



ALL APPLICABLE MODULES

Meetings

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Contents

- Introduction..... 1
- Meeting Manager..... 1
 - Scheduling a Meeting..... 3
 - Recurring Meetings..... 4
 - Add a Recurring Meeting..... 4
 - Edit a Recurring Meeting..... 7
 - Delete a Recurring Meeting..... 9
 - Non-Recurring Meetings..... 10
 - Add a Non-Recurring Meeting..... 10
 - Edit a Non-Recurring Meeting..... 11
 - Delete a Non-Recurring Meeting..... 13
 - Meeting Agenda and Minutes Processing..... 13
 - Viewing Meeting Agenda..... 15
 - Enabling Reviewer Notifications..... 15
 - Processing the Meeting Agenda and Expedite Report..... 16
 - Finalizing the Meeting..... 16
 - Generating a Document..... 18
 - Checking-Out a Document..... 19
 - Checking-In a Document..... 21
 - Editing a Document..... 23
 - Publishing a Document..... 25
 - Unpublishing a Document..... 26
 - Sending a Document..... 27
 - Adding Recipients from the System Directory..... 28
 - Adding Recipients Manually..... 29
 - Viewing a Document..... 31
 - Processing the Meeting Minutes..... 32
 - Generating Meeting Minutes..... 32
 - Checking-Out the Minutes..... 33
 - Checking-In the Minutes..... 34

Editing the Minutes.....	34
Publishing a Draft Version of the Minutes.....	37
Date Minutes Sent for Comments.....	38
Do you want to route the minutes for approval?.....	38
Review Board Routing.....	39
Non-Review Board Routing.....	40
Deleting Routing Recipients.....	41
Saving the Routing List.....	42
Modifying the Routing List.....	43
Meeting Minutes Signoff Task.....	44
Sending the Draft Version of the Minutes.....	47
Selecting Meeting Members.....	48
Selecting Recipients from System Directory.....	48
Selecting Recipients Manually.....	50
Sending the Draft Minutes.....	51
Publishing the Final Version of the Minutes.....	51
Date Final Minutes Approved by Committee.....	52
Date Final Minutes Sent to the Meeting Attendees.....	53
Do you want to route the final version of minutes for approval?.....	53
Review Board Routing.....	54
Non-Review Board Routing.....	55
Deleting Routing Recipients.....	56
Saving the Routing List.....	57
Modifying the Routing List.....	58
Meeting Minutes Signoff Task.....	59
Sending the Final Version of the Minutes.....	62
Selecting Meeting Members.....	63
Selecting Recipients from System Directory.....	63
Selecting Recipients Manually.....	65
Sending the Final Minutes.....	66
Viewing the Minutes.....	66
Meeting Agenda.....	67

Meeting Attendance.....	69
Call to Order, Old and New Business, Miscellaneous and Closing Comments.....	72
Meeting Motions.....	73
Approve Minutes from a Prior Meeting.....	75
Review Documents.....	79
Meeting Start and End Times, Meeting Chair.....	81
Conflict Matches Assigned to the Meeting.....	82
Meeting Minutes.....	83
Meeting Availability.....	85
Using Merge Codes in Document Templates.....	88
Merge Code List.....	90
Merge Codes Applicable to Meetings.....	91

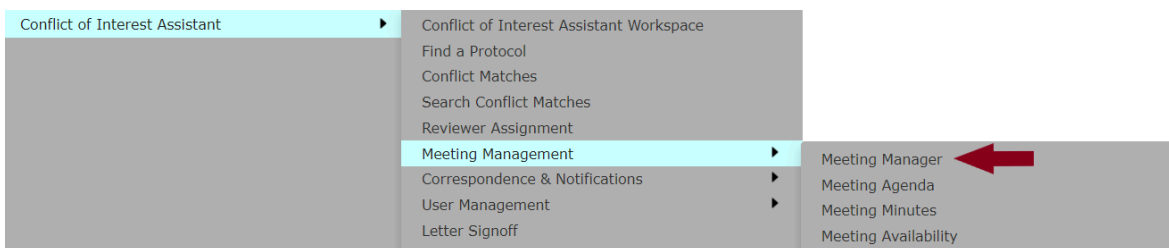
Introduction

This manual describes the Meetings features and functionality in the iRIS™ system.

Note that while the screenshots shown in this manual are taken from specific iRIS™ modules (e.g., COI, IRB, etc.), the Meetings functionality discussed here is consistent across all modules where Meetings is in use.

Meeting Manager

The **Meeting Manager** page, accessed via the **Meeting Manager** link in the main workspace menu ([Module] > Meeting Management > **Meeting Manager** link, see screenshot below), is a tool that enables review board administrators to view meeting agendas, set meeting attendance, and generate meeting documents.



Access to this menu item is controlled via rights assignment in the Role Access matrix under Review Board Administration. See the *Conflict of Interest – Review Board Administration* manual for more information.

The screenshot shows the 'Meeting Manager' page. At the top, there are tabs for 'My Workspaces', 'Conflict of Interest', and 'Meeting Manager'. Below the tabs is an 'Item Search Filters' section with two input fields: 'Display Meeting(s) Between:' (with a date range of 06/24/2021 to 08/23/2021) and 'Display Meeting(s) On:'. There are 'Find ...' and 'Reset Filters' buttons. To the right of the filters are three buttons: 'Meeting Minutes', 'Meeting Schedule', and 'Meeting Availability'. Below the filters, it says '2 result(s) found...'. A table displays the results:


Open	Committee	Meeting Date	Start Time	Agenda State	Notify Reviewers	Date Draft Published Minutes Sent for Comments	Date Final Published Minutes Approved by Committee	Date Final Published Minutes Sent to the Meeting Attendees	Availability	Edit/View Reviews & Minutes
<input checked="" type="checkbox"/>	Conflict of Interest Assistant	07/02/2021	10:00 AM	Draft	Disabled					Submissions Review
<input checked="" type="checkbox"/>	Conflict of Interest Assistant	08/06/2021	10:00 AM	Draft	Disabled					Submissions Review

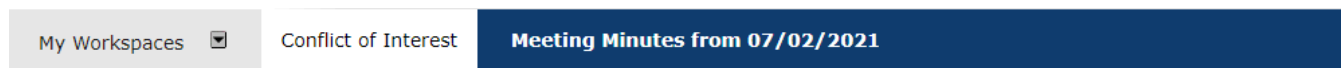
The **Meeting Manager** page lists all meetings defined in the system for the current review board. By default, meetings are listed in descending order from most recent to oldest meeting date.

Use the **Item Search Filters** section at the upper left-side of the page to filter the list of meetings by date. Enter a date range in the **Display Meeting(s) Between** field by either using the calendar widget provided or manually entering the date, then click the **Find ...** button to apply filter criteria. Click the **Reset Filters** button to clear filter criteria.


By default the date range will always populate with the current date as the starting point.

The columns of the meeting display table are described as follows:

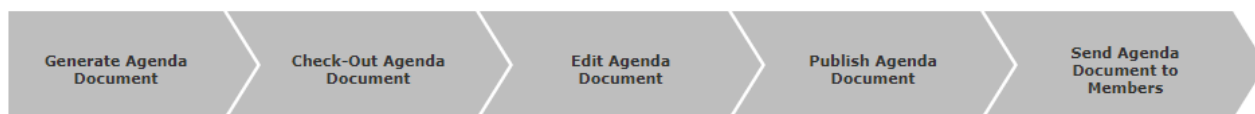
Open — click the  icon in this column to open the meeting minutes processing area for the corresponding meeting date, described in detail in the “Meeting Agenda and Minutes Processing” section and shown in the screenshot below



Meeting Agenda Management

*View Meeting Agenda:	 Open Meeting Agenda
*Enable Reviewer Notifications?:	<input checked="" type="radio"/> Yes <input type="radio"/> No
*Meeting Status:	Draft Finalize Meeting

Meeting Agenda Document



Committee — name of the board committee to which the corresponding meeting is assigned

Meeting Date — date on which the meeting is scheduled

Start Time — time at which the meeting is scheduled to begin


Agenda State — the status of the agenda; status may be either “Draft” or “Finalized”

Notify Reviewers — if set to “Enabled”, all applicable email notifications are created and sent to designated reviewers when the agenda is finalized, alerting them to a submission review assignment; if set to “Disabled”, email notifications are not sent when the agenda is finalized

Date Draft Published Minutes Sent for Comments — date a published draft version of the minutes was emailed to board members for review

Date Final Published Minutes Approved by Committee — date the final, published minutes were approved by the committee; in cases where a motion to approve a previous month’s minutes is added to a meeting, the date the applicable minutes are approved is captured in this column

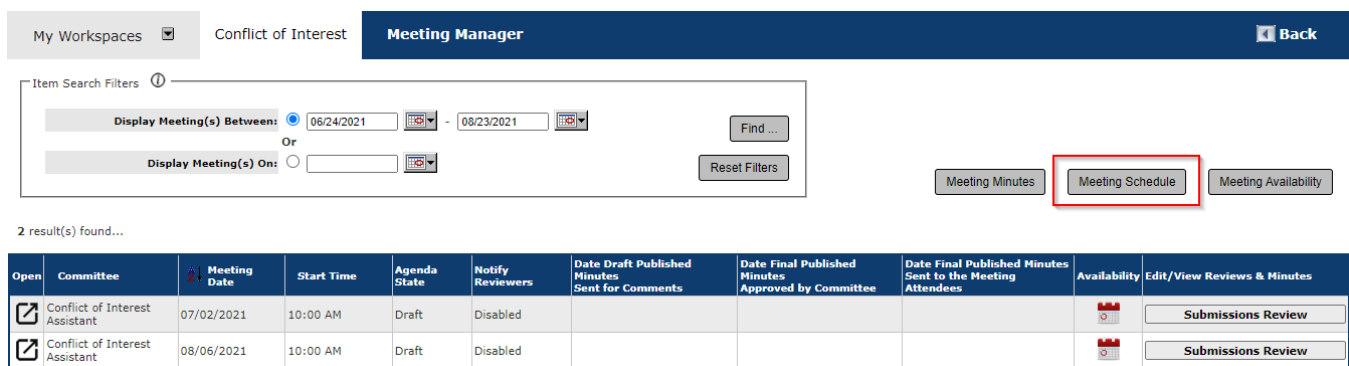
Date Final Published Minutes Sent to the Meeting Attendees — date when a final copy of the minutes is sent to meeting attendees; note that sending a final copy of minutes to attendees is optional, and in that case this column remains blank

Availability — click this  icon to open the **Meeting Availability** page (see the “Meeting Availability” section of this manual for more information)

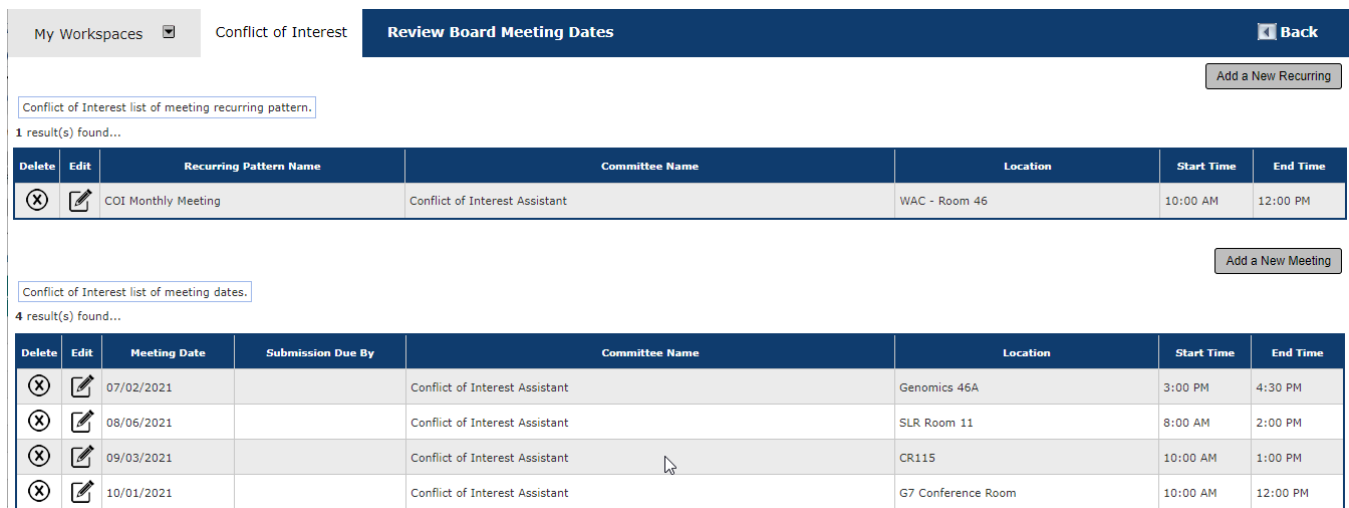
Edit/View Reviews & Minutes — depending on the status of the meeting minutes for a meeting date, a **View Draft Minutes**, **View Finalized Minutes**, and/or a **Submissions Review** button(s) populate in this column

Scheduling a Meeting

To schedule a meeting, navigate to the **Meeting Manager** page (*[Module] > Meeting Manager*) and click the **Meeting Schedule** button at the upper right.



