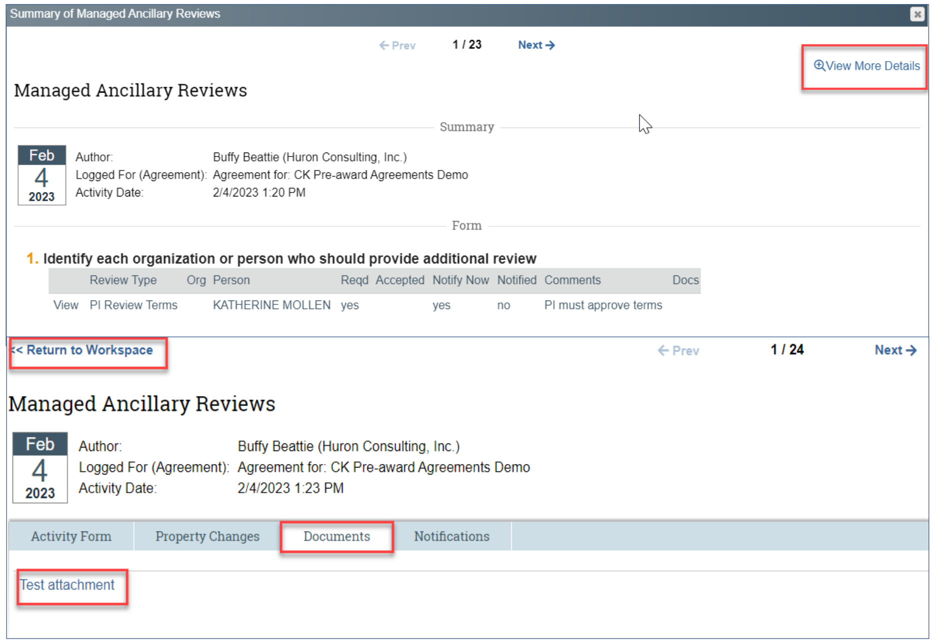




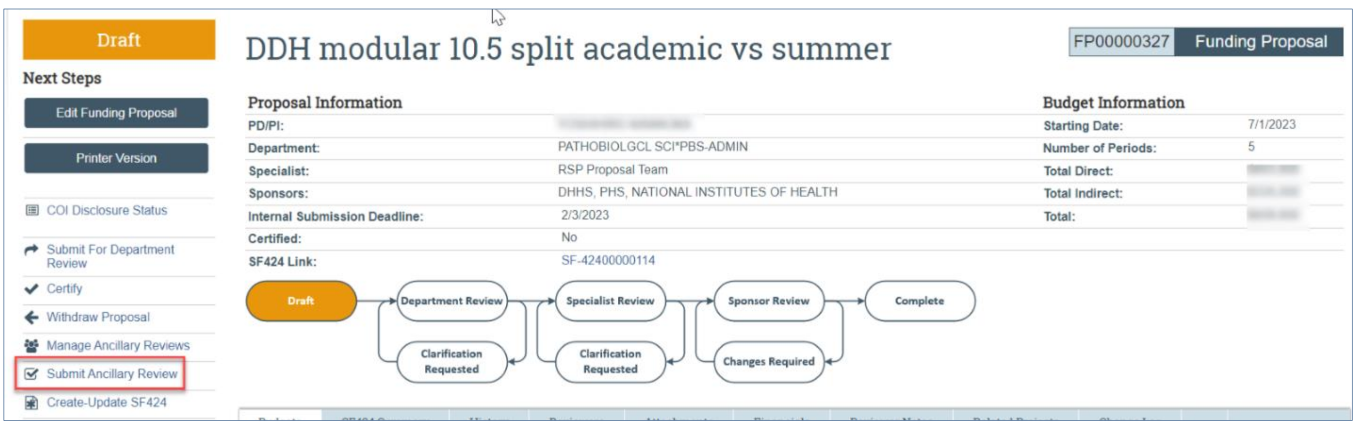
2. From the project workspace, select the **History** tab to review the comments and/or documents from the requestor.
    a. On the History tab, select the **Managed Ancillary Reviews** (Agreements module) or **Ancillary Reviews Updated** (Grants and Export Control modules) activity name.

b. To review added documents (if applicable) from the Summary of Managed Ancillary Reviews window, select **View More Details**.

c. Then, select the **Documents** tab and the **attachment name** link to view the attachment. Select **Return to Workspace** to return to the project workspace.



