

Responding to an Ancillary Review Request 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. This guide shows the steps to respond to an Ancillary Review Request in CAMS.

Respond to an Ancillary Review Request

1. Open the record to be reviewed by clicking on the hyperlink in the notification.
2. Review the information contained in the Request by clicking on View Certification. Refer to [CAMS Reviewer's Guide](#) if needed. Once you have completed your review, exit the certification to return to the workspace.

The screenshot shows the CAMS interface for a staff certification record. The top navigation bar includes Dashboard, Agreements, COI, Export Control, Grants, IACUC, and IRB. The main content area is titled 'CERT00001847: Staff certification for [redacted]'. It displays the certification type as 'Staff', review type as 'Distributed Review', and assigned reviewer. A flowchart shows the process: Awaiting Profile Update -> Administrative Review -> Review Complete, with a branch for Clarification Requested. A 'Next Steps' section includes a 'Review Certification' button, which is highlighted by a blue box with the text 'Click to see disclosures.' Other next steps include Submit Administrative Review, Request Clarifications, Route To Department, Assign Reviewer, Manage Ancillary Reviews, and Add Comment. A history table is visible at the bottom.

Activity	Author	Activity Date
Profile Updated	[redacted]	3/21/2022 9:25 AM

3. From the workspace, click on the "Submit Ancillary Review".

The screenshot shows the CAMS interface for a staff certification record. The top navigation bar includes Dashboard, Agreements, COI, Export Control, Grants, IACUC, and IRB. The main content area is titled 'CERT000 [redacted]: Staff certification for [redacted]'. It displays the certification type as 'Staff', review type as 'Distributed Review', and assigned reviewer. A flowchart shows the process: Awaiting Profile Update -> Administrative Review -> Review Complete, with a branch for Clarification Requested. A 'Next Steps' section includes a 'View Certification' button, which is highlighted by a blue box with the text 'Click'. Other next steps include Submit Ancillary Review, Route To Department, Assign Reviewer, Manage Ancillary Reviews, Add Comment, and Withdraw. A history table is visible at the bottom.

Activity	Author	Activity Date
Managed Ancillary Reviews	[redacted]	10/7/2022 12:00 PM
Profile Updated	[redacted]	10/4/2022 2:43 PM

4. On the Submit Ancillary Review form:

Q1: Check the box beside your name.

Q2: Select Yes to approve this transaction or No to deny it.

Q3: If you chose No, add a comment on why it was rejected. If you chose Yes, comments are optional.

Q4: Add supporting documents as needed.

Click "OK" at the bottom of the page.

The screenshot shows a web form titled "Submit Ancillary Review". It contains four main sections:

- 1. * Select the review you are submitting:** A table with columns: Organization, Person, Review Type, Required, Instructions, Instruction Documents. A blue box labeled "Select" with an arrow points to a checked checkbox in the "Person" column.
- 2. * Have you completed your review of this certification and/or provided input, if needed?** Radio buttons for "Yes" (selected) and "No", with a "Clear" link.
- 3. Comments:** A large text input area.
- 4. Supporting documents:** A "+ Add" button and a table with a "Name" column. Below the table, it says "There are no items to display".

At the bottom right, there are "OK" and "Cancel" buttons.

5. Log out.