The **Setup Board Meeting Dates** page opens, as shown below.



Recurring meeting patterns are listed in the upper table. Individual meeting dates, whether automatically scheduled as part of a recurring pattern or scheduled manually, are listed in the lower table. Recurring meeting patterns can be created to automatically schedule meetings up to 12 months in advance.

Note: Only meetings that have not yet occurred are listed on this page.

Recurring Meetings

iRIS™ enables the configuration of recurring meetings via the **Review Board Meeting Dates** page, accessible by navigating to the [Module] > Meeting Manager > Meeting Schedule link.

Add a Recurring Meeting

To create a recurring meeting, click the **Add a New Recurring** button at the upper right of the **Review Board Meeting Dates** page (shown below).

My Workspaces ▼ Conflict of Interest **Review Board Meeting Dates** Back

Conflict of Interest list of meeting recurring pattern.

1 result(s) found...

Delete	Edit	Recurring Pattern Name	Committee Name	Location	Start Time	End Time
		COI Monthly Meeting	Conflict of Interest Assistant	WAC - Room 46	10:00 AM	12:00 PM

Add a New Recurring

Conflict of Interest list of meeting dates.

4 result(s) found...

Delete	Edit	Meeting Date	Submission Due By	Committee Name	Location	Start Time	End Time
		07/02/2021		Conflict of Interest Assistant	Genomics 46A	3:00 PM	4:30 PM
		08/06/2021		Conflict of Interest Assistant	SLR Room 11	8:00 AM	2:00 PM
		09/03/2021		Conflict of Interest Assistant	CR115	10:00 AM	1:00 PM
		10/01/2021		Conflict of Interest Assistant	G7 Conference Room	10:00 AM	12:00 PM

Add a New Meeting

The **Setup Board Meeting Recurring Pattern** page opens, as shown below.

My Workspaces ▼ Conflict of Interest **Setup Board Meeting Recurring Pattern** Back

Conflict of Interest add a meeting recurring pattern.

Save Meeting Schedule

Recurring Pattern Name:

*Start Date:

Start Time: AM ▼

End Time: AM ▼

*Meeting Type: --none-- ▼

Meeting Location:

Comments:

Change Recurrence Pattern: Weekly ▼

Weekly Pattern: Recurs every week(s) on:

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

The recurring meeting pattern may be configured with the following fields:

Recurring Pattern Name — name of this pattern

Start Date — click the calendar widget and navigate to the date from which the recurring pattern should take effect; note that this need not be the day of the first meeting

Start Time and **End Time** — enter planned meeting start and end times

Meeting Type — select the applicable review board committee name from the list

Meeting Location — enter the intended meeting location

Comments — click this icon to open a text editor for entry of any desired comments about the recurring meeting record

Change Recurrence Pattern — select either a “Weekly” or “Monthly” pattern type, then specify the desired pattern details (shown below)

Monthly Pattern:

The screenshot shows the 'Change Recurrence Pattern' section with a dropdown menu set to 'Monthly'. Below this, there are two options for the monthly pattern. The first option is selected with a radio button and reads 'Day 1 of every 1 month(s)'. The second option is unselected and reads 'The first day of every 1 month(s)'. Each option has input fields for the day number and the frequency in months.

Weekly Pattern:

The screenshot shows the 'Change Recurrence Pattern' section with a dropdown menu set to 'Weekly'. Below this, there is a 'Weekly Pattern' section. It includes a label 'Recurs every 1 week(s) on:' followed by a series of checkboxes for the days of the week: Sunday, Monday (checked), Tuesday, Wednesday, Thursday, Friday, and Saturday.

Once all recurring pattern details have been entered, click the **Save Meeting Schedule** button on the upper right of the page.

My Workspaces ▾ Conflict of Interest **Setup Board Meeting Recurring Pattern** Back

Save Meeting Schedule

Conflict of Interest add a meeting recurring pattern.

Recurring Pattern Name:

***Start Date:**

Start Time: : AM

End Time: : AM

***Meeting Type:**

Meeting Location:

Comments:


Change Recurrence Pattern:

Weekly Pattern: Recurs every week(s) on:

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

The **Setup Board Meeting Recurring Pattern** page closes, the recurring pattern is saved to the list, and the system generates 12 months’ worth of meeting dates based on the pattern.

Edit a Recurring Meeting

Existing recurring patterns can be revised by clicking the  icon in the **Edit** column of the recurring pattern list on the **Review Board Meeting Dates** page.

My Workspaces ▾ Conflict of Interest **Review Board Meeting Dates** Back

Add a New Recurring

Conflict of Interest list of meeting recurring pattern.

1 result(s) found...

Delete	Edit	Recurring Pattern Name	Committee Name	Location	Start Time	End Time
<input type="button" value="✕"/>	<input checked="" type="button" value="✎"/>	COI Monthly Meeting	Conflict of Interest Assistant	WAC - Room 46	10:00 AM	12:00 PM

The **Setup Board Meeting Recurring Pattern** page opens, as shown below.

My Workspaces Conflict of Interest **Setup Board Meeting Recurring Pattern** Back

Save Meeting Schedule

Conflict of Interest edit a meeting recurring pattern.

Recurring Pattern Name:	<input type="text" value="COI Monthly Meeting"/>
*Start Date:	<input type="text" value="12/21/2018"/>
Start Time:	<input type="text" value="10"/> : <input type="text" value="00"/> AM
End Time:	<input type="text" value="12"/> : <input type="text" value="00"/> PM
*Meeting Type:	<input type="text" value="Conflict of Interest Assistant"/>
Meeting Location:	<input type="text" value="WAC - Room 46"/>
Comments:	
Change Recurrence Pattern:	<input type="text" value="Monthly"/>

Monthly Pattern:

Day of every month(s)

The of every month(s)

The recurring meeting pattern may be revised using the following fields:

Recurring Pattern Name — name of this pattern

Start Date — click the calendar widget and navigate to the date from which the recurring pattern should take effect; note that this need not be the day of the first meeting

Start Time and **End Time** — enter planned meeting start and end times

Meeting Type — select the applicable review board committee name from the list

Meeting Location — enter the intended meeting location

Comments — click this icon to open a text editor for entry of any desired comments about the recurring meeting record

Change Recurrence Pattern — select either a “Weekly” or “Monthly” pattern type, then specify the desired pattern details (shown below)

Monthly Pattern:

Change Recurrence Pattern: Monthly ▾

Monthly Pattern:

Day of every month(s)

The day of every month(s)

Weekly Pattern:

Change Recurrence Pattern: Weekly ▾

Weekly Pattern: Recurs every week(s) on:

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Once all recurring pattern details have been revised as desired, click the **Save Meeting Schedule** button on the upper right of the page. The edited meeting pattern will display on the **Review Board Meeting Dates** page.

*Note: Editing a recurring meeting pattern does not update the details of meetings that have already been generated based on the existing pattern. These must be individually revised via the applicable icon in the **Edit** column of the list of individual meeting dates as shown below.*

Add a New Recurring

Conflict of Interest list of meeting recurring pattern.

1 result(s) found...

Delete	Edit	Recurring Pattern Name	Committee Name	Location	Start Time	End Time
		COI Monthly Meeting	Conflict of Interest Assistant	WAC - Room 46	10:00 AM	12:00 PM

Add a New Meeting

Conflict of Interest list of meeting dates.

4 result(s) found...

Delete	Edit	Meeting Date	Submission Due By	Committee Name	Location	Start Time	End Time
		07/02/2021		Conflict of Interest Assistant	Genomics 46A	3:00 PM	4:30 PM
		08/06/2021		Conflict of Interest Assistant	SLR Room 11	8:00 AM	2:00 PM
		09/03/2021		Conflict of Interest Assistant	CR115	10:00 AM	1:00 PM
		10/01/2021		Conflict of Interest Assistant	G7 Conference Room	10:00 AM	12:00 PM

Delete a Recurring Meeting

Existing recurring patterns can be deleted by clicking the applicable icon in the **Delete** column of the recurring pattern list.

My Workspaces ▼ Conflict of Interest **Review Board Meeting Dates** ⏪ Back

Add a New Recurring

Conflict of Interest list of meeting recurring pattern.

1 result(s) found...

Delete	Edit	Recurring Pattern Name	Committee Name	Location	Start Time	End Time
		COI Monthly Meeting	Conflict of Interest Assistant	WAC - Room 46	10:00 AM	12:00 PM

The following confirmation window opens.

Are you sure you want to delete selected item?

CONFIRM CANCEL

Click CANCEL to cancel the operation and close the confirmation window.

Click CONFIRM to continue with the deletion and close the confirmation window. The meeting pattern is deleted from the list.

*Note: Deleting a meeting pattern does not delete meetings that have already been generated based on the existing pattern. These must be individually deleted via the applicable icon in the **Delete** column of the list of individual meeting dates.*

My Workspaces ▾ Conflict of Interest **Review Board Meeting Dates** [Back](#)

[Add a New Recurring](#)

Conflict of Interest list of meeting recurring pattern.

1 result(s) found...

Delete	Edit	Recurring Pattern Name	Committee Name	Location	Start Time	End Time
		COI Monthly Meeting	Conflict of Interest Assistant	WAC - Room 46	10:00 AM	12:00 PM

[Add a New Meeting](#)

Conflict of Interest list of meeting dates.

4 result(s) found...

Delete	Edit	Meeting Date	Submission Due By	Committee Name	Location	Start Time	End Time
		07/02/2021		Conflict of Interest Assistant	Genomics 46A	3:00 PM	4:30 PM
		08/06/2021		Conflict of Interest Assistant	SLR Room 11	8:00 AM	2:00 PM
		09/03/2021		Conflict of Interest Assistant	CR115	10:00 AM	1:00 PM
		10/01/2021		Conflict of Interest Assistant	G7 Conference Room	10:00 AM	12:00 PM

Non-Recurring Meetings

iRIS™ enables the configuration of non-recurring, one-time meetings via the **Review Board Meeting Dates** page, accessible by navigating to the [Module] > Meeting Manager > Meeting Schedule link.

Add a Non-Recurring Meeting

To create a new, non-recurring meeting first click the **Add a New Meeting** button at the center right of the **Setup Board Meeting Dates** page.

My Workspaces ▾ Conflict of Interest **Review Board Meeting Dates** [Back](#)

[Add a New Recurring](#)

Conflict of Interest list of meeting recurring pattern.

1 result(s) found...

Delete	Edit	Recurring Pattern Name	Committee Name	Location	Start Time	End Time
		COI Monthly Meeting	Conflict of Interest Assistant	WAC - Room 46	10:00 AM	12:00 PM

[Add a New Meeting](#)

Conflict of Interest list of meeting dates.

4 result(s) found...

Delete	Edit	Meeting Date	Submission Due By	Committee Name	Location	Start Time	End Time
		07/02/2021		Conflict of Interest Assistant	Genomics 46A	3:00 PM	4:30 PM
		08/06/2021		Conflict of Interest Assistant	SLR Room 11	8:00 AM	2:00 PM
		09/03/2021		Conflict of Interest Assistant	CR115	10:00 AM	1:00 PM
		10/01/2021		Conflict of Interest Assistant	G7 Conference Room	10:00 AM	12:00 PM

The following add panel opens.

My Workspaces Conflict of Interest **Review Board Meeting Dates** Back

Conflict of Interest add a meeting.

***Meeting Date:**

Start Time: AM

End Time: AM

Submission is Due by:

***Meeting Type:** --none--

Meeting Location:

Enter Comments in the Editor:

Save Meeting Schedule

Enter details of the new meeting as follows:

Meeting Date — use the calendar widget to select the date on which the meeting will take place

Start Time and **End Time** — enter the meeting’s start and end times

Meeting Type — select the applicable review board committee name from the list

Meeting Location — enter the intended meeting location

Comments — click this icon to open a text editor for entry of any desired comments about the meeting record

Click the **Save Meeting Schedule** button. The add panel closes and the new meeting is saved to the list.

