



Huron Agreements Researcher's Guide

December 2019

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Create and Submit an Agreement

When you create an agreement, you are required to complete a series of pages. The number of pages depends on the type of review required.

▶ To create an agreement

1. From the Dashboard, click the **Create** menu and then select **Create Agreement**.
2. Complete the pages. To move to the next page, click **Continue**.
3. On the last page, click **Finish**.

The workspace of the created agreement displays.

Note: You can continue to edit the agreement until you submit it for processing.

▶ To submit an agreement

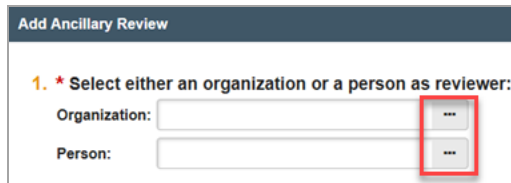
1. Check if all the information is accurate and complete.
2. On the left, click **Submit**.
3. Click **OK** to accept the statement and submit the agreement.

Assign An Ancillary Reviewer

You can add an organization or a person as an ancillary reviewer up until you submit the agreement.

► To assign an ancillary reviewer

1. In the Top Navigator, click **Agreements**.
2. From the All Agreements tab, click the agreement name to open it.
3. On the left, click **Manage Ancillary Reviewers**.
4. Click **Add**.
5. Next to Organization or Person, click the ellipsis and then choose the specific organization or person. Click **OK**.



6. Complete rest of the form and click **OK**.
7. To add more reviewers, click **OK and Add Another** and repeat the steps.
8. Click **OK** when done.

Respond To Reviewer Requests

If a reviewer has questions or requires you to change your submission, you will receive an e-mail indicating this. Review the request details and then respond to the request.

▶ To respond to reviewer requests

1. From My Inbox, click the agreement name to open it.
2. Click the **History** tab.
3. Look for the **Clarification Requested** activity and review any reviewer comments.



4. If required, click **Edit Agreement** on the left and make the changes.
Note: You can enter a response for the reviewer before submitting.
5. Click **Submit Changes**.
6. In the Notes box, type a response to the reviewer's comments or questions.
7. Click **OK**.

Create An Amendment

You can create amendments for agreements in the Active, Expired, and Evergreen states. Only one amendment can be in progress at a time.

▶ To create an amendment

1. In the Top Navigator, click **Agreements**.
2. On the **All Agreements** tab, click the name of the agreement to amend.
3. At the left of the workspace, click **Create Amendment**.
4. Add any comments and supporting documents you think necessary, then click **OK**.
5. At the left of the workspace, click **Go to Amendment**.
6. Click **Continue** to move to the next page, or use the left navigator to jump to a specific page, and make the necessary changes.
Note: The Agreement creator has the same edit rights to the amendment as the Agreement Manager/PI.
7. When satisfied with your changes, click **Save**, and then **Exit**.
8. At the left of the workspace, click **Submit** to submit the Amendment for review.
9. Click **OK** to confirm the amendment is complete and correct.

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Published by Huron Consulting Group Inc.
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