# 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

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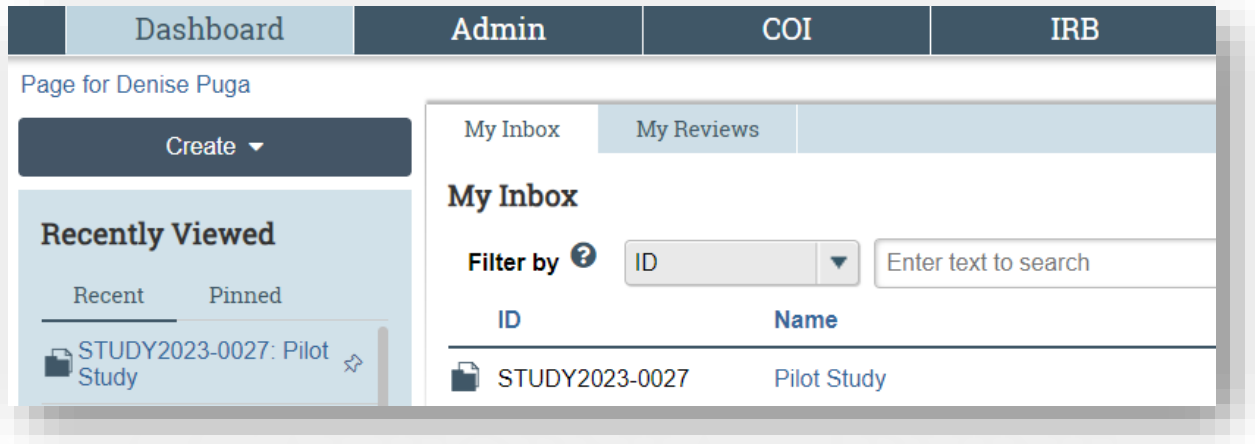
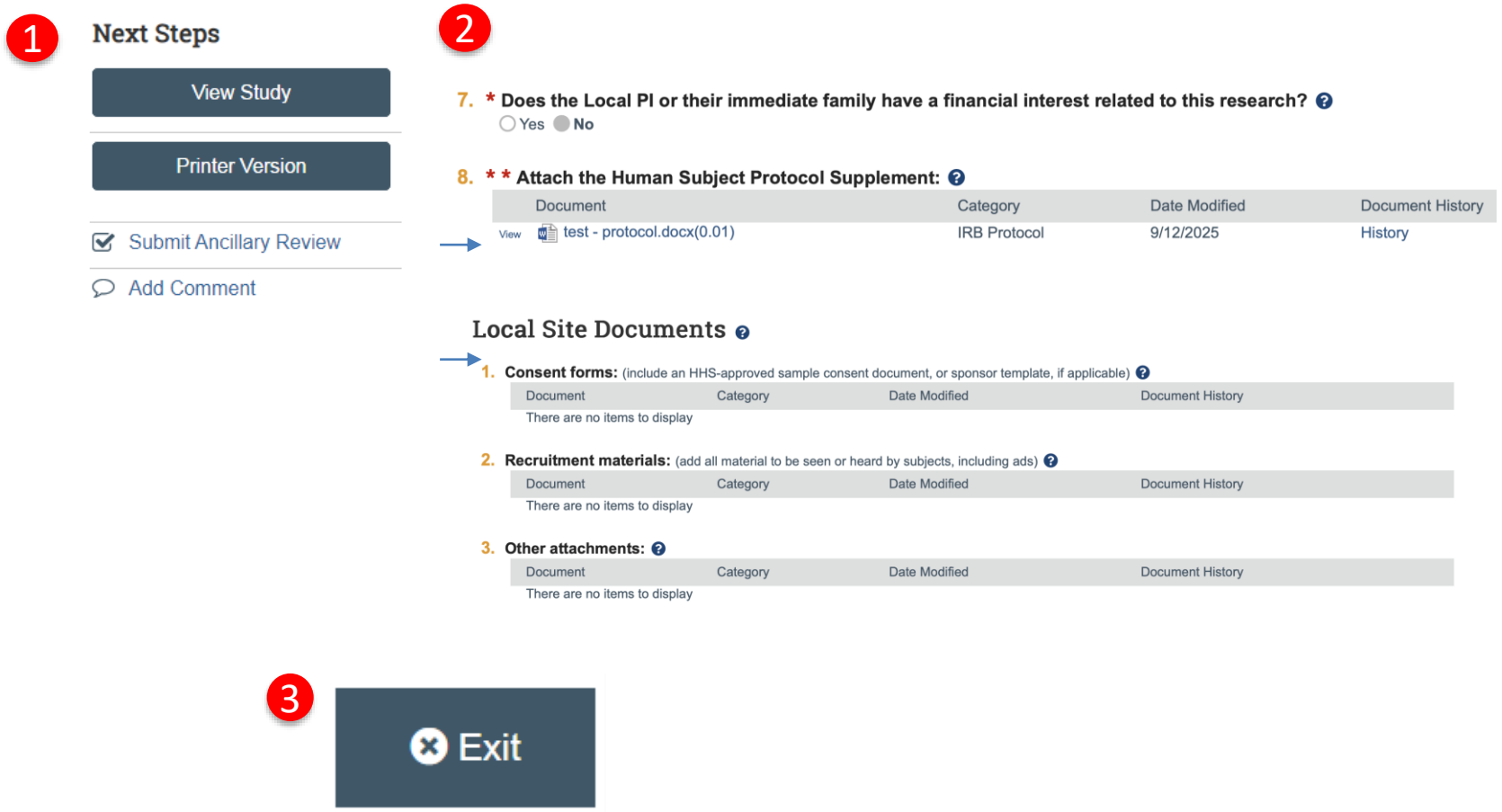


# Reviewing the Study and Study Documents

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.



# 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**