Ancillary Reviewers in Huron

Human Research Protection Program
(Last Updated: 11/11/2025)

This PowerPoint will guide you through how to add **ancillary reviewers** in Huron.

Before getting started:

1. Visit the HRPP website for an overview of the ancillary review process and guidance on what triggers review by other Texas A&M offices outside of the IRB. Use this guidance to help you identify which ancillary review office(s) need to be assigned for your IRB submission.

2. Only the Principal Investigator (PI) or PI proxy can add ancillary reviewers to an IRB submission. Users without these roles will not have access to this function.

Getting Started

1. Navigate to your submission workspace
2. Select **Manage Ancillary Review.** *Only the Principal Investigator (PI) or PI proxy can add ancillary reviewers to an IRB submission. Users without these roles will not have access to this function.*
3. Click **Add**

Add Ancillary Review Smart Form

1. Q1 – Some institutional offices assign a single individual to manage IRB submissions (**Person**), while others use a team (**Organization**). When assigning an ancillary review, you will need to choose either an Organization or a Person as the reviewer (not both). Use the **table on Slide 6** to determine which option applies based on the institutional office responsible for the ancillary review.

2. Q2 – Consult the **table on Slide 6** to determine the **Review Type** for the institutional office being added as ancillary reviewer. Then, select the Reviewer Type from the drop-down menu in Q2 of the *Add Ancillary Review Smart Form* .

3. Q3 – Select **Yes** for **Is a response Required?**

4. Q4 –Add a short message (up to 200 characters) for the institutional office to explain the purpose of their review. **Note:** This step is not needed when assigning Department Head review.

5. Click **OK** or **OK and Add Another** (if additional ancillary units need to be added)

Add Ancillary Review

1. * Select either an organization or a person as reviewer:
   Organization: [_____] [...]
   Person: [_____] [...]

2. Review type:
   [_____ ▼]

3. * Is a response required?
   ○ Yes ○ No Clear

4. Comments:
   [_____]

5. Supporting documents:
   [+ Add]
   Name

* Required   [OK] [OK and Add Another] [Cancel]

⚠ Refer to the table on Slide 6 to determine whether to add an organization or an individual. Do not add both.

This column shows the *Review Type* for the institutional office being added in **Question 2** of the *Add Ancillary Review Smart Form.*

A star next to an *Organization* or *Person* in the table indicates which option you should select for **Question 1** in the *Add Ancillary Review Smart Form.*

TEXAS A & M INSTITUTIONAL OFFICE	REVIEW TYPE	ORGANIZATION	PERSON
Department Head	Department	-	⭐ Your Dept Head Name
University Youth Programs for Minors	University Youth Programs	-	⭐ Cynthia Olvera
Environmental Health & Safety	Safety	⭐ Environmental Health & Safety Dept	-
Radiological Safety	Radiation	-	⭐ Latha Vasudevan
Food Safety	Safety	⭐ Environmental Health & Safety Dept	-
Validation of IT Controls	Technology Services	⭐ Texas A&M Information Technology	-
Privacy /Confidentiality	Privacy Officer	⭐ University Risk And Compliance	-
Financial Conflict of Interest Disclosure	COI	⭐ Texas A&M University COI (Review Only)	-
Export Controls/High Risk Global Engagement	Export Controls	⭐ Research Security & Export Controls	-
FERPA	Registrar	-	⭐ Rebecca Hapes
Animal Welfare/IACUC	IACUC	⭐ IACUC	-
Biosafety/IBC	IBC	-	⭐ Jeffrey Lane