Edit a Non-Recurring Meeting

Existing meetings can be revised by clicking the icon in the **Edit** column of the meeting list, as shown in the screenshot below.

My Workspaces ▼ Conflict of Interest **Review Board Meeting Dates** ← Back

[Add a New Recurring](#)

Conflict of Interest list of meeting recurring pattern.

1 result(s) found...

Delete	Edit	Recurring Pattern Name	Committee Name	Location	Start Time	End Time
		COI Monthly Meeting	Conflict of Interest Assistant	WAC - Room 46	10:00 AM	12:00 PM

[Add a New Meeting](#)

Conflict of Interest list of meeting dates.

4 result(s) found...

Delete	Edit	Meeting Date	Submission Due By	Committee Name	Location	Start Time	End Time
		07/02/2021		Conflict of Interest Assistant	Genomics 46A	3:00 PM	4:30 PM
		08/06/2021		Conflict of Interest Assistant	SLR Room 11	8:00 AM	2:00 PM
		09/03/2021		Conflict of Interest Assistant	CR115	10:00 AM	1:00 PM
		10/01/2021		Conflict of Interest Assistant	G7 Conference Room	10:00 AM	12:00 PM

The following add panel opens.

My Workspaces ▼ Conflict of Interest **Review Board Meeting Dates** ← Back

[Save Meeting Schedule](#)

Conflict of Interest edit a meeting.

***Meeting Date:**

Start Time: :

End Time: :

Submission is Due by:

***Meeting Type:**

Meeting Location:

Enter Comments in the Editor:

Revise details of the new meeting as follows:

Meeting Date — use the calendar widget to select the date on which the meeting will take place

Start Time and **End Time** — enter the meeting’s start and end times

Meeting Type — select the applicable review board committee name from the list

Meeting Location — enter the intended meeting location

Comments — click this icon to open a text editor for entry of any desired comments about the meeting record

Click the **Save Meeting Schedule** button. The add panel closes and the revised meeting is saved to the list.

Delete a Non-Recurring Meeting

Existing meetings can be deleted by clicking the  icon in the **Delete** column of the meeting list as shown below.

My Workspaces ▼
Conflict of Interest
Review Board Meeting Dates
← Back

Add a New Recurring

Conflict of Interest list of meeting recurring pattern.

1 result(s) found...

Delete	Edit	Recurring Pattern Name	Committee Name	Location	Start Time	End Time
⊗	✎	COI Monthly Meeting	Conflict of Interest Assistant	WAC - Room 46	10:00 AM	12:00 PM

Add a New Meeting

Conflict of Interest list of meeting dates.

4 result(s) found...

Delete	Edit	Meeting Date	Submission Due By	Committee Name	Location	Start Time	End Time
⊗	✎	07/02/2021		Conflict of Interest Assistant	Genomics 46A	3:00 PM	4:30 PM
⊗	✎	08/06/2021		Conflict of Interest Assistant	SLR Room 11	8:00 AM	2:00 PM
⊗	✎	09/03/2021		Conflict of Interest Assistant	CR115	10:00 AM	1:00 PM
⊗	✎	10/01/2021		Conflict of Interest Assistant	G7 Conference Room	10:00 AM	12:00 PM

The following confirmation window opens.

Are you sure you want to delete selected item?

CONFIRM
CANCEL

Click CANCEL to cancel the operation and close the confirmation window.

Click CONFIRM to continue with the deletion and close the confirmation window. The meeting record is deleted from the list.

Meeting Agenda and Minutes Processing

At the time a meeting is held or shortly thereafter, meeting agenda and meeting minute documents may be generated and published via the **Meeting Manager** page.

To access this functionality, navigate to **Meeting Manager** and click the icon in the **Open** column for the applicable meeting.

My Workspaces ▼ Conflict of Interest **Meeting Manager** ⏪ Back

Item Search Filters ⓘ

Display Meeting(s) Between: 06/02/2021 📅 - 10/01/2021 📅 Find ...

Or

Display Meeting(s) On: 📅 Reset Filters

Meeting Minutes Meeting Schedule Meeting Availability

5 result(s) found...

Open	Committee	Meeting Date	Start Time	Agenda State	Notify Reviewers	Date Draft Published Minutes Sent for Comments	Date Final Published Minutes Approved by Committee	Date Final Published Minutes Sent to the Meeting Attendees	Availability	Edit/View Reviews & Minutes
	Conflict of Interest Assistant	06/04/2021	10:00 AM	Draft	Enabled					Submissions Review
	Conflict of Interest Assistant	07/02/2021	03:00 PM	Draft	Enabled					Submissions Review
	Conflict of Interest Assistant	08/06/2021	08:00 AM	Draft	Disabled					Submissions Review
	Conflict of Interest Assistant	09/03/2021	10:00 AM	Draft	Disabled					Submissions Review
	Conflict of Interest Assistant	10/01/2021	10:00 AM	Draft	Disabled					Submissions Review

The **Meeting Minutes from [date]** page opens, as shown below.

My Workspaces ▼ Conflict of Interest **Meeting Minutes from 06/04/2021** ⏪ Back

Meeting Agenda Management

*View Meeting Agenda: Open Meeting Agenda

*Enable Reviewer Notifications?: Yes No

*Meeting Status: Draft Finalize Meeting

Meeting Agenda Document

Generate Agenda Document → Check-Out Agenda Document → Edit Agenda Document → Publish Agenda Document → Send Agenda Document to Members

Expedite Report

Generate Expedite Report → Edit Expedite Report → Publish Expedite Report → Send Expedite Report to Members

Meeting Minutes Management


Generate Click to Generate Minutes From the Agenda → Check-Out Minutes Document → Edit Minutes Document → Publish Draft Version Of The Minutes → Publish Final Version Of The Minutes → Send Final Copy Of The Minutes To Members

From this page the meeting agenda, expedite report (if enabled), and the meeting minutes may be viewed, edited, published, and sent.

Viewing Meeting Agenda

Click the **Click to Open the Meeting Agenda** link to open the meeting agenda.

Meeting Agenda Management

*View Meeting Agenda:  **Open Meeting Agenda**

*Enable Reviewer Notifications?: Yes No

*Meeting Status: **Draft** Finalize Meeting

The **Meeting Agenda** is opened for review and/or revision, as shown below.

My Workspaces Conflict of Interest **Meeting Agenda** Back

Agenda State: Draft
Reviewer Notifications: Enabled 06/04/2021 Submission Review validation Save Changes

Items to be Reviewed at Conflict of Interest Assistant Meeting :

- Meeting Attendance
- Call to Order
- Old Business
- New Business
- Miscellaneous
- Closing Comments
- Meeting Motions
- Review Documents

View File	Title
No documents have been associated with this agenda	

Meeting Start Time: AM Meeting End Time: AM Meeting Chair: --none--

Interest 1								
Order	Expand	Open	Group Name	Show Form	Covered Person's Name	Reported Interest Type	Reported Interest Third Party	Reported Role

See the Meeting Agenda section of this manual for more information about working with the Meeting Agenda. Click the **Back** button to return to the meeting’s document processing page.

Enabling Reviewer Notifications

Change **Enable Reviewer Notifications** from “No” to “Yes” in order to notify reviewers of their review assignments for the corresponding meeting date; note that assigned reviewers immediately receive an email notification and homepage task as soon as this option is set.

Meeting Agenda Management

*View Meeting Agenda: Open Meeting Agenda

*Enable Reviewer Notifications?: Yes No

*Meeting Status: **Draft** Finalize Meeting

The value of this field is displayed in the meeting table on the main **Meeting Manager** page.

My Workspaces Conflict of Interest **Meeting Manager** Back

Item Search Filters

Display Meeting(s) Between: 06/02/2021 - 10/01/2021 Find ...

Or

Display Meeting(s) On: Reset Filters

Meeting Minutes Meeting Schedule Meeting Availability

5 result(s) found...

Open	Committee	Meeting Date	Start Time	Agenda State	Notify Reviewers	Date Draft Published Minutes Sent for Comments	Date Final Published Minutes Approved by Committee	Date Final Published Minutes Sent to the Meeting Attendees	Availability	Edit/View Reviews & Minutes
	Conflict of Interest Assistant	06/04/2021	10:00 AM	Draft	Enabled					Submissions Review
	Conflict of Interest Assistant	07/02/2021	03:00 PM	Draft	Enabled					Submissions Review
	Conflict of Interest Assistant	08/06/2021	08:00 AM	Draft	Disabled					Submissions Review
	Conflict of Interest Assistant	09/03/2021	10:00 AM	Draft	Disabled					Submissions Review
	Conflict of Interest Assistant	10/01/2021	10:00 AM	Draft	Disabled					Submissions Review


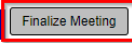
Processing the Meeting Agenda and Expedite Report

This section details the process of generating and publishing an agenda document and expedite report for a meeting.

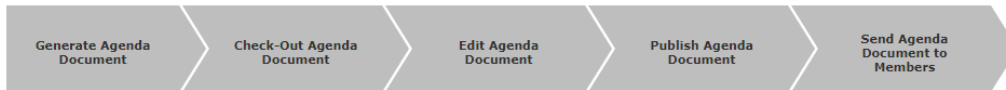
Finalizing the Meeting

The first step in meeting agenda document processing is to finalize the meeting, as this functionality is unavailable while the meeting is in “Draft” status. This is done by clicking the **Finalize Meeting** button.

Meeting Agenda Management

*View Meeting Agenda:	 Open Meeting Agenda
*Enable Reviewer Notifications?:	<input checked="" type="radio"/> Yes <input type="radio"/> No
*Meeting Status:	Draft 

Meeting Agenda Document



Expedite Report




Meeting Minutes Management

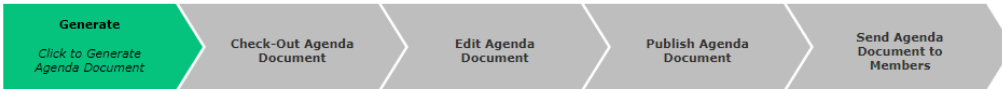


Doing so will change the meeting’s status to “Finalized” and refresh the page accordingly.

Meeting Agenda Management

*View Meeting Agenda:	 Open Meeting Agenda
*Enable Reviewer Notifications?:	<input checked="" type="radio"/> Yes <input type="radio"/> No
*Meeting Status:	Finalized <input type="button" value="Revert to Draft"/>

Meeting Agenda Document



Expedite Report



Meeting Minutes Management



Notice the following changes to the page now that the meeting has been finalized:

The **Finalize** button has changed to **Revert to Draft**. Clicking this button will return the meeting to a “Draft” status.

The *Generate* tiles for the Agenda Document and Expedite Report sections have been activated.

Generating a Document

To generate either an Agenda Document or an Expedite Report, click the appropriate *Generate* tile.

My Workspaces Conflict of Interest **Meeting Minutes from 06/04/2021**

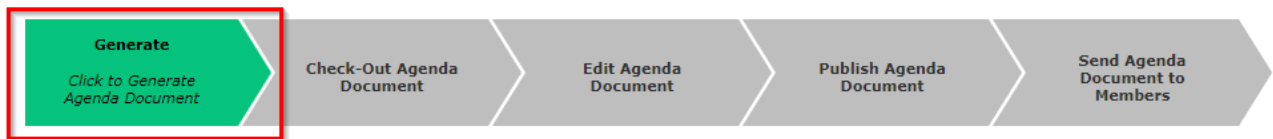
Meeting Agenda Management

*View Meeting Agenda: Open Meeting Agenda

*Enable Reviewer Notifications?: Yes No

*Meeting Status: **Finalized**

Meeting Agenda Document



Doing so will update the page to display the following.

My Workspaces Conflict of Interest **Meeting Minutes from 06/04/2021**

Meeting Agenda Management

*View Meeting Agenda: Open Meeting Agenda

*Enable Reviewer Notifications?: Yes No

*Meeting Status: **Finalized**

Meeting Agenda Document

```
graph LR; A[Generate] --> B[Check-Out]; B --> C[Edit]; C --> D[Publish]; D --> E[Send Agenda Document to Members]
```

Notice that three new tiles have been activated for the Meeting Agenda Document: *Check-Out*, *Edit*, and *Publish*.

The functionality of these tiles is described below.

Checking-Out a Document

A meeting agenda document may be checked-out by a user for editing on their local system. This is done by clicking the *Check-Out* tile as shown below.

Note: This functionality is not available for Expedite Reports.

