If someone assigns you to perform an ancillary review, you will receive an Outlook email notification, the project appears in your RAMP Dashboard My Inbox, and the Submit Ancillary Review activity becomes available in the project workspace. When a request is sent to an “Organization” (academic department), everyone in the ancillary pool will receive the email notification.

This procedure assumes you’ve finished your review and are ready to document your response.

To respond an ancillary review request

1. From My Inbox or My Reviews tabs on the Dashboard, open the Funding Proposal/Award you’ve reviewed.

2. From the Funding Proposal/Award workspace, perform the Submit Ancillary Review activity.

3. On the Submit Ancillary Review form, select the ancillary review to submit. (Typically, there is only one, which is selected by default.)

4. Select whether the reviewed Funding Proposal/Award request is acceptable.

5. Select whether this ancillary review has been completed. If the review request has been submitted to an organization, and the department has a multi-level approval process in place, the first reviewer will need to select “No” if he or she is not the final approver.

   **Note:** If the ancillary review is required, it must be marked complete for the workflow to proceed to completion.

6. Optionally supply comments and add supporting documents.

7. When satisfied with your selections, click **OK**.
If the department has a multi-level approval process, the ancillary review appears in each approver's My Inbox and My Reviews. The final approver selects “Yes” for question #3 on the Submit Ancillary Review form indicating the ancillary review is complete.

Once the approval is marked “completed,” no one in the ancillary pool will have access to the record unless they have been added as an Editor or Reader in the Funding Proposal/Award smartform.