



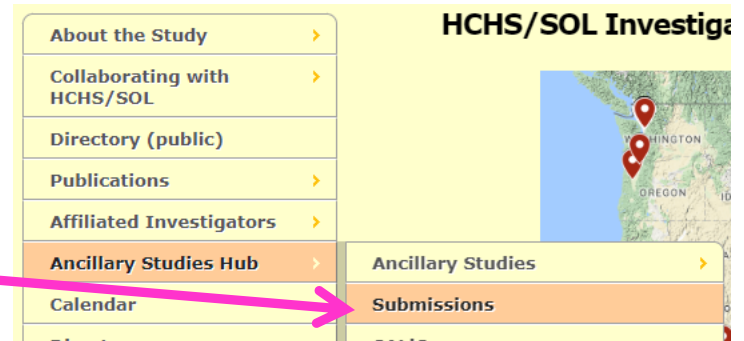
Instructions for Submitting an Ancillary Study Proposal

Step 1:

Go to
<https://sites.csc.unc.edu/hchs/>
and log in with username and password

Step 2:

Hover over Ancillary Studies Hub,
then Click on Submissions.



Step 3:

You will be brought to the page
on the right. Following are the
instructions on how to proceed
once on this page.

Ancillary Studies Proposal Submission

Navigating this page:

The buttons below will allow you to prepopulate an email that will be sent to HCHSAncillary@unc.edu. Triggering the process for an ancillary study proposal to be considered.

WITHIN ONE-WEEK OF SUBMITTING MATERIALS, YOUR PROPOSAL SHOULD APPEAR IN THE REPORT BELOW.

Clicking the button below will open your email client and prepopulate a message where you will need to attach appropriate material.

[Submit an Ancillary Study Concept Proposal](#)

If you have received a decision email inviting submission of a full proposal use button below.

Clicking the button below will open your email client and prepopulate a message where you will need to attach appropriate material.

[Submit an Ancillary Study Full Proposal](#)

Contact HCHSAncillary@unc.edu if you have a question regarding a submission that is not appearing in the report after 10 days.

Title	Date	View
Test Tracking Report of Ancillary Studies in Review	05/22/2019	PDF

Step 4:

To trigger the process for an ancillary study proposal to be considered, begin by clicking on "Submit an Ancillary Study Concept Proposal." This will open your email client and prepopulate a message where you will need to attach the appropriate material.

Ancillary Studies Proposal Submission

Navigating this page:

The buttons below will allow you to prepopulate an email that will be sent to HCHSAncillary@unc.edu. Triggering the process for an ancillary study proposal to be considered.

WITHIN ONE-WEEK OF SUBMITTING MATERIALS, YOUR PROPOSAL SHOULD AP

Clicking the button below will open your email client and prepopulate a messag

[Submit an Ancillary Study Concept Proposal](#)

NOTE: Once you have completed this you will receive a notice that your email has been received and within one week of submitting your material, your proposal should appear in the report located at the bottom of the same webpage.

Title	Date	View
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NOTICE: In order to proceed to step 5 you must first receive a decision email inviting submission of a full proposal.

Step 5:

Upon receiving decision email inviting submission of a full proposal you click the button “Submit an Ancillary Study Full Proposal.” This will open your email client and prepopulate a message where you will need to attach the appropriate material.

Clicking the button below will open your email client and prepopulate a message

[Submit an Ancillary Study Concept Proposal](#)

If you have received a decision email inviting submission of a full proposal

Clicking the button below will open your email client and prepopulate a message

[Submit an Ancillary Study Full Proposal](#)

NOTE: Once you have completed this you will receive a notice that your email has been received and within one week of the submitting your material, your proposal should appear in the report located at the bottom of the same webpage.

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Contact HCHSAncillary@unc.edu if you have a question regarding a submission that is not appearing in the report after 10 days.

NOTE:

The Ancillary Studies info on process and timelines etc. are found at:

Collaborating with HCHS/SOL → Ancillary Studies

Collaborating with HCHS/SOL	Opportunities for New Investigators
Directory (public)	Publications Information
Publications	Scientific Interest Groups
Affiliated Investigators	Ancillary Studies