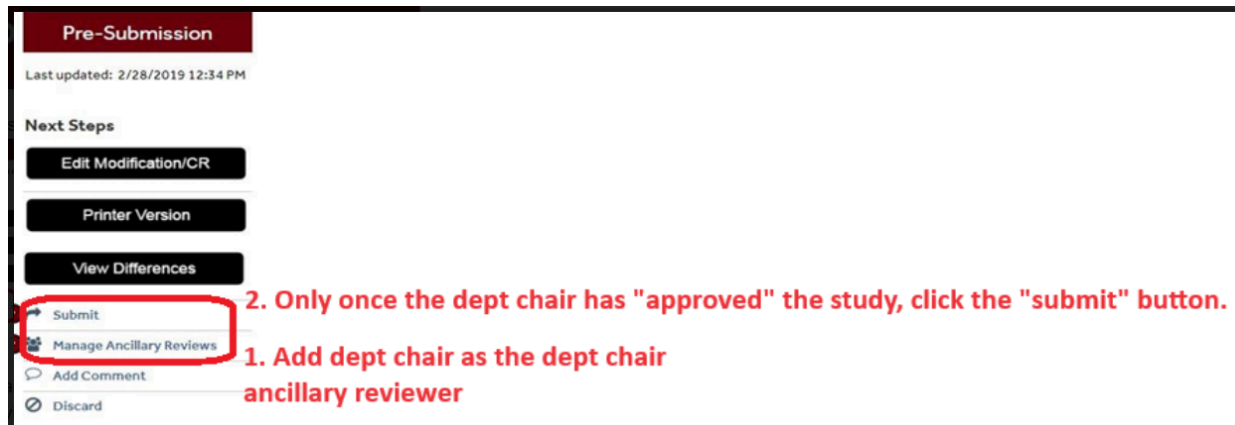
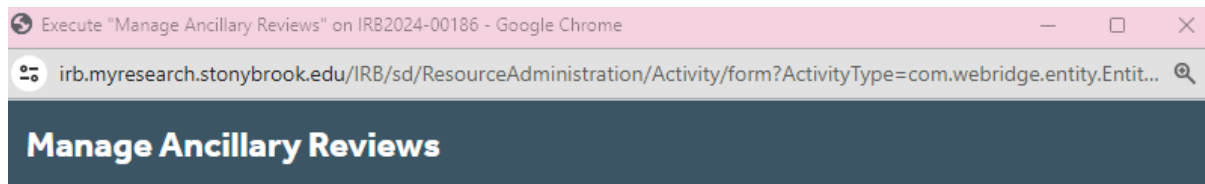


How to add your department chair to sign off:



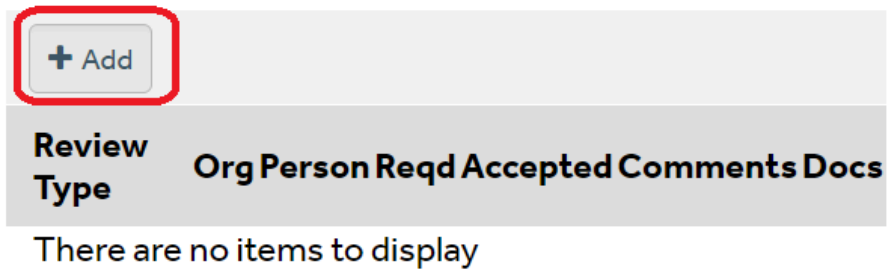
The screenshot shows the 'Pre-Submission' section of a web application. It includes a 'Next Steps' sidebar with buttons for 'Edit Modification/CR', 'Printer Version', 'View Differences', 'Submit', 'Manage Ancillary Reviews', 'Add Comment', and 'Discard'. The 'Submit' button is circled in red. Red text annotations are present: '2. Only once the dept chair has "approved" the study, click the "submit" button.' pointing to the 'Submit' button, and '1. Add dept chair as the dept chair ancillary reviewer' pointing to the 'Manage Ancillary Reviews' button.

Click the "manage ancillary reviewers" option on the left hand side. A new window should pop up. Here you click "add":



The screenshot shows a browser window titled 'Execute "Manage Ancillary Reviews" on IRB2024-00186 - Google Chrome'. The address bar shows the URL 'irb.myresearch.stonybrook.edu/IRB/sd/ResourceAdministration/Activity/form?ActivityType=com.webridge.entity.Entit...'. The main content area has a dark blue header with the text 'Manage Ancillary Reviews'.

Identify each organization or person who should provide additional review.



The screenshot shows the 'Manage Ancillary Reviews' window. At the top, there is a button with a plus sign and the text '+ Add', which is circled in red. Below this button is a table with the following headers: 'Review Type', 'Org Person Reqd', 'Accepted', 'Comments', and 'Docs'. The table is currently empty, and the text 'There are no items to display' is shown below the table.

OK Cancel

Once you click "add" another window pops up:

Add Ancillary Review - Google Chrome

irb.myresearch.stonybrook.edu/IRB/sd/CommonAdministration/Choosers/Entity/CustomDataType/DataEntry/Form?p...

## Add Ancillary Review

**1. \* Select either an organization or a person as reviewer:**

**Organization:**

**Person:**

**2. \* Review type:**

- Information Security
- Department Chair (scientific merit, resources)
- Hospital Budget
- IBC (rsNAM)
- IND/IDE Support Service
- IRB Consultant
- Pathology
- Privacy
- Radiology
- Research Pharmacy
- Research Radiation Consultant
- Other

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

☒ Yes ☐ No [Clear](#)

Once you type in the name of the department chair, XXXXX in your case, the name should pop up. Select it. Then choose for review type: department chair, and finally click a response is required. Click ok for both of these windows.

OK

That should add the department chair to the study to be able to sign off. The department chair should get a ping within the system, however, I do advise PI's to reach out to their dean's just in case as they might miss it or the spam filter might catch it.