RESEARCH SUBJECTS REVIEW BOARD
ON-LINE SUBMISSION SYSTEM
(ROSS)

Step by Step Training Guide

ANCILLARY REVIEWS
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OVERVIEW

This document provides a detailed description of the procedures Ancillary Committees will use to review applications for human subjects research in the RSRB Online Submission System (ROSS).

Each activity is documented with screen shots of RSRB Online Submission System (ROSS) and the steps you need to take to perform the procedure.

RSRB Online Submission System: https://rsrb01.urmc.rochester.edu/rsrb
Support and Training: contact Sue Flanigan at 275-2388 or email suzannem_flanigan@urmc.rochester.edu

RSRB Office (Room 1.250)
265 Crittenden Blvd., Box 420315
Rochester, NY 14642
E-MAIL/OUTLOOK NOTIFICATION

You will be notified via e-mail when a New Application has been submitted for review, such as that shown below.

![E-Mail Notification]

LOGIN

1. You can log into ROSS by clicking here.

2. Type in your User Name & Password here

*Note:* If you forgot your user name or password you can retrieve them by clicking the links below the Login section. You should receive an e-mail within 1 hour of the request that will guide you to re-entry into ROSS.
MY HOME PAGE

MY ROLES

If you serve more than one role select Ancillary Committees to perform that function.

MY INBOX

Will include the applications that require review by your Ancillary Committee.

Click on study title to open.
NEW APPLICATION HOME PAGE

STUDY TITLE AND INFORMATION

CURRENT STATE OF THE APPLICATION

STUDY HISTORY

PRINT APPLICATION:

Click button to review the entire form on one web page.
APPLICATION FORM REVIEW

Some of the Application Form elements can be located in the following sections:

**PROTOCOL**
**SECTION 1.3**

<table>
<thead>
<tr>
<th>1.3</th>
<th>Name</th>
<th>Revision</th>
<th>Modified Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Protocol</td>
<td>0.01</td>
<td>6/22/2010 2:52 PM</td>
</tr>
</tbody>
</table>

* Click **Add** to upload a **Study Protocol**. Important: if you’re revising or replacing the previously uploaded document, use the **Replace** link next to the file name. Do not delete any document after the study has been submitted to the RSRB.

**MEASURES**
**SECTION 1.3.1**

<table>
<thead>
<tr>
<th>1.3.1</th>
<th>Name</th>
<th>Revision</th>
<th>Modified Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Survey</td>
<td>0.01</td>
<td>6/22/2010 2:53 PM</td>
</tr>
</tbody>
</table>

* Does the study involve the administration of any assessments (surveys, questionnaires, diaries) or measures of human behavior? Yes

If yes, click **Add** to upload the measure(s). Important: if you’re revising or replacing the previously uploaded document, use the **Replace** link next to the file name. Do not delete any document after the study has been submitted to the RSRB.

**GRANT APPLICATION**
**SECTION 3.1**

3. Source of Funding/Sponsorship (Grants and contracts must be submitted to the Office of Research and Projects Administration (ORPA)).

3.1 Please indicate sponsor type and name:

- no No Funding or Sponsor
- no Department Funding
- Department Name:
- if other, please indicate:
- yes Government Agency
- Government Agency Name: NIH - National Cancer Institute (NCI)
- if other, please indicate:

Click **Add** to upload the government grant:

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award letter</td>
<td>description</td>
</tr>
</tbody>
</table>

SR44 CA08054-05

- no Foundation
- Foundation Name:
- if other, please indicate:

Click **Add** to upload the foundation grant:

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

There are no items to display

Foundation Sponsored Grant Number:

no Industry Initiated
- Company Name:
- if other, please indicate:

no Industry: PT Initiated
- Company Name:
- if other, please indicate:

-
Some of the Application Form elements (continued)

**Recruitment Materials**

**Section 66.1**

### 66. Subject Recruitment or Use of Subject Records/Specimens

Check all methods of recruiting subjects (or methods of collecting subject data/specimens) for this study:

<table>
<thead>
<tr>
<th>Method</th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>no Poster</td>
<td></td>
</tr>
<tr>
<td>no Radio or TV Ad</td>
<td></td>
</tr>
<tr>
<td>no Clinic or Private Practices</td>
<td></td>
</tr>
<tr>
<td>no School/Day Care Records</td>
<td></td>
</tr>
<tr>
<td>no Psychology Research Pool [PRP]</td>
<td></td>
</tr>
</tbody>
</table>

**Upload Recruitment Materials:**

Important: If you're revising or replacing the previously uploaded document, use the Replace link next to the file name. Do not delete any document after the study has been submitted to the RSRB.

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
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</table>

**Consent Forms**

**Section 83.1**

### 83. Informed Consent Process

**83.1 How will you obtain subject consent for this study?**

- **Yes Written Consent:** Attach copy of all consent/permission/assent forms. Important: If you're revising or replacing the previously uploaded document, use the Replace link next to the file name. Do not delete any document after the study has been submitted to the RSRB.

<table>
<thead>
<tr>
<th>Name</th>
<th>Revision</th>
<th>Modified Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consent TEE ICE.doc</td>
<td>1.01</td>
<td>3/31/2010 4:15 PM</td>
</tr>
</tbody>
</table>

- **No Verbal Consent:** Include request for waiver of documentation of consent. Attach written scripts for verbal consent/permission/assent. Important: If you're revising or replacing the previously uploaded document, use the Replace link next to the file name. Do not delete any document after the study has been submitted to the RSRB.

- **No Consent for Deception Study:** Attach the following:
  - No Consent to Procedures and
  - No Consent for Use of Data

- **No Consent and/or Parent Permission:** Include a request for waiver of consent and/or waiver of parent permission.
New Ancillary Committee Approval

1. If the New Application is ready to be approved, click the Issue Ancillary Committee Approval button.

2. In the pop-up window select your department under Committee Name section

3. Click OK button

This activity will document that the New Application has Ancillary Committee Approval