Responding to Ancillary Reviews

Research Security and Export Controls Office
Division of Research

Once you have been assigned as an Ancillary Reviewer, you will receive an email similar to this one.

Click on the link to be taken to the review workspace in Huron.

Under your Huron Dashboard tab, you will see the Pre-Approval Requests tasks that are pending your review.

Select the Pre-Approval Request you wish to review.

On the next screen, click **View Pre-Approval Request** on the left column.

The next screen will show you all the information that was submitted on the Pre-Approval Request.

Alternative way to navigate to pending Pre-Approval Reviews after signing into Huron

To find the **Pre-Approval Requests** that are pending your review, navigate to "**Requests**" under the **COI** tab at the top of the page.

This page will display all pending requests that are awaiting your review. Select the request you would like to review by selecting the name of the request. Your name should be in the "Assigned Reviewer" column.

On the next screen, click View Pre-Approval Request on the left column.

The next screen will show you all the information that was submitted on the Pre-Approval Request.

Reading: EXE00000005

1. **Requestor:**

2. * **Request name/title:** ❓
External Employment -

3. * **Type of request:** ❓
Consulting Activity and other Professional Services

Entity Disclosures

1. **Entity disclosures:**

	Entity	Foreign Entity?	Relation to Discloser	Disclosure Types	Total Value	Total Time Commitment (Days)
View		No	Self	Gifts, Prizes and Honoraria	$5,001.00	N/A
View		No	Self	Other Appointments	$5,001.00	365
View		No	Self	External Employment	$5,001.00	N/A

Consulting Activity and other Professional Services Information

1. * **Entity:** ❓

or
If you cannot find the entity in the above list, enter the details here: ❓

This organization has been flagged as foreign and may require additional information or action.

You can use the options in the left column of the page to **Request Clarifications** from the submitter, or to **Add Comments**. Once you have completed your review of the Pre-Approval Request, click Submit My Review.

The next pop-up window will let you make your approval decision and provide any comments and/or justification for your decision. After you have completed that information, Click OK in the bottom right-hand corner.

Submit My Review

ℹ️ Submitting this review will move the pre-approval request to the next stage of the review process.

1. *** Do you recommend approval of this request?** ❓
   ○ Yes ○ No Clear

2. **Comments:**

3. **Supporting documents:**

   + Add

Name	Description
There are no items to display	

   OK   Cancel

The Review Information tab for the Pre-Approval request will automatically update to show the approval decision that was made and the date the assigned Ancillary Review was completed.

This concludes the steps to respond to an Ancillary Review in Huron. If you ever need any assistance, please feel free to contact your Research Compliance team.

You may now exit the Huron System.