My Workspaces Conflict of Interest **Meeting Minutes from 06/04/2021**

Meeting Agenda Management

*View Meeting Agenda: Open Meeting Agenda

*Enable Reviewer Notifications?: Yes No

*Meeting Status: **Finalized**

Meeting Agenda Document

```
graph LR; A[Generate] --> B[Check-Out]; B --> C[Edit]; C --> D[Publish]; D --> E[Send Agenda Document to Members];
```

Generate
Click to Regenerate Agenda Document

Check-Out
Check-Out The Finalized Agenda For Editing In Word

Edit
Click to Edit Agenda Document

Publish
Click to Publish Agenda Document

Send Agenda Document to Members

Clicking this tile will open the following confirmation window.

Are you sure you want to check-out the document?

If yes, document will be downloaded to your local computer to save as part of your local files. Modify and check in later.

Clicking **CANCEL** cancels the check-out and closes the window.

Clicking **CONFIRM** proceeds with the document check-out and downloads a copy of the document to the user's machine.

My Workspaces Conflict of Interest **Meeting Minutes from 06/04/2021** Back

Meeting Agenda Management

*View Meeting Agenda: Open Meeting Agenda

*Enable Reviewer Notifications?: Yes No

*Meeting Status: Finalized Revert to Draft

Meeting Agenda Document

Generate Agenda Document → **Agenda is Currently Checked Out** (Check-In Finalized Agenda) → Click to Edit Agenda Document → Publish Agenda Document → Send Agenda Document to Members

Expedite Report

Generate (Click to Generate Expedite Report) → Edit Expedite Report → Publish Expedite Report → Send Expedite Report to Members

Meeting Minutes Management

Generate (Click to Generate Minutes) → Check-Out Minutes Document → Edit Minutes Document → Publish Draft Version Of The Minutes → Publish Final Version Of The Minutes → Send Final Copy Of The Minutes To

meeting_agenda_06....rtf Show all X


Notice that while an agenda document is checked out, all processing tiles for that document are deactivated except for the *Check-In* tile. Also notice the bottom of the screen where the downloaded agenda document is displayed (the exact appearance of the downloaded document will depend on the web browser being used).

Checking-In a Document

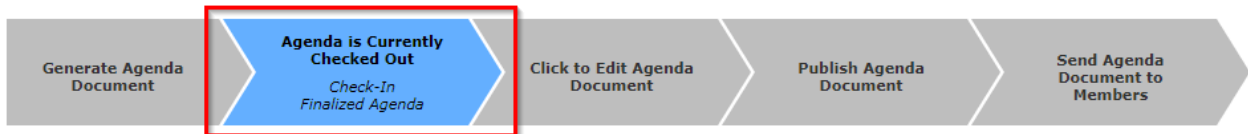
To check back in an agenda document, simply click the *Agenda is Currently Checked Out* check-in tile.

My Workspaces  Conflict of Interest **Meeting Minutes from 06/04/2021**

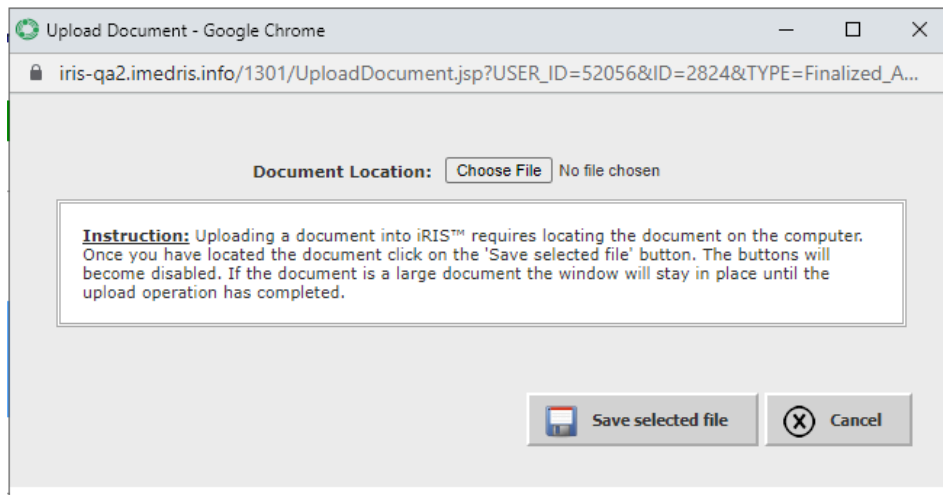
Meeting Agenda Management

*View Meeting Agenda:	 Open Meeting Agenda
*Enable Reviewer Notifications?:	<input checked="" type="radio"/> Yes <input type="radio"/> No
*Meeting Status:	Finalized <input type="button" value="Revert to Draft"/>

Meeting Agenda Document



Clicking this tile opens the following document upload window.



Select the edited agenda document file and click **Save selected file** to check in the document.

My Workspaces Conflict of Interest **Meeting Minutes from 06/04/2021**

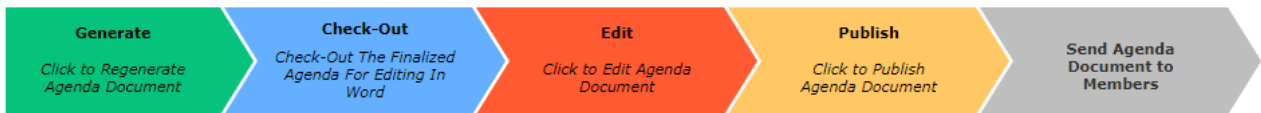
Meeting Agenda Management

*View Meeting Agenda: Open Meeting Agenda

*Enable Reviewer Notifications?: Yes No

*Meeting Status: **Finalized**

Meeting Agenda Document



The **Meeting Minutes** page will refresh with the agenda document processing tiles reactivated.

The meeting documents may be checked-out any number of times before being published.

Editing a Document

Click the *Edit* tile to edit the agenda document or expedite report within the browser.

