SOM Non-Funded Agreement Ancillary Review Submission Process

• Do NOT submit until all approvals have been obtained!

What types of Ancillary Reviews do I need?

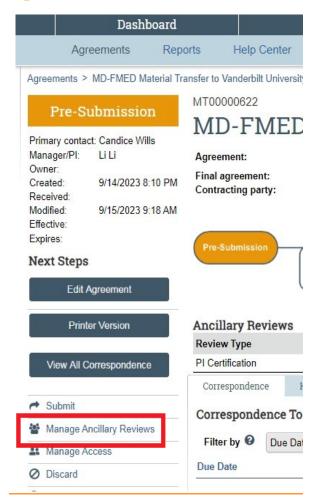
SOM Approval Matrix

Agreement [Non-Funded]	Principal Investigator (PI Certification AR)		School Admin / SOMOGC (Department/School Review AR)
Confidentiality Agreement	Χ		X
Consortium Agreement	Χ	Χ	X
Data Use Agreement	X		X
Intellectual Property	Χ	Χ	Χ
Management Plan			
Licensing Agreement	X		X
Master Agreement	X		X
Material Transfer Agreement	X		×
(MTA)			
Multi-Purpose Agreement	X	X	X
Other Agreement	Χ	Χ	X
Physical Asset Loan Agreement	X		X
Teaming Agreement	Χ	Χ	X
Agreement [Outgoing Subaward]	Χ	X	X
Agreement [Internally Funded Outgoing Subaward]	X	X	X

How do I add Ancillary Reviews in the Agreements Module?

After creating the agreement and supplying the required information on the SmartForm:

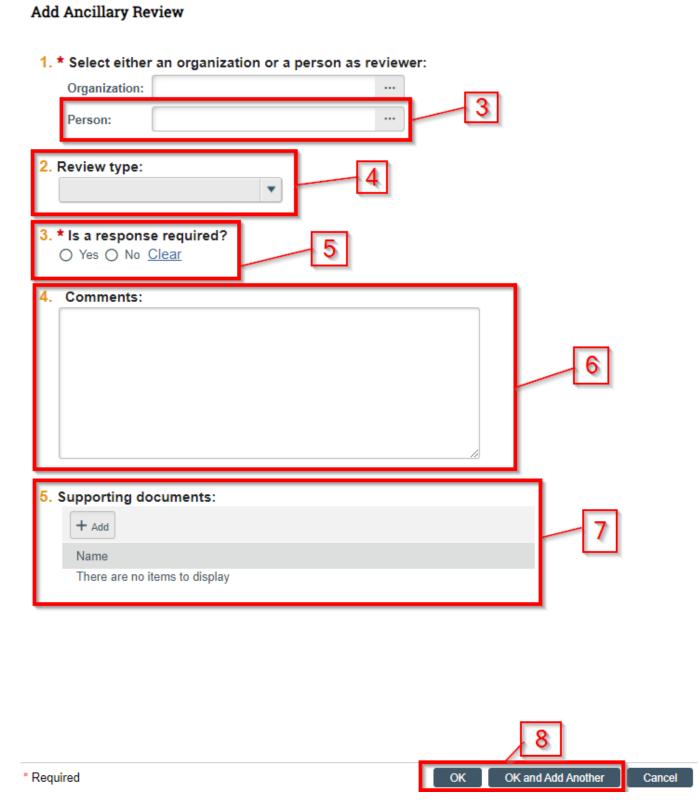
1 Go to Manage Ancillary Reviews.



2 Once in the Ancillary Review form, click Add.



OK Cancel



In section 1, choose the name of the PI from the Person: drop down menu. You can start typing, using first name or last name to search.

4 In section 2, choose PI Certification from the dropdown menu.

5 In section 3, click **Yes**, because a response is required.

In section 4 - Comments, please give a brief explanation of what is being requested that includes what type of non-funded agreement is being executed. For example:

*Dr. XXX, please approve this Material Transfer Agreement for your work on project XXX with XXX (sponsor name). OSP requires PI approval before assigning agreements for processing."