Section #2: How to Complete and Submit an Ancillary Review



3. On the project workspace page, select the Submit Ancillary Review activity button.

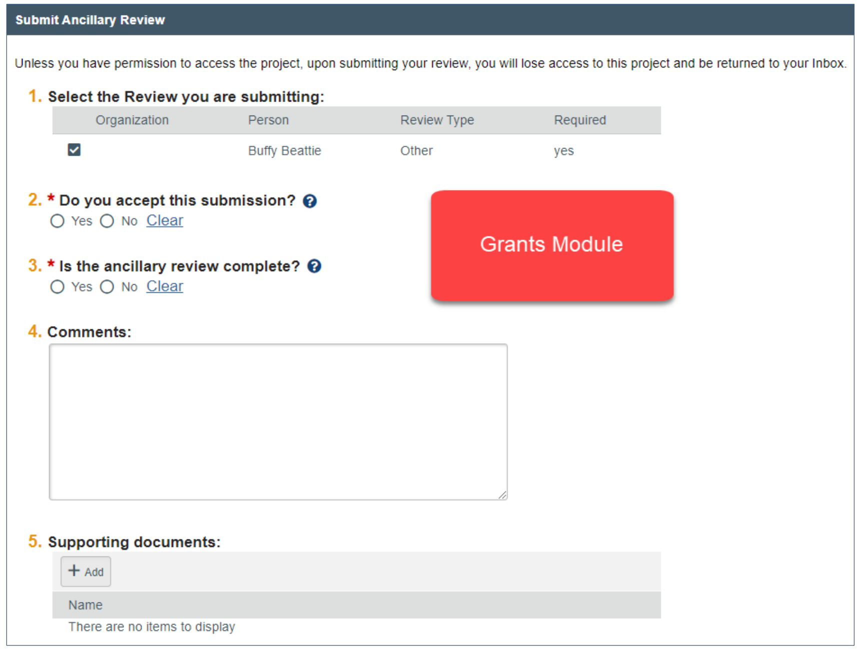
4. In the Submit Ancillary Review window, complete the questions presented:

NOTE: The language for the questions in this window varies slightly between the Grants, Agreements, and Export Control modules.

a. **Q1. Select the Review you are considering**.

b. **Q2. Enter Yes or No as appropriate** to accept (approve) the ancillary review or to request changes to the submission (Grants module) proposed agreement (Agreements module) or proposed submission (Export Control module)

i. To approve an Ancillary Review, select **Yes** to question 2 and **Yes** to question 3 for Grants or Agreements modules (this question is not included in the Export Control module). This will remove the Ancillary Review from your Dashboard.



"Agreements Module" or "Export Control Module" will appear in place of "Grants Module" according to your selection above.

Note: The reviewer of a RAMP Ancillary Review would have to mark it as completed (Q3: Yes) if they want a RAMP email to go to the sender (regardless of whether they approved/accept it or not in Q2). If an Ancillary Review isn't marked as "complete" the auto email isn't generated so requesters would need to go into RAMP to review the Ancillary Reviews for comments/actions. If a reviewer wants RAMP emails to be sent, they can always mark ancillary reviews "complete". Requesters would then send a new ancillary review in response.

ii. To request changes on an Ancillary Review, select **No** to question 2 (also select **No** to question 3 in the Grants and Agreements modules (this request is not included in the Export Control module). This will allow the Ancillary Review to remain in your personal Dashboard so that you can re-review once updates are made to the record under review.

5. **Comments** – Add comments as necessary. If you are requesting changes, enter your requested changes in the Comments free text field.
6. **Supporting documents** – Add supporting documents as necessary.
7. Select **OK** to continue and submit (respond to) the ancillary review request.

IMPORTANT:

The status of ancillary reviews can be found on the Reviewers tab of the Workspace in the Grants and Export Control modules and on the Ancillary Reviews tab of the Workspace in the Agreements module.

Updating an Ancillary Review that was sent to you does not notify (email) the AR sender. You must Submit the AR to ensure the sender is notified of your response.