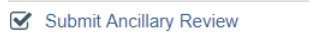


The following steps summarize providing ancillary approval in the Agreements system after you have been notified that your review and approval has been requested. Please see the full [Ancillary Reviewer guide](#) for information about accessing a submission and completing review.

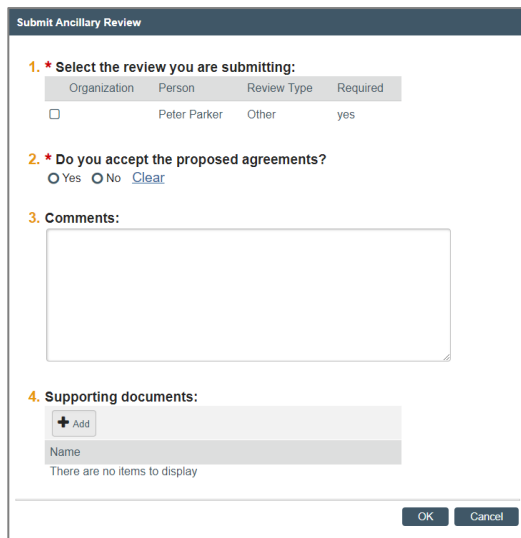
**To indicate ancillary approval in the system:**

1. Log in to [dua.harvard.edu](http://dua.harvard.edu)
2. Navigate to the submission  
If your review is pending, the item is listed on the InBox workspace.  
Click on the name of the submission to access it.
3. From the submission, Click **Submit Ancillary Review** on the left. A pop up window will open with questions.



**Note:** If you have received a notification that Ancillary review is required, but you are unable to locate the above activity contact the Owner/Reviewer for more information about what documentation or approval may be required.

4. Complete the questions in the activity form:

A screenshot of a web form titled "Submit Ancillary Review". The form contains four sections: 1. "Select the review you are submitting:" with a table of columns: Organization, Person, Review Type, and Required. A row shows "Peter Parker", "Other", and "yes". 2. "Do you accept the proposed agreements?" with radio buttons for "Yes" and "No", and a "Clear" link. 3. "Comments:" with a large text input area. 4. "Supporting documents:" with an "Add" button and a "Name" input field. At the bottom, it says "There are no items to display" and has "OK" and "Cancel" buttons.

**Question 1:** Select the review you are completing from the list. Note: For review types indicated as required (Required column reads: yes), your approval is required before DUA review can be completed.

**Question 2:**  
Mark "Yes" if your review is complete and the agreement or amendment may be activated/approved. Mark "No" only if you must communicate information to the DUA team or Owner/Reviewer and the information is mandatory before your review can be completed. Marking "No" on a required review will still block the agreement from activation/approval.

**Question 3:** Fill in a comment, as needed.

**Question 4:** Attach any relevant information or documentation.

5. Click **OK**.

Upon completion of this activity, the system sends a notification of review update to the submission creator and Owner/Reviewer. Additionally, the review and comments completed here are shown on the History to everyone who can access the submission.