In section 6, you do not need to add any additional documents here. All documents should be uploaded in the Agreements Module already.

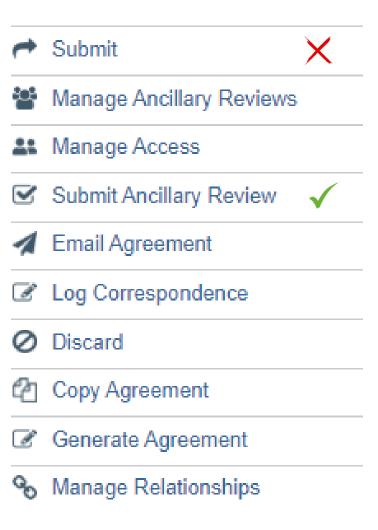
8 Click **OK** if you are only adding PI certification. If you need to add Department Certification and/or SOMOGC Certification, please click **OK** and Add Another.

- For Department Review (if applicable—see chart), you will need to repeat steps 3-8. You will need choose your departmental approver as the Person and Department/School Review in the dropdown menu for Review Type.
- For FINAL STEP SOM Review, you will need to add an Ancillary Review for an Authorized SOM official. See the list of those Authorized Officials in the *Department Research Administrator Tips* section on page 2 of this guide. Repeat steps 1-8. Choose **Department/School Review** in the dropdown menu.

Important: Once all required ancillary reviews have been submitted, send an email to SOMOGC@uvahealth.org to get in the queue for SOM review and approval. Once approved by SOMOGC, the Grant Administrator will submit the agreement to OSP.

PI Tips

Do NOT select *Submit* when submitting an ancillary review. Once a review has been assigned to you, the *Submit Ancillary Review* button will appear on the left side of the agreement screen (see below).



Department Research Administrator Tips

Make sure that all required ancillary reviews are accepted/completed before submitting a non-funded agreement to OSP for processing. If an agreement is submitted before these approvals are received, OSP Front Desk will withdraw the agreement back to *Pre-Submission* until they are completed. <u>SOMOGC Department Assignments</u>

SOM Authorized Officials			
Name	SOM Department		
Lauren Armstrong	Anesthesiology		
	Beirne Carter Immunology Center		
	Cancer Center		
	Cardiovascular Research Center (CVRC)		
	Cell Biology		
	Family Medicine		
	Internal Medicine (Allergy)		
	Internal Medicine (Cardiology)		
	Internal Medicine (Hematology/Oncology)		
	Internal Medicine (Infectious Diseases)		
	Internal Medicine (Pulmonary)		
	Pathology		
	Pediatrics		
	Pharmacology Urology		
Annie Caldwell	Center for Cell Membrane and Cell Physiology		
Annie Calawen	Center for Research in Reproduction		
	Internal Medicine (Endocrinology)		
	Internal Medicine (Gastroenterology)		
	Internal Medicine (General Medicine/Hospital Medicine)		
	Internal Medicine (Nephrology)		
	Molecular Physiology		
	Ophthalmology and Center for Advanced Vision Science		
	Radiation/Oncology		
	Radiology		
Heather Clark	Biomedical Engineering		
	Biomedical Ethics		
	Comparative Medicine		
	Dean's Office		
	Dentistry		
	Dermatology		
	Health Sciences Library		
	Neurology		
	Neuroscience		
	Orthopedics		
	Otolaryngology		
	Telehealth/Telemedicine		
	ITHRIV		
Sucan Honnigan	Biochemistry		
Susan Hennigan	Center for Public Heath Genomics		
	Plastic Surgery		
	Public Health Sciences		
Debbie Krenitsky	Center for Cell Signaling		
,	Center for Diabetes Technology		
	Emergency Medicine		
	Microbiology		
	Neurosurgery		
	Obstetrics and Gynecology		
	Physical Medicine and Rehab		
	Psychiatric Medicine		
	Surgery		
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