

Department Chair or Lead Unit Clearance

Human Research Protections

A step-by-step guide for Department Chairs
and / or Lead Units on protocol sign off.

This PowerPoint will guide you through how to complete your Department Head or Lead Unit sign off (i.e., ancillary review).

Accessing Your Study

In Huron, Department Head or Unit sign offs are assigned as **ancillary reviews**. You will receive a notification from Huron to complete your ancillary review when a study is assigned for your sign off.

You may access the study in one of two ways:

1. From the system generated email, click on the submission link.
 - If you are not logged into Huron, you will be directed to the login page.
 - If you are not automatically re-directed to the submission, you may access the study from your Dashboard (see next step).
2. From your **Dashboard**, locate the study requiring your ancillary review under **My Inbox**¹. Click on the **ID** or **Name** of the study to be directed to the study workspace to complete your ancillary review.
 - ¹ Huron will issue you an email notification that contains the ID and name of the study requiring your ancillary review.

1

Notification of Ancillary Review

To: Denise Puga

Link: [STUDY2023-0027](#)

PI: Heather Cline

Title: Pilot Study

Required: Yes

Description: An IRB submission has been assigned to you for ancillary review. Click the link above to access and review the submission

2

The screenshot shows the Huron system dashboard for Denise Puga. The top navigation bar includes 'Dashboard', 'Admin', 'COI', and 'IRB'. The 'Dashboard' tab is active, showing a 'Page for Denise Puga' with a 'Create' button. The main content area is divided into 'Recently Viewed' and 'My Inbox' sections. The 'My Inbox' section has a 'Filter by' dropdown set to 'ID' and a search bar. Below the filter, a table lists studies with columns for 'ID' and 'Name'.

ID	Name
STUDY2023-0027	Pilot Study

Reviewing the Study and Study Documents

1. Click **View Study** to access the full study.
2. To view any document attached to the study, click on the document name. A copy of the document will be automatically downloaded to your desktop.
3. You may exit the study by clicking **Exit** at the bottom of the page.

1

Next Steps

View Study

Printer Version

☒ Submit Ancillary Review

Add Comment

2

7. * Does the Local PI or their immediate family have a financial interest related to this research?

☐ Yes ☒ No

8. ** Attach the Human Subject Protocol Supplement:

Document	Category	Date Modified	Document History
test - protocol.docx(0.01)	IRB Protocol	9/12/2025	History



Local Site Documents



1. Consent forms: (include an HHS-approved sample consent document, or sponsor template, if applicable)

Document	Category	Date Modified	Document History
There are no items to display			

2. Recruitment materials: (add all material to be seen or heard by subjects, including ads)

Document	Category	Date Modified	Document History
There are no items to display			

3. Other attachments:

Document	Category	Date Modified	Document History
There are no items to display			

3

Exit

Submitting Your Ancillary Review

Once you have reviewed all pertinent items and information, please submit your ancillary review by:

1. Clicking **Submit Ancillary Review**
2. Complete the Submit Ancillary Review smart form
 - All questions marked with a red asterisk (*) require a response.
 - To approve the study select "Yes" to **Question 2**.
 - Use **Question 3** to communicate any relevant information to the IRB office. If you do not accept the proposed submission, please specify why in question 3.

3. Click **OK**

1

Next Steps

View Study

Printer Version

☒ [Submit Ancillary Review](#)

☐ [Add Comment](#)

2

Submit Ancillary Review

1. * Select the review you are submitting:

Organization Person Review Type Required

☐ Denise Puga Radiation yes

2. * Do you accept the proposed submission?

☐ Yes ☐ No [Clear](#)

3. Comments:

4. Supporting documents:

+ Add

Name

There are no items to display

3

OK

Cancel