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## Ancillary Reviews in IBISResearch

When you initiate an Ancillary Review in IBISResearch, it is extremely important to attach proper documentation and provide a clear explanation to the reviewer. This allows the ancillary reviewer to conduct a thorough review and make a decision on the ancillary review without delaying the process.

### New Form Available

To facilitate the documentation that needs to be provided for the Indirect Cost Waiver and the Cost Sharing ancillary review, the Office of Research Administration (ORA) has developed a [Request for Waiver or Reduction of Facilities & Administrative \(F&A\) Costs & Cost Sharing Form](#). This form should be completed and attached to the Ancillary Review when the funding proposal includes cost sharing (exception is salary cap cost sharing) and when requesting a waiver or reduction of the University of Miami's standard [Facilities and Administrative rates](#).

We strongly recommend that you use the [Grants Ancillary Review Matrix](#) for guidance on what documentation needs to be included when you initiate your ancillary review. Also, always provide supporting documentation and detailed comments for the reviewer. Failure to provide both, documentation and detailed comments, may result in the reviewer declining the ancillary review request or delaying the submission of the funding proposal.

Please view the [Manage Ancillary Review video](#) for more information on how to initiate the Manage Ancillary Review activity in IBISResearch.



For more information, please visit the ORA website at [www.ora.miami.edu](http://www.ora.miami.edu).