

Submitting an Ancillary Review

Follow the steps below to submit an ancillary review:

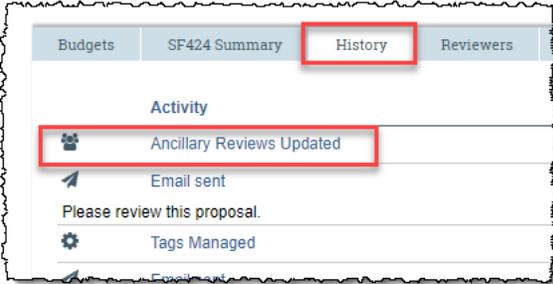
1. Access the record in one of two ways:

Notification of Ancillary Review

Grant ID: [FP0000074](#)
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.

- a. From the system generated email, click on the “Grant ID” link.
 - 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. Click the **Property Changes** tab and review the information highlighted in green.

Property	New Value
owner	Rebecca Simms (pi)
name	Ancillary Reviews Updated
Funding Proposal.contacts	Removed elements: <ul style="list-style-type: none">Rebecca Simms (pi) Added elements: <ul style="list-style-type: none">Mary BrownRebecca Simms (pi)
Funding Proposal.AncillaryReviewSubmitters	Added elements: <ul style="list-style-type: none">Mary Brown
Funding Proposal.AncillaryReviews	Added elements: <ul style="list-style-type: none">ID00000010
Funding Proposal.1-General Information.Proposal Team Members(Edit Rights)	Added elements: <ul style="list-style-type: none">Mary Brown
Funding Proposal.1-General Information.Proposal Readers	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

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3. On the *Workspace* page, 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**.*