My Workspaces Conflict of Interest **Meeting Minutes from 06/04/2021**

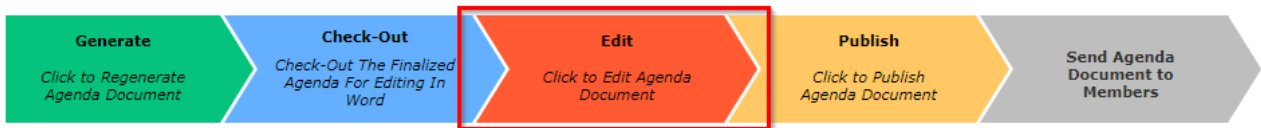
Meeting Agenda Management

*View Meeting Agenda: Open Meeting Agenda

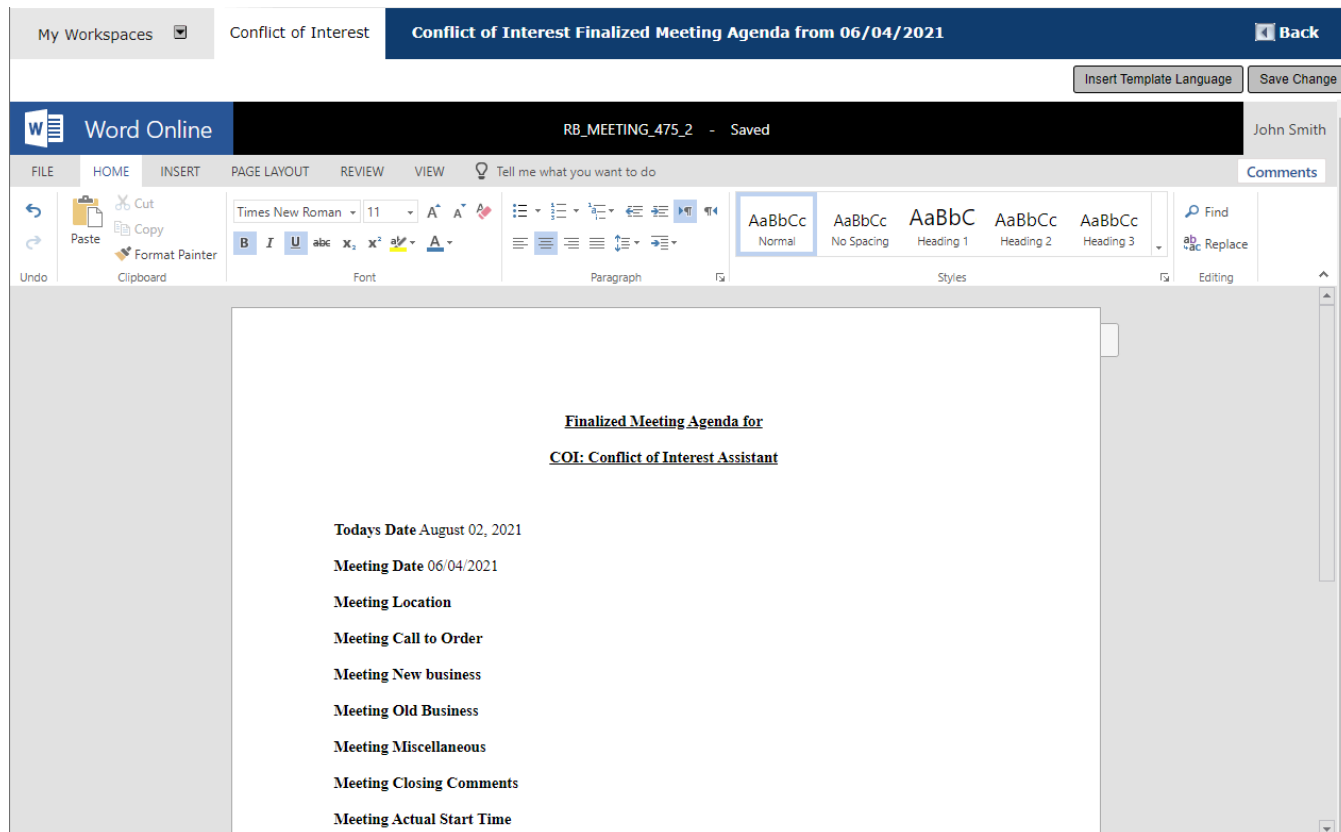
*Enable Reviewer Notifications?: Yes No

*Meeting Status: **Finalized**

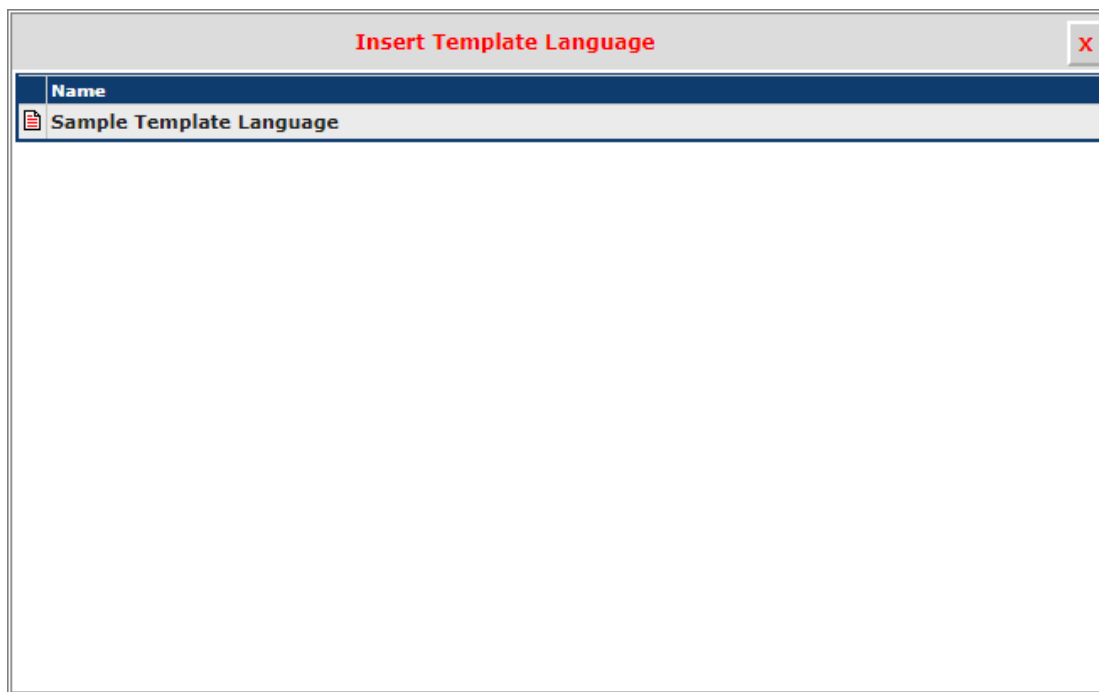
Meeting Agenda Document



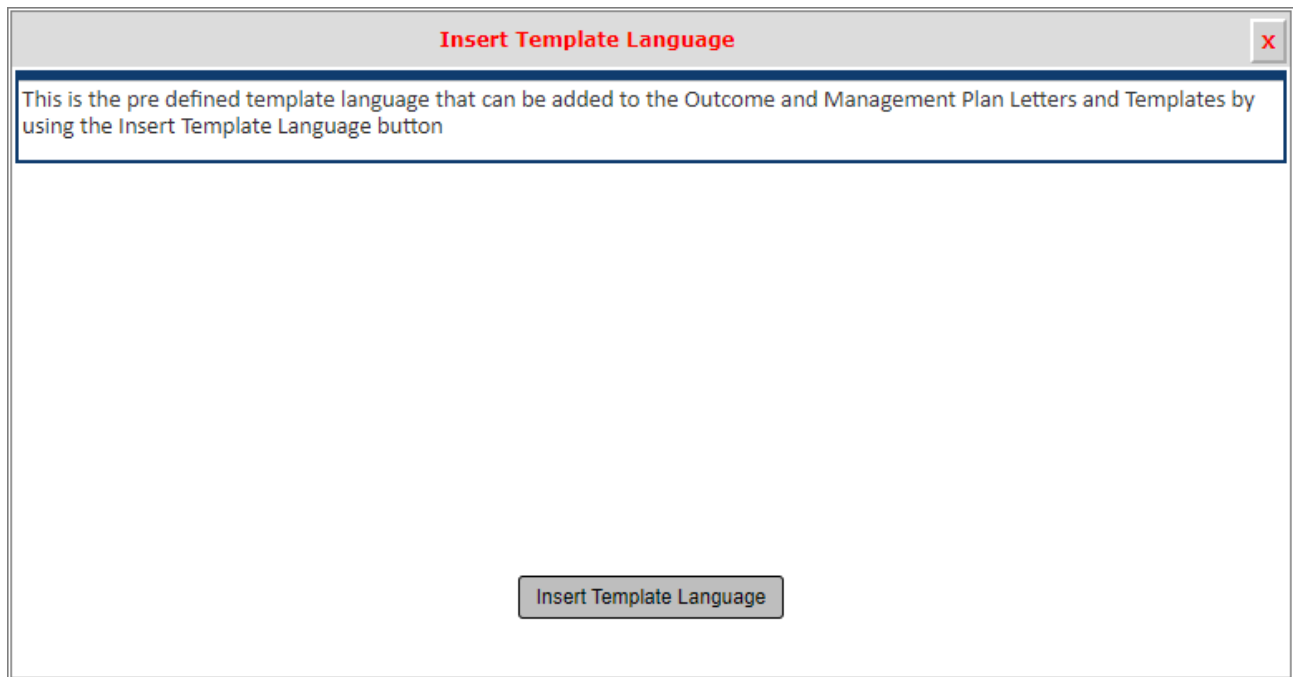
The user will be redirected to an online text editor allowing them to make modifications to the generated document.



Click the **Insert Template Language** button to pull in any desired pre-configured section(s) of boilerplate text.

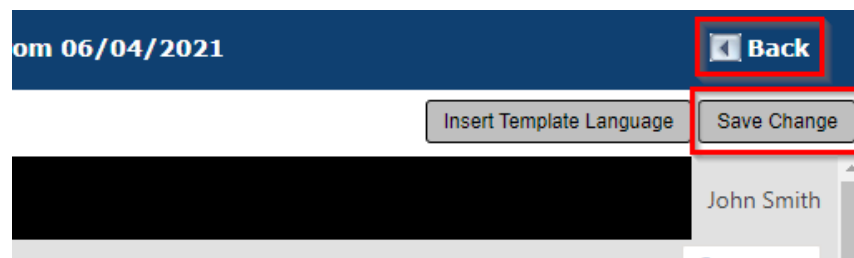


A popup window containing a list of available boilerplate sections opens. Click the desired item to insert it into the text editor in the cursor's location.



Clicking **Insert Template Language** closes the popup window and inserts the chosen boilerplate language into the cursor location in the document.

Click the **Save Change** button at the top right of the page to save changes, then click the **Back** button to close the text editor.



There is no limit to the number of times a meeting document may be edited before being published.

Publishing a Document

Once a document has been generated and edited, it may be published to the system. This is done by clicking the *Publish* tile for the appropriate document.

My Workspaces Conflict of Interest **Meeting Minutes from 06/04/2021**

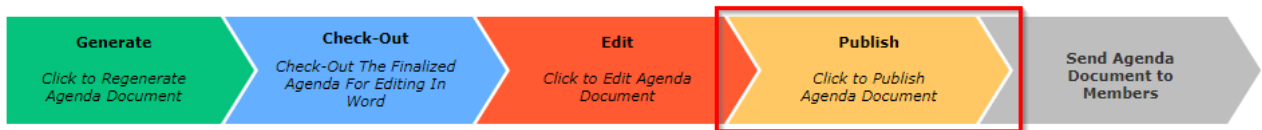
Meeting Agenda Management

*View Meeting Agenda: Open Meeting Agenda

*Enable Reviewer Notifications?: Yes No

*Meeting Status: **Finalized**

Meeting Agenda Document



The **Meeting Minutes** page will refresh with the *Send* tile activated.

My Workspaces Conflict of Interest **Meeting Minutes from 06/04/2021**

Meeting Agenda Management

*View Meeting Agenda: Open Meeting Agenda

*Enable Reviewer Notifications?: Yes No

*Meeting Status: **Finalized**

Meeting Agenda Document



Publishing a document locks that document to further generation or editing, as seen by the deactivated tiles in the screenshot above.

Unpublishing a Document

To edit or regenerate a published document, the document must be unpublished.

Notice that once a document is published, the *Publish* tile changes to read “Click to Unpublish Agenda Document”. Clicking this tile will unpublish the document.

My Workspaces Conflict of Interest **Meeting Minutes from 06/04/2021**

Meeting Agenda Management

*View Meeting Agenda: Open Meeting Agenda

*Enable Reviewer Notifications?: Yes No

*Meeting Status: **Finalized**

Meeting Agenda Document



This will refresh the **Meeting Minutes** page to show the following.

My Workspaces Conflict of Interest **Meeting Minutes from 06/04/2021**

Meeting Agenda Management

*View Meeting Agenda: Open Meeting Agenda

*Enable Reviewer Notifications?: Yes No

*Meeting Status: **Finalized**

Meeting Agenda Document

The document has returned to its pre-published state, with the *Generate*, *Check-Out*, and *Edit* tiles activated and the *Send* tile deactivated.

Click the *Publish* tile to publish the document again.

Sending a Document

Meeting documents may only be sent once they have been published. Shown below is an example of a published agenda document.

My Workspaces Conflict of Interest **Meeting Minutes from 06/04/2021**

Meeting Agenda Management

*View Meeting Agenda: Open Meeting Agenda

*Enable Reviewer Notifications?: Yes No

*Meeting Status: **Finalized**

Meeting Agenda Document



Click the *Send* tile to send the document to select meeting attendees. This will redirect the user to the following page.

My Workspaces Conflict of Interest **Meeting Agenda Document Recipients**

Conflict of Interest Meeting Agenda from 06/04/2021

Committee Name		Recipient List
<u>Conflict of Interest Assistant</u>		
	<input type="checkbox"/>	Coordinator, COI
	<input type="checkbox"/>	Member, COI
	<input type="checkbox"/>	Ramirez, Yvette
	<input type="checkbox"/>	Reviewer, COI
	<input type="checkbox"/>	Smith, John

Additional Recipients

Association	Send if checked	Additional Recipients
No additional recipients have been selected		

All members of the committee associated to this meeting are listed on this **Meeting Agenda Document Recipients** page. In the example above, the meeting is associated to the “Conflict of Interest Assistant” committee, which contains five board members.

Each of these board members may be selected to receive the meeting agenda document using the checkbox column to the left of their names.

Additional users may be added to the recipient list through the use of two methods: adding from the user directory or adding manually.

[Adding Recipients from the System Directory](#)

Click the **Add recipient from directory** button to send the meeting document to an iRIS™ user outside of the meeting committee. This will open the following page.

My Workspaces ▾ Conflict of Interest **Search User Directory** Back

Directory Browse/Find: Last Name: (You may enter a partial name to search)
 First Name:
 by Department: All Departments Find

Use the **Last Name**, **First Name**, and **by Department** filters to select one or more recipients from the iRIS™ user directory.

My Workspaces ▾ Conflict of Interest **Search User Directory** Back

Save Selected User(s)

Directory Browse/Find: Last Name: (You may enter a partial name to search)
 First Name:
 by Department: All Departments Find

Check for Multiple	Select User	Training	User Name	Department	Email
<input type="checkbox"/>	<input checked="" type="checkbox"/>		Investigator, Andrew	Study Team (primary)	
<input type="checkbox"/>	<input checked="" type="checkbox"/>		Investigator, ARC, Ph.D.	Study Team (primary)	
<input type="checkbox"/>	<input checked="" type="checkbox"/>		Investigator, Co	Study Team (primary)	
<input type="checkbox"/>	<input checked="" type="checkbox"/>		Investigator, COI, Ph.D.		
<input type="checkbox"/>	<input checked="" type="checkbox"/>		Investigator, IACUC, Ph.D.	Study Team (primary)	
<input type="checkbox"/>	<input checked="" type="checkbox"/>		Investigator, IBC, Ph.D.	Study Team (primary) [+]	
<input type="checkbox"/>	<input checked="" type="checkbox"/>		Investigator, John	General Hospital (primary) [+]	
<input type="checkbox"/>	<input checked="" type="checkbox"/>		Investigator, OSF	Office of Human Protection (primary)	

Use the provided checkbox column and **Save Selected User(s)** button to select multiple users, or the icon to select a single user. The selected recipients will then populate in the **Additional Recipients** table as shown below.

My Workspaces ▾ Conflict of Interest **Meeting Agenda Document Recipients** Back

Add recipient from directory Add recipient manually Send to selected recipients

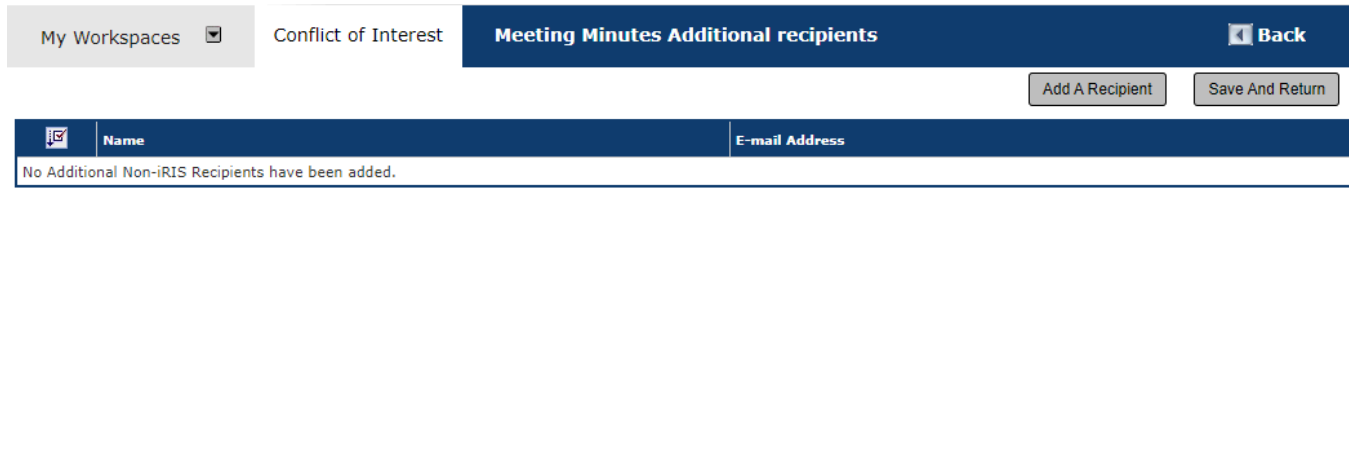
Conflict of Interest Meeting Agenda from 06/04/2021

Committee Name		Recipient List
<u>Conflict of Interest Assistant</u>		
	<input type="checkbox"/>	Coordinator, COI
	<input type="checkbox"/>	Member, COI
	<input type="checkbox"/>	Ramirez, Yvette
	<input type="checkbox"/>	Reviewer, COI
	<input type="checkbox"/>	Smith, John
	<input type="checkbox"/>	Stewart, Andrew

Additional Recipients		
Association	Send if checked	Additional Recipients
<input type="text"/>	<input checked="" type="checkbox"/>	Investigator, John

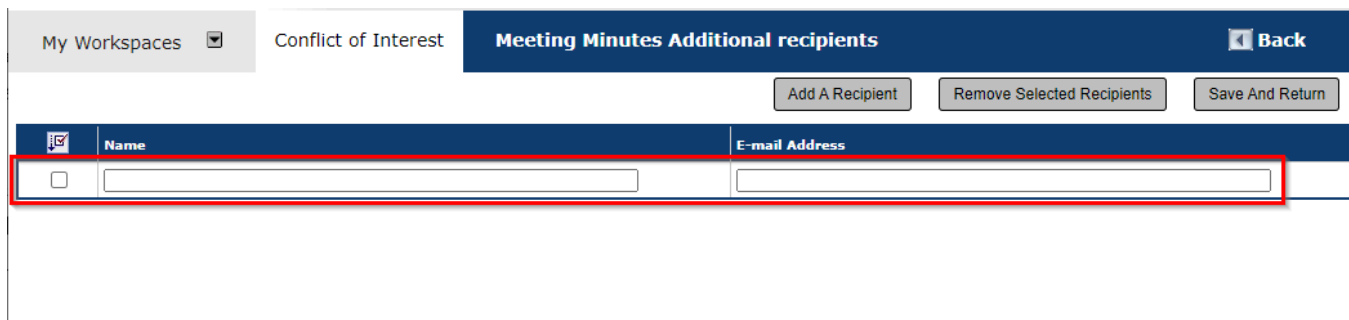
Adding Recipients Manually

Meeting documents may also be emailed to users that do not have an iRIS™ account. This is done by clicking the **Add recipient manually** button, which opens the following screen.



