

# Requesting and Viewing an Ancillary Review in CAMS

Ancillary reviews allow an assigned reviewer to request input on a disclosure or pre-approval request from anyone on campus and can be used in the approval process or to help determine if a management plan is necessary. The guide will show how to Request an Ancillary Review and View the Response once it is completed.

## Requesting an Ancillary Review:

1. Open the certification and click "Manage Ancillary Reviews."

The screenshot shows the CAMS interface for a staff certification. The breadcrumb trail is "COI > Certifications > Staff certification for [redacted]". The page title is "CERT00010066: Staff certification for [redacted]". The certification details include: Certification type: Staff, Review type: Distributed Review, Assigned reviewer: Jean Evans, and Discloser information. A flowchart shows the review process: Awaiting Profile Update -> Administrative Review -> Review Complete, with a branch for Clarification Requested. A sidebar on the left lists "Next Steps" including "View Certification", "Route To Department", "Assign Reviewer", "Manage Ancillary Reviews", "Add Comment", and "Withdraw". A blue box with the word "Click" and an arrow points to the "Manage Ancillary Reviews" button.

2. The Manage Ancillary Reviews window will open. Click the "Add" button to create the request.

The screenshot shows the "Manage Ancillary Reviews" window. It contains a heading "1. Identify each organization or person that should provide additional review:" followed by a "+ Add" button. Below this is a table with columns: Review Type, Organization Person Required, Instructions Documents, Completed, Comments, and Supporting Documents. The table currently displays "There are no items to display". A blue box with the word "Click" and an arrow points to the "+ Add" button.

3. Click the ellipses and select a name to assign the Ancillary Reviewer.

**Add Ancillary Review**

1. Select an organization as reviewer:

or

Select a person as reviewer:

Click to choose a reviewer

4. Choose "Department or College" for the Review type.

**2. Review type:**

- Compliance and Ethics
- Department or College
- Export Control
- Faculty Development and Advancement
- Human Resources
- Legal
- Other
- Procurement
- Research Compliance
- Risk Management
- Sponsored Research Administration
- Technology Transfer Commercialization

[Clear](#)

Choose the review type

5. Select "Yes" to require a response, add directions or documents if desired, then click "OK."

**3. \* Is a response required?**

Yes  No [Clear](#)

**4. Instructions for ancillary reviewer:**

**5. Instruction documents for ancillary reviewer:**

+ Add

Name

There are no items to display

\* Required

OK OK and Add Another Cancel

Select

## Viewing a Completed Ancillary Review

1. Open the certification. The History tab will show that the Ancillary Reviewer has submitted a review. To view, click on the Submitted Ancillary Review hyperlink under the Activity column.

**Administrative Review**

**CERT00010066: Staff certification for [REDACTED]**

Certification type: Staff  
Review type: Distributed Review  
Assigned reviewer: [REDACTED]

Discloser: [REDACTED]  
Discloser's department: [REDACTED]  
Has significant financial interest: Yes

Certification created date: 8/9/2022 2:22 PM  
Profile last submitted date: 10/4/2022  
Training expiration date: 10/4/2023

**Next Steps**

[View Certification](#)

- Submit Ancillary Review
- [Route To Department](#)
- [Assign Reviewer](#)
- [Manage Ancillary Reviews](#)
- [Add Comment](#)
- [Withdraw](#)

**History** | Review Information | Snapshots

Filter by: Activity | Enter text to search | + Add Filter | X Clear All

Activity	Author	Activity Date
Comment added	[REDACTED]	10/7/2022 12:03 PM
Ancillary Review completed		
<input checked="" type="checkbox"/> Submitted Ancillary Review	[REDACTED]	10/7/2022 12:02 PM
<input type="checkbox"/> Managed Ancillary Reviews	[REDACTED]	10/7/2022 12:00 PM
<input type="checkbox"/> Profile Updated	[REDACTED]	10/4/2022 2:43 PM

2. The Summary of Submitted Ancillary Review window will open showing that the has been completed by indicating an answer of "Yes" under Question 2. This process can be run multiple times as needed. The breadcrumbs across the top of the page allow you to page through the history of the reviews.

**Summary of Submitted Ancillary Review**

← Prev 2 / 4 Next → [View More Details](#)

### Submitted Ancillary Review

Submits an ancillary review.

Summary

**Oct 7 2022** Author: [REDACTED]  
Logged For (COI Certification): Staff certification for [REDACTED]  
Activity Date: 10/7/2022 12:02 PM

Form

- \* Select the review you are submitting:**

Organization Person	Review Type	Required Instructions	Instruction Documents
[REDACTED]	Department or College	yes	

- \* Have you completed your review of this certification and/or provided input, if needed?**  
 Yes  No
- Comments:**  
[REDACTED]