HURON

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

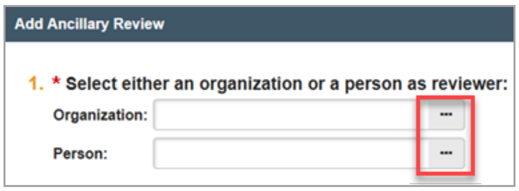
1. Check if all the information is accurate and complete.
2. On the left, click **Submit**.
3. Click **OK** to accept the statement and submit the agreement.

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**.



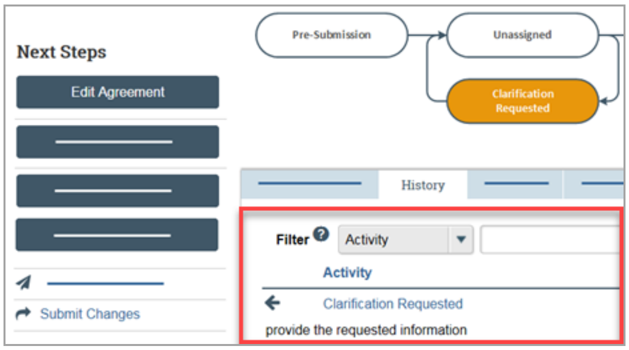
6. Complete rest of the form and click **OK**.
7. To add more reviewers, click **OK and Add Another** and repeat the steps.
8. Click **OK** when done.

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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