The screenshot shows a web interface for adding recipients. At the top, there are navigation elements: 'My Workspaces' with a dropdown arrow, 'Conflict of Interest', and a blue header bar with 'Meeting Minutes Additional recipients' and a 'Back' button. Below the header, there are two buttons: 'Add A Recipient' and 'Save And Return'. A table with a dark blue header is visible. The header has a checkbox icon, 'Name', and 'E-mail Address'. The table body contains a single row with the text 'No Additional Non-iRIS Recipients have been added.'

Click the **Add A Recipient** button. A new row will populate in the display table allowing users to define the name and email address of the non-iRIS™ personnel.



This screenshot shows the same interface as above, but with the 'Add A Recipient' button highlighted. The table now has a new row with a checkbox, an input field for 'Name', and an input field for 'E-mail Address'. The 'Remove Selected Recipients' button is also visible.

Once the desired users have been added, click the **Save and Return** button to save them to the meeting document routing list.

My Workspaces ▾ Conflict of Interest **Meeting Agenda Document Recipients** ⏪ Back

Add recipient from directory Add recipient manually Send to selected recipients

Conflict of Interest Meeting Agenda from 06/04/2021

Committee Name	<input checked="" type="checkbox"/>	Recipient List
<u>Conflict of Interest Assistant</u>	<input checked="" type="checkbox"/>	
	<input type="checkbox"/>	Coordinator, COI
	<input type="checkbox"/>	Member, COI
	<input type="checkbox"/>	Ramirez, Yvette
	<input type="checkbox"/>	Reviewer, COI
	<input type="checkbox"/>	Smith, John
	<input type="checkbox"/>	Stewart, Andrew

Additional Recipients


Association	Send if checked	Additional Recipients
<input type="text"/>	<input checked="" type="checkbox"/>	Investigator, John
<input type="text"/>	<input checked="" type="checkbox"/>	Jane Doe

For each additional recipient, a text box is provided to clarify the user’s association to the meeting.

Once all desired recipients have been added and selected, click **Send to selected recipients** to send the meeting document.


Viewing a Document

Published documents are converted to a PDF in iRIS™. This final PDF version is viewable on the **Meeting**

Minutes page via the  icon as shown in the screenshot below.

My Workspaces ▾ Conflict of Interest **Meeting Minutes from 06/04/2021**

Meeting Agenda Management

*View Meeting Agenda:  Open Meeting Agenda

*Enable Reviewer Notifications?: Yes No

*Meeting Status: Finalized Revert to Draft

Meeting Agenda Document


Generate Agenda Document

Check-Out Agenda Document

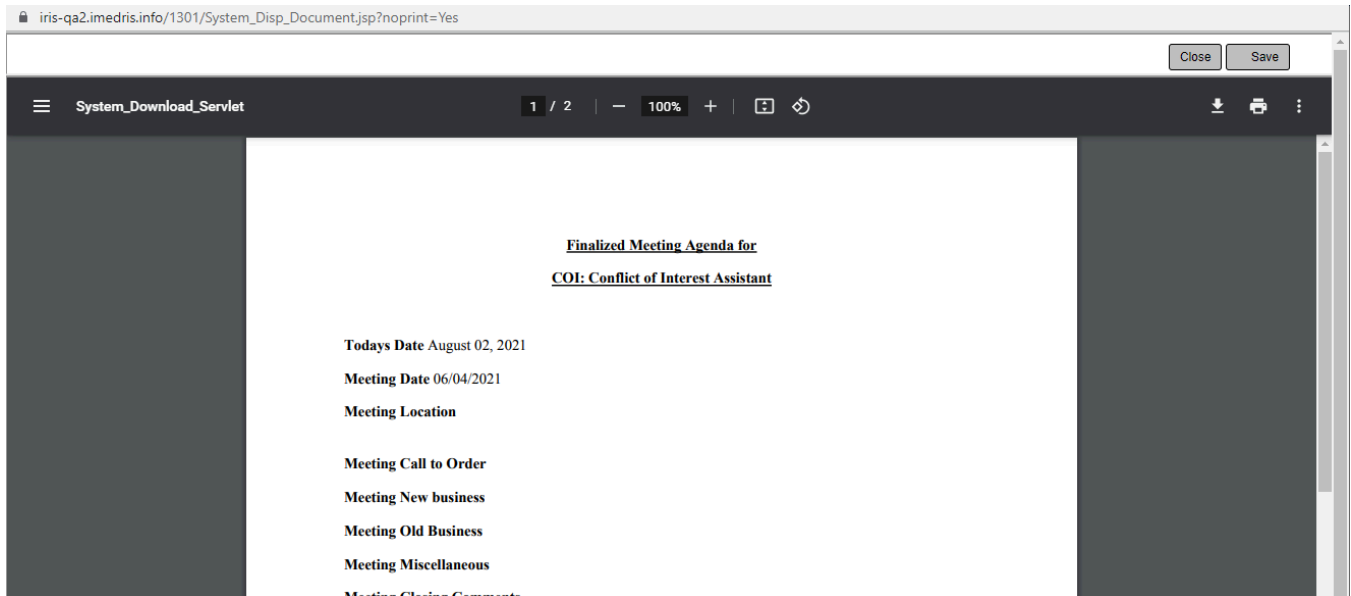
Click to Edit Agenda Document

Publish
Click to Unpublish Agenda Document

Send
Click to Send Published Agenda to Members


View Published Agenda Document

Clicking this icon opens a second browser window displaying the PDF version of the document.



From here the document may be downloaded and/or printed.

Processing the Meeting Minutes

Similar to the meeting agenda document and the expedite report, the meeting minutes may also be generated, published, and sent to board members. This process is detailed in the following sections.

Generating Meeting Minutes

The first step to meeting minutes processing is generating the minutes.

It is crucial to note that minutes may only be generated once a meeting date has passed. If the meeting has not yet taken place, the meeting minutes processing tiles will be locked as shown in the screenshot below.

Meeting Minutes Management



Once the meeting date has passed, the *Generate* tile will be activated.

Meeting Minutes Management



To generate the minutes from the meeting simply click the *Generate* tile. This will activate four additional processing tiles.

Meeting Minutes Management



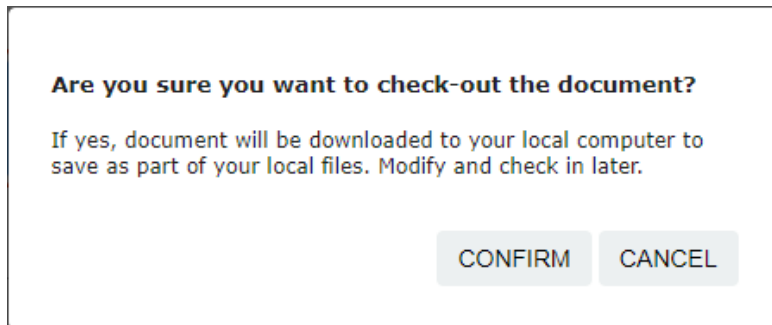
Checking-Out the Minutes

The meeting minutes may be checked-out by a user for editing on their local system. This is done by clicking the *Check-Out* tile as shown below.

Meeting Minutes Management



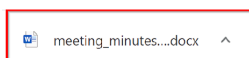
Clicking this tile will open the following confirmation window.



Clicking **CANCEL** cancels the check-out and closes the window.

Clicking **CONFIRM** proceeds with the check-out and downloads a copy of the minutes to the user's machine.

Meeting Minutes Management



Show all ×

Notice that while the meeting minutes are checked out, all processing tiles are deactivated except for the *Minutes is Currently Checked Out* tile. Also notice the bottom of the screen where the downloaded minutes document is displayed (this screenshot was taken using the Google Chrome browser).

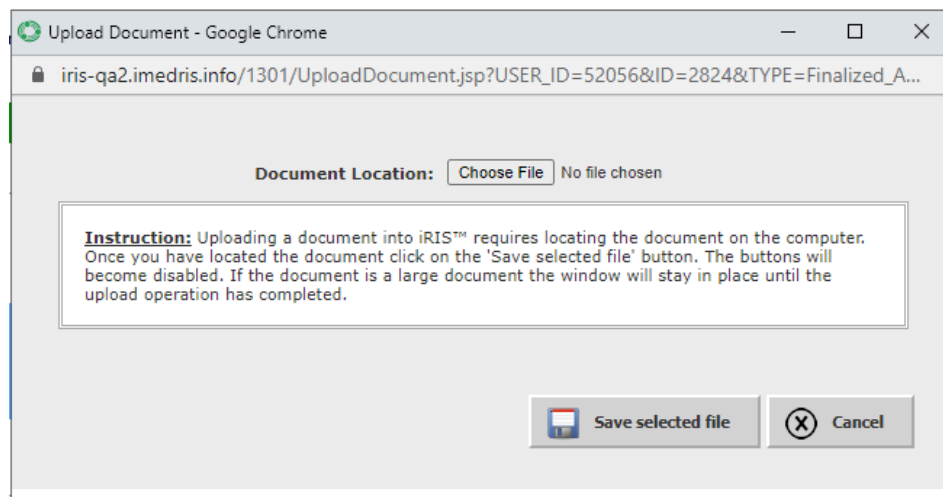
Checking-In the Minutes

To check back in the meeting minutes, simply click the *Minutes is Currently Checked Out* check-in tile.

Meeting Minutes Management



Clicking this tile opens the following document upload window.



Select the edited meeting minutes file and click **Save selected file** to check in the updated minutes. The **Meeting Minutes** page will refresh with the meeting minutes processing tiles reactivated.

Meeting Minutes Management



The meeting minutes may be checked out any number of times before being published as the final version.

