Ancillary Study Process

1. Submission

Investigators send their Ancillary proposals, on the form, to the CCSC eight weeks before their grant submission date.

2. Distribution to the Ancillary Committee

The CCSC emails proposals to Ancillary Studies Committee members by the middle of each month (or sooner if ready).

3. Review by the Ancillary Committee

The chair assigns a primary reviewer to provide a detailed critique of the proposal. Yet, everyone on the Ancillary Committee reviews each proposal (unless involved with it).

The criteria for review are on the rating form in Appendix B of the Ancillary Study Policy. The primary reviewer will provide an overall score based on the form and answer the questions in Section III. On the basis of the criteria, all reviewers provide an opinion as to whether they believe the proposal should be 1) approved, 2) deferred for revision, or 3) disapproved. In addition all reviewers include comments for the investigator or steering committee. The Lab, Field Center, and CSCC reviewers particularly focus on aspects of the proposal that relate to their sites.

Reviewers email their critiques to CSCC, who puts them into a summary document that is emailed back to the committee.

4. Ancillary Committee Decision.

The Chair reviews the summary document and decides if the verdict is clear or, if not clear, whether the Ancillary Committee must discuss the proposal by teleconference. There is a standing call time towards the end of the month, in time for the Ancillary review to be ready for the Steering Committee call on the first Wednesday of each month.

5. Steering Committee Review

Once the Ancillary Committee approves the Ancillary Study, the Chair edits the summary and CSCC emails it to the ARIC (and NCS, when applicable) Steering Committee for consideration. The
Steering Committee votes by email, replying to the CSCC, who summarizes the vote and any additional comments.

6. Reporting Decisions to PIs

If approved by the Steering Committee, the CCSC and Chair prepare a letter of approval.

If deferred by the Ancillary or Steering Committee, the CSCC and Chair prepare a letter explaining the deferral and offering comments. Revised proposals undergo re-review.

If not approved by the Ancillary Committee or Steering Committee, the CSCC and Chair prepare a letter with an explanation and comments to the PI.

Other notes:

Make clear on the policy and website who outsiders should contact for questions regarding labs, specimens, CSCC help, etc.