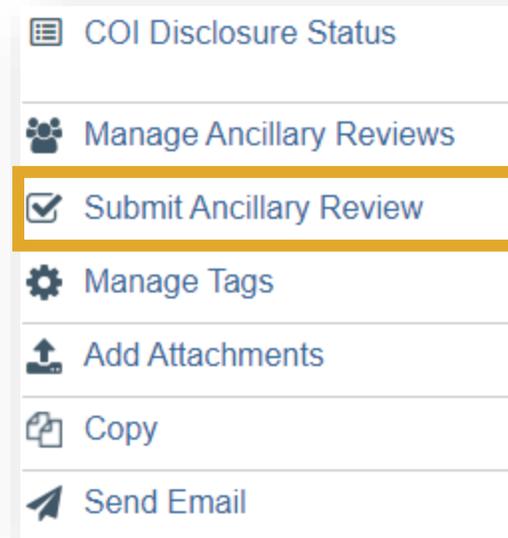## Submit Ancillary Review

If someone assigns you to perform an ancillary review, you will receive an e-mail notification, the project appears in your inbox, and the Submit Ancillary Review activity becomes available in the project workspace. If the requester designated the ancillary review as required, the project can be blocked at a state defined by the Site Manager until this review (and any other required reviews) have been submitted.

This procedure assumes you've finished reviewing the project and are ready to submit your findings.

To submit an ancillary review

- ➢ From My Inbox or one of the tabs on the appropriate Grants page, open the project you've reviewed.
- ➢ From the project workspace, click **Submit Ancillary Review.**

- ➢ In the Submit Ancillary Review form, select the ancillary review to submit. Typically, there is only one, which is selected by default.

1. Select the Review you are submitting:

	Organization	Person	Review Type	Required
☑		Luiza Daddario	Indirect Cost Split	yes

➢ Select whether the reviewed project is acceptable as-is.

2. * Do you accept this submission? ❓

◯ Yes ◯ No Clear

➢ Select whether this ancillary review has been completed.
  • Click **Yes** to submit the ancillary review when you OK the form. The system sends an e-mail notification to the assigned specialist. If you do not have Read or Edit rights on the project, you will no longer have access to it.
  • To save your other responses but continue the review later, click **No**. The Submit Ancillary Review activity will continue to appear on the workspace.

3. * Is the ancillary review complete? ❓

◯ Yes ◯ No Clear

➢ Supply comments and add supporting documents if appropriate.

Reviewers retain view access post submission of their ancillary review.