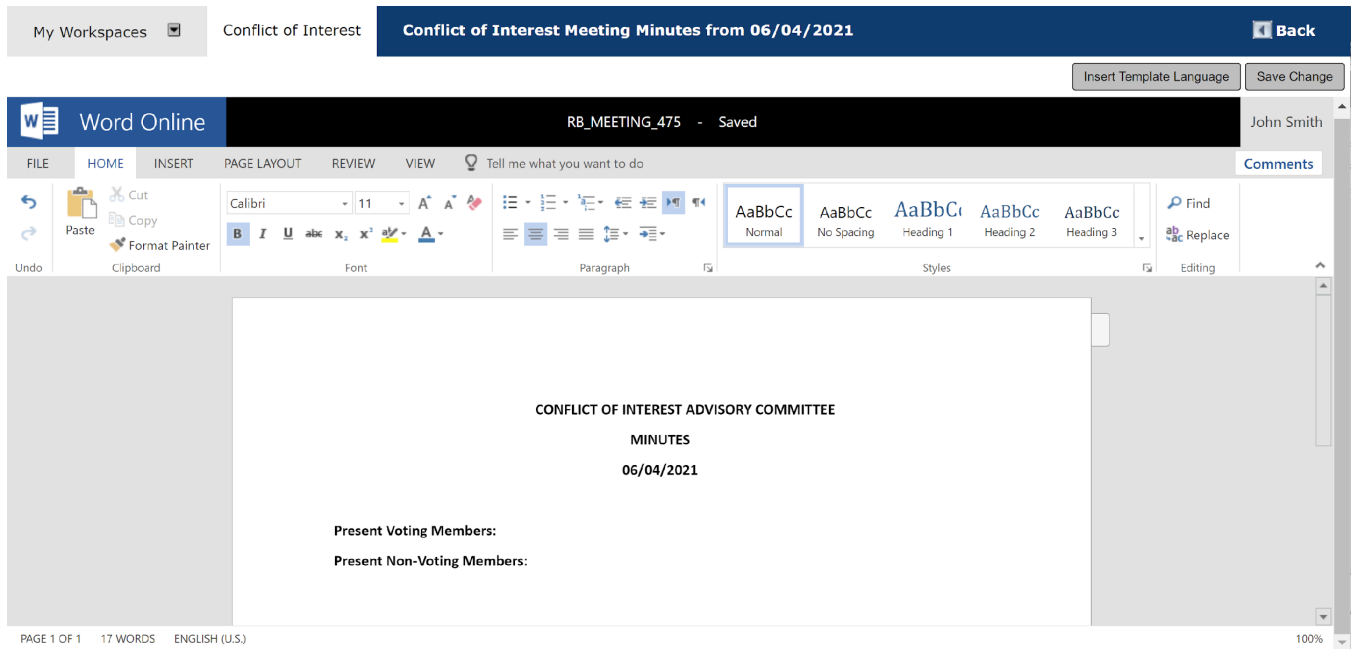
Editing the Minutes

Click the *Edit* tile to edit the meeting minutes within the browser.

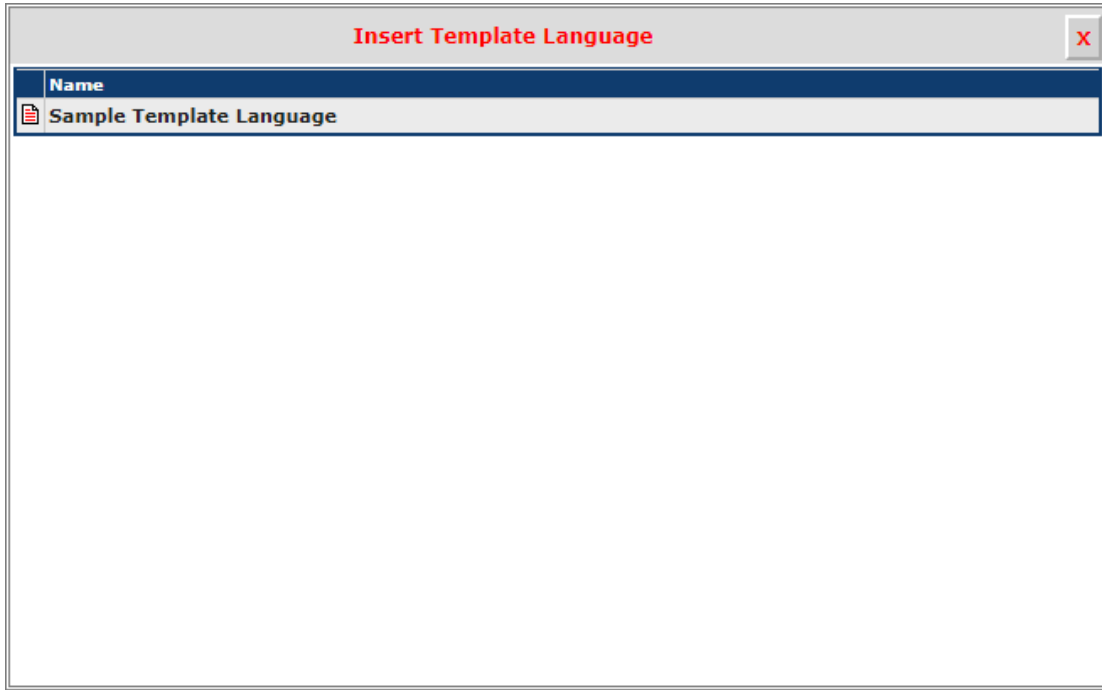
Meeting Minutes Management



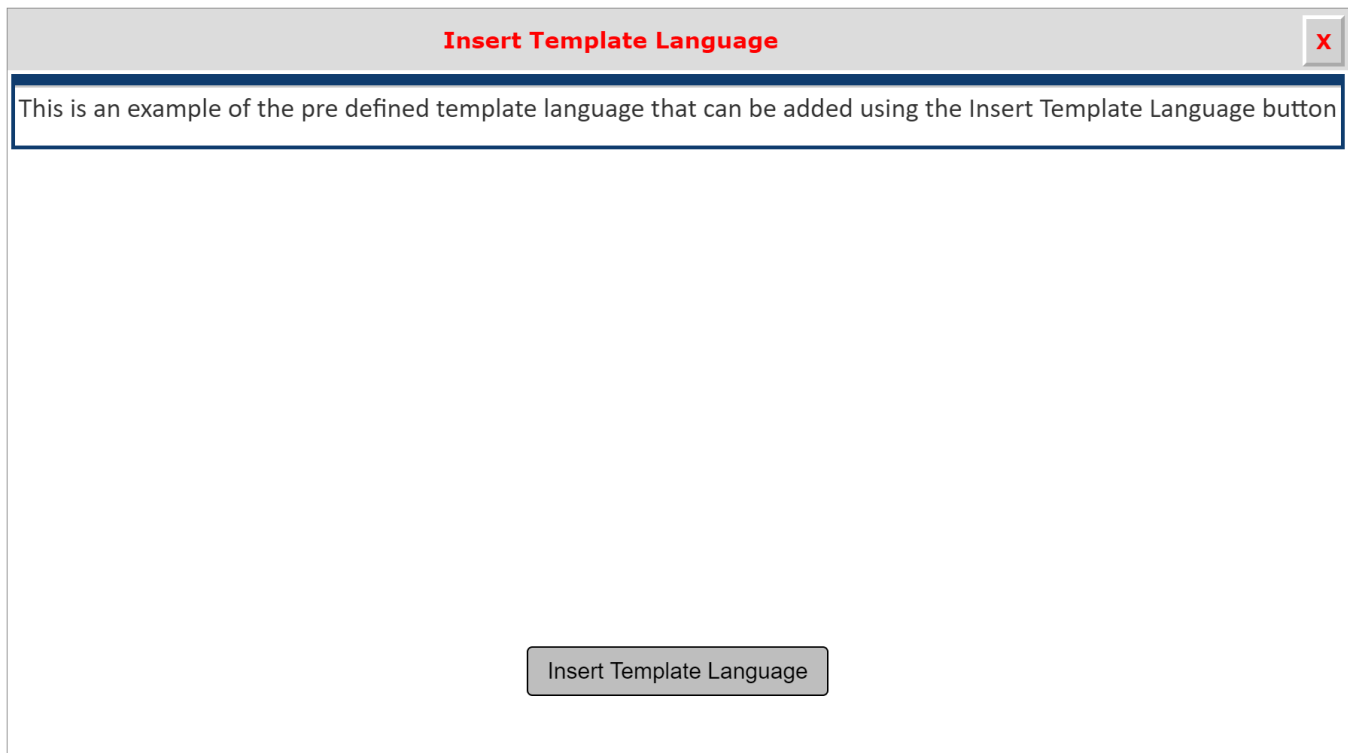
The user will be redirected to an online text editor allowing them to make modifications to the generated minutes document.



Click the **Insert Template Language** button to pull in any desired pre-configured section(s) of boilerplate text.

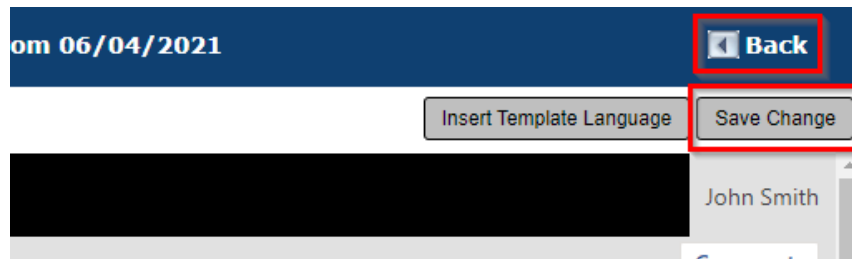


A popup window containing a list of available boilerplate sections opens. Click the desired item to insert it into the text editor in the cursor's location.



Clicking **Insert Template Language** closes the popup window and inserts the chosen boilerplate language into the cursor location in the minutes document.

Click the **Save Change** button at the top right of the page to save changes, then click the **Back** button to close the text editor.



There is no limit to the number of times the meeting minutes may be edited before being published as the final version.

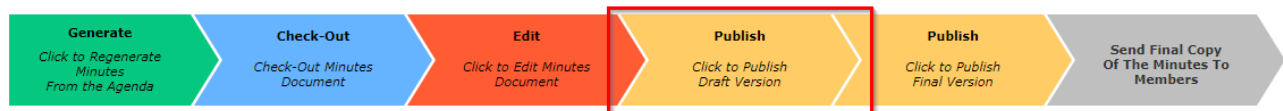
Publishing a Draft Version of the Minutes

Publishing meeting minutes in iRIS™ is a two-step process. First, a draft version of the minutes may be published and sent to board members. Next, the meeting may be further edited and eventually published again as a final version. This final version may also be sent to users.

Note: Publishing a draft version of the minutes is an optional step and may not make sense depending on an institution's specific workflow.

To publish a draft version of the minutes, click the first *Publish* tile.

Meeting Minutes Management



This will update the page to show the following additional fields.

Meeting Agenda Management

*View Meeting Agenda: Open Meeting Agenda

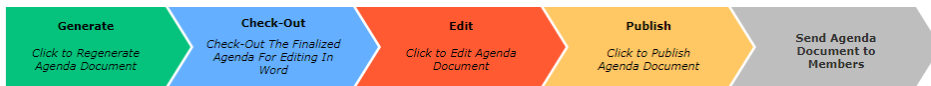
*Enable Reviewer Notifications?: Yes No

*Meeting Status: Finalized

Date Minutes Sent for Comments:

Do you want to route the minutes for approval? Yes No

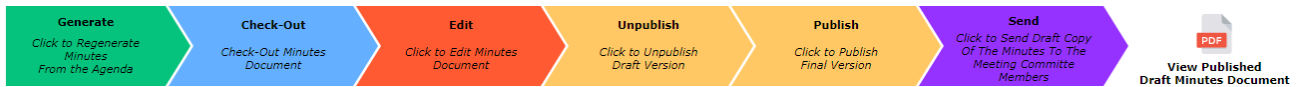
Meeting Agenda Document



Expedite Report



Meeting Minutes Management



These fields are described in the following two sections.

Date Minutes Sent for Comments

This field displays the date that the draft minutes were sent to board members for comments. Initially after publishing, this field is blank. Once the draft minutes are sent, it will auto-populate with the date that the minutes were sent. This date can be further modified as desired. Once a date is entered here it will be displayed on the main **Meeting Manager** page as shown below.

Open	Committee	Meeting Date	Start Time	Agenda State	Notify Reviewers	Date Draft Published Minutes Sent for Comments	Date Final Published Minutes Approved by Committee	Date Final Published Minutes Sent to the Meeting Attendees	Availability	Edit/View Reviews & Minutes
	New Committee	08/08/2018	02:00 PM	Finalized	Enabled	08/02/2021				<input type="button" value="Submissions Review"/> <input type="button" value="View Draft Minutes"/>

Do you want to route the minutes for approval?

This field is used to route the draft minutes to board members for approval. The field defaults to “No”. Selecting “Yes” will show a **Click here to generate the routing list** link.

Do you want to route the minutes for approval? Yes No [Click here to generate the routing list.](#)

Clicking this link opens the **Meeting Minutes Routing Selection List** page, shown below.

Add Review Board Routing
 Add Non-Review Board Routing
 Delete Selected Routing(s)
 Save Routing List

Meeting Type: Conflict of Interest Assistant
 Meeting Date: 06/04/2021
 Meeting Location:

Have you completed your selection of required routings? Yes
 No

<input type="checkbox"/>	Order Number	Name	Signoff	Approved	Include Signature	Date Received	Date Completed	Comments
No Personnel have been designed to signoff								

Displayed on this page is basic meeting information as well as a user signoff staging table. As users are added to the routing list, they will populate in this table. Once all desired recipients have been selected, the **Have you completed your selection of required routings** field can be set to “Yes” and the routing list can be saved.

