

Ancillary Review Overview

Ancillary reviews can be used to complete scientific and organizational reviews within RAPPORT. Depending on how your department or organization uses RAPPORT, you will receive an email from no-reply@rapport.dartmouth.edu notifying you of an ancillary review assignment and you then can complete a review on a paper form or in RAPPORT.

- **If you are the reviewer** and you are using RAPPORT to complete your review, you will receive an email notifying you of an ancillary review to be completed. You may complete it in RAPPORT or upload your reviewer form into RAPPORT.
- **If you are not the reviewer** but are uploading the reviewer form into RAPPORT, select yourself as the ancillary reviewer before you submit the study to CPHS. You will receive an email notifying you of an ancillary review to be completed in RAPPORT.

Notification of Ancillary Review

To: Scientific Reviewer
 Study: [STUDY00025970](#)
 P.I.: Joe Smith
 Title: RAPPORT Demo 12122013

A CPHS submission has been assigned to you for ancillary review.

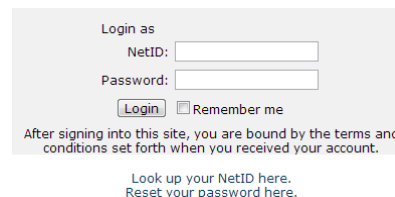
Click the Study link above to access and review in Rapport.

Committee for the Protection of Human Subjects (CPHS)

Open the e-mail and click **Link** to access the Study Workspace. If prompted, log in to RAPPORT.

Logging into RAPPORT

To log in to RAPPORT, enter your NetID and your Dartmouth password. If you do not know your NetID or password, use the links below the login form.



Login as
 NetID:
 Password:
 ☐ Remember me
 After signing into this site, you are bound by the terms and conditions set forth when you received your account.
[Look up your NetID here.](#)
[Reset your password here.](#)

My Inbox

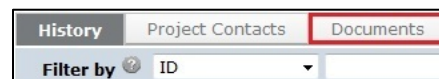
My Inbox shows all studies that require your ancillary review. If you are a researcher or part of a study team, all studies that require your action will be listed here as well.

Viewing the Study Details

As an ancillary reviewer, you often need to view all the information submitted as part of the study. To view the details of a study from My Inbox, click the title of the study. This brings you to the Study Workspace. Click **Printer Version** to also see all of the pages in the study workflow on a single screen

To view the documents submitted as part of the study, you have these options:

- While viewing the details of the study in Printer Version click the name of each document as you encounter it while scrolling down the page. Documents are also listed in tables throughout the forms.
- While still in the Study Workspace you can view a list of all the attached documents in one place by clicking the Documents tab (see example, right).



History Project Contacts Documents
 Filter by ID

Completing an Ancillary Review

After reviewing a submission, you must record the decision in RAPPORT.

Select **Submit Ancillary Review** on the left side of the Study Workspace. Complete the questions in the Submit Ancillary Review window and attach any signed forms under question 4.



More Information

For more information on ancillary reviews, contact the [CPHS office](#).