The columns of this staging table are described as follows:

Order Number – order that the minutes are routed; user with the lowest order number receives the minutes first

Name – name of the user that will receive the minutes

Signoff – if the logged-in user has been added to the staging table, the icon in this column will be clickable, enabling that user to complete the minutes signoff directly from this page

Approved – indicates if the minutes have been approved or denied; “Yes” indicates approval and “No” indicates denial; if the minutes have not yet been reviewed by that specific user, this column will be blank

Include Signature – when set to “Yes”, the routing recipient is required to provide an electronic signature when completing their signoff; when set to “No” the reviewer may sign off on the minutes without including an electronic signature

Date Received – date that the user receives the routed minutes

Date Completed – date that the user completes their review and signoff of the minutes

Comments – displays any comments left by the user during their review

Users may be added to this signoff staging table via two methods: review board routing and non-review routing.

Review Board Routing

To route the draft minutes to review board members, click the **Add Review Board Routing** button.

My Workspaces ▼ Conflict of Interest **Meeting Minutes Routing Selection List** Back

Add Review Board Routing Add Non-Review Board Routing Delete Selected Routing(s) Save Routing List

Meeting Type: Conflict of Interest Assistant
 Meeting Date: 06/04/2021
 Meeting Location:

Have you completed your selection of required routings? Yes No

<input checked="" type="checkbox"/>	Order Number	Name	Signoff	Approved	Include Signature	Date Received	Date Completed	Comments
No Personnel have been designed to signoff								

Doing so will populate the user signoff table with a new row, as shown below.

My Workspaces ▼ Conflict of Interest **Meeting Minutes Routing Selection List** Back

Add Review Board Routing Add Non-Review Board Routing Delete Selected Routing(s) Save Routing List

Meeting Type: Conflict of Interest Assistant
 Meeting Date: 06/04/2021
 Meeting Location:

Have you completed your selection of required routings? Yes No

<input checked="" type="checkbox"/>	Order Number	Name	Signoff	Approved	Include Signature	Date Received	Date Completed	Comments
<input type="checkbox"/>	0	--none--			Yes			

Select a board member to receive the draft version of the minutes using the **Name** dropdown and then complete the rest of the column fields accordingly.

Non-Review Board Routing

iRIS™ users that are not members of the review board in question may be added to the routing list by clicking the **Add Non-Review Board Routing** button. This will open the follow user selection page.

My Workspaces ▼ Conflict of Interest **Search User Directory** Back

Directory Browse/Find: Last Name: (You may enter a partial name to search)
 First Name:
 by Department: All Departments ▼ Find

Here the system user directory may be searched for the desired routing recipient. A filter box is included to aid users in narrowing their search, either by full or partial **Last Name** or **First Name**, by **Department**, or by any combination of the three. The search results will display in the user selection table as shown below.

My Workspaces ▼ Conflict of Interest **Search User Directory** Back

Save Selected User(s)

Directory Browse/Find:
 Last Name: (You may enter a partial name to search)
 First Name:
 by Department: ▼ Find

Check for Multiple	Select User	Training	User Name	Department	Email
<input type="checkbox"/>	<input checked="" type="checkbox"/>		Administrator	Grants Office (primary) [+]	

Click the checkmark icon in the **Select User** column to add a user to the distribution list. Use the **Check for Multiple** checkbox column to add multiple users. Click the **Save Selected User(s)** button once the desired selections have been made. The selected user(s) are added to signoff staging table, as shown in the screenshot below.

My Workspaces ▼ Conflict of Interest **Meeting Minutes Routing Selection List** Back

Add Review Board Routing Add Non-Review Board Routing Delete Selected Routing(s) Save Routing List

Meeting Type: Conflict of Interest Assistant
 Meeting Date: 06/04/2021
 Meeting Location:

Have you completed your selection of required routings? Yes No

	Order Number	Name	Signoff	Approved	Include Signature	Date Received	Date Completed	Comments
<input type="checkbox"/>	1	Administrator ▼			Yes ▼			

Once added to the staging table, the user record may be edited as if it was added via *Review Board Routing*. Clicking the **Name** dropdown menu will display the review board members as well as the non-review board member that was added.

Deleting Routing Recipients

To delete users from the signoff staging table, select the desired user(s) via the checkbox column on the far left side of the table and click the **Delete Selected Routing(s)** button.

My Workspaces ▾ Conflict of Interest Meeting Minutes Routing Selection List ⏪ Back

Add Review Board Routing
Add Non-Review Board Routing
Delete Selected Routing(s)
Save Routing List

Meeting Type: Conflict of Interest Assistant
 Meeting Date: 06/04/2021
 Meeting Location:

Have you completed your selection of required routings?
 Yes
 No

<input checked="" type="checkbox"/>	Order Number	Name	Signoff	Approved	Include Signature	Date Received	Date Completed	Comments
<input checked="" type="checkbox"/>	1	Administrator	⏪		Yes ▾			

Saving the Routing List

Once the desired recipients have been selected, the routing list must be saved by clicking **Save Routing List**.

Note that the **Have you completed your selection of required routings?** field must be set to “Yes” in order for the save to be successful.

My Workspaces ▾ Conflict of Interest Meeting Minutes Routing Selection List ⏪ Back

Add Review Board Routing
Add Non-Review Board Routing
Delete Selected Routing(s)
Save Routing List

Meeting Type: Conflict of Interest Assistant
 Meeting Date: 06/04/2021
 Meeting Location:

Have you completed your selection of required routings?
 Yes
 No

<input type="checkbox"/>	Order Number	Name	Signoff	Approved	Include Signature	Date Received	Date Completed	Comments
<input type="checkbox"/>	1	Administrator	⏪		Yes ▾			

After saving the routing list, the draft version of the minutes will be dispatched to the selected recipients, beginning with the lowest order number. Notice that the signoff routing table will update to show a **Date Received** for each recipient, and that the “routing complete” radio button and **Include Signature** column have been greyed-out.

My Workspaces ▾ Conflict of Interest Meeting Minutes Routing Selection List ⏪ Back

Add Review Board Routing
Add Non-Review Board Routing
Delete Selected Routing(s)
Save Routing List

Meeting Type: Conflict of Interest Assistant
 Meeting Date: 06/04/2021
 Meeting Location:

Have you completed your selection of required routings?
 Yes
 No

<input type="checkbox"/>	Order Number	Name	Signoff	Approved	Include Signature	Date Received	Date Completed	Comments
<input type="checkbox"/>	1	Administrator	⏪		Yes ▾	08/24/2021 03:30:45 PM PDT		

As the recipient(s) complete their review(s), the **Approved**, **Date Completed**, and **Comments** columns will populate accordingly.

Back on the **Meeting Minutes from [date]** page, the “route minutes” field updates to reflect the status of the routing (shown below).

Meeting Agenda Management

*View Meeting Agenda: Open Meeting Agenda

*Enable Reviewer Notifications?: Yes No

*Meeting Status: Finalized Revert to Draft

Date Minutes Sent for Comments:

Do you want to route the minutes for approval? Yes No
Draft Routing in progress. Click here to manage the routing list.

Note that once the routing list is saved, the yes/no radio button becomes read-only.

Modifying the Routing List

The routing list may be modified by clicking the link provided in the **Do you want to route the minutes for approval?** field on the **Meeting Minutes from [date]** page.

Date Minutes Sent for Comments:

Do you want to route the minutes for approval? Yes No
Draft Routing in progress. Click here to manage the routing list.

This link opens to the following routing list page.

My Workspaces Conflict of Interest Meeting Minutes Routing Selection List Back

Add Review Board Routing
Add Non-Review Board Routing
Delete Selected Routing(s)
Save Routing List

Meeting Type: Conflict of Interest Assistant
 Meeting Date: 06/04/2021
 Meeting Location:

Have you completed your selection of required routings? Yes No

<input type="checkbox"/>	Order Number	Name	Signoff	Approved	Include Signature	Date Received	Date Completed	Comments
<input type="checkbox"/>	1	Administrator			Yes	08/24/2021 03:30:45 PM PDT		

Additional recipients may be added by clicking either **Add Review Board Routing** or **Add Non-Review Board Routing** and then following the procedures outlined in the previous sections. Notice that the **Have you**

completed your selection of required routings? field is locked to “Yes”, so **Save Routing List** may be clicked directly.

Users may be deleted from the signoff routing list by selecting the desired records using the far left checkbox column and then clicking **Delete Selected Routing(s)**.

Meeting Minutes Signoff Task

Any user included in the draft minutes signoff routing list receives an *RB Meeting Minutes Routing Signoff* task on their homepage, as shown below.

All Tasks						
Outstanding		Completed				
All Tasks		Study Tasks		Project Tasks		
Task List : All				Filter By : --none--		
25 result(s) found...						1 - 5
Click to open	Task Type	Date Received	Description	Priority	Complete By	
<input type="checkbox"/>	RB Meeting Minutes Routing Signoff	08/25/2021 09:10 AM PDT	John Smith has been assigned to review and signoff the draft meeting minute, assigned by John Smith	No Priority	<input type="text"/> <input type="button" value="Calendar"/>	

Opening this task takes the user to the following screen, where they can view a PDF version of the draft meeting minutes.

My Workspaces Conflict of Interest **Meeting Minutes Routing** [Back](#)

[Save Meeting Minute Review](#)

Meeting Type:
Conflict of Interest Assistant

Meeting Date:
06/04/2021

Meeting Location:

Do you Approve or Deny these meeting minutes?
--none--

[Click here to add comments.](#)
No Comments have been posted.

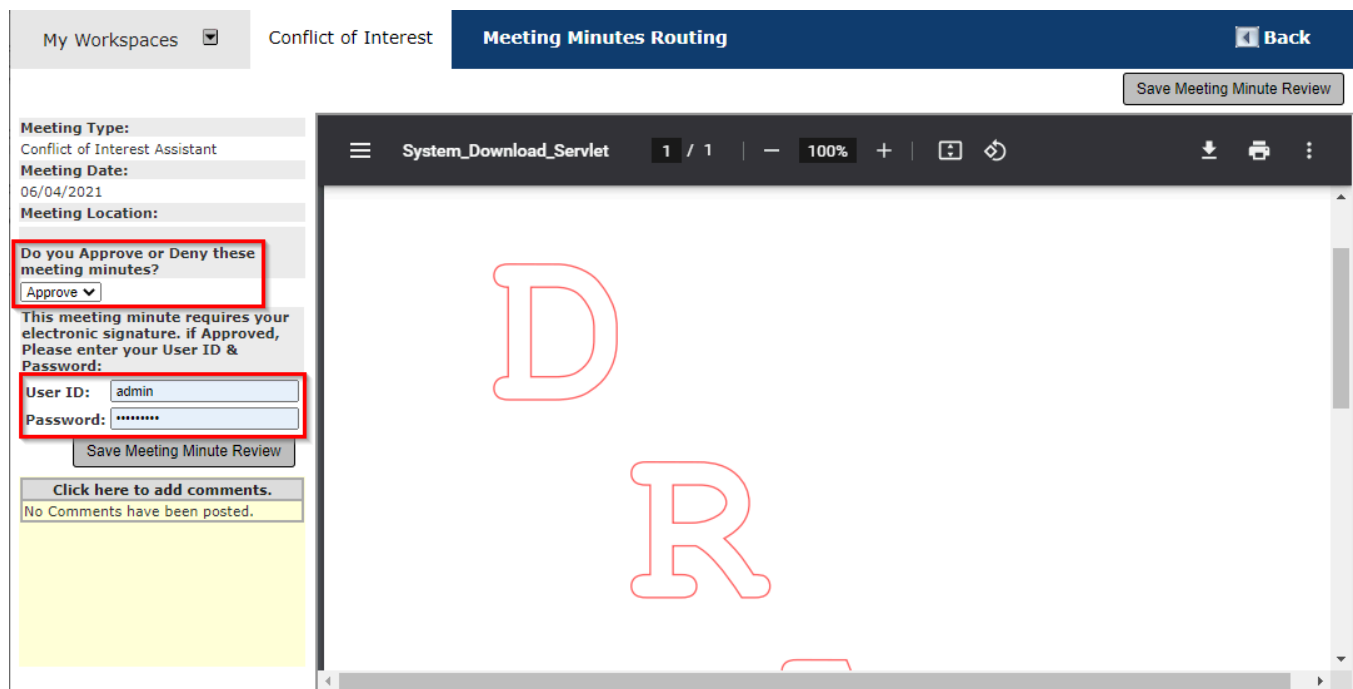
System_Download_Servlet 1 / 1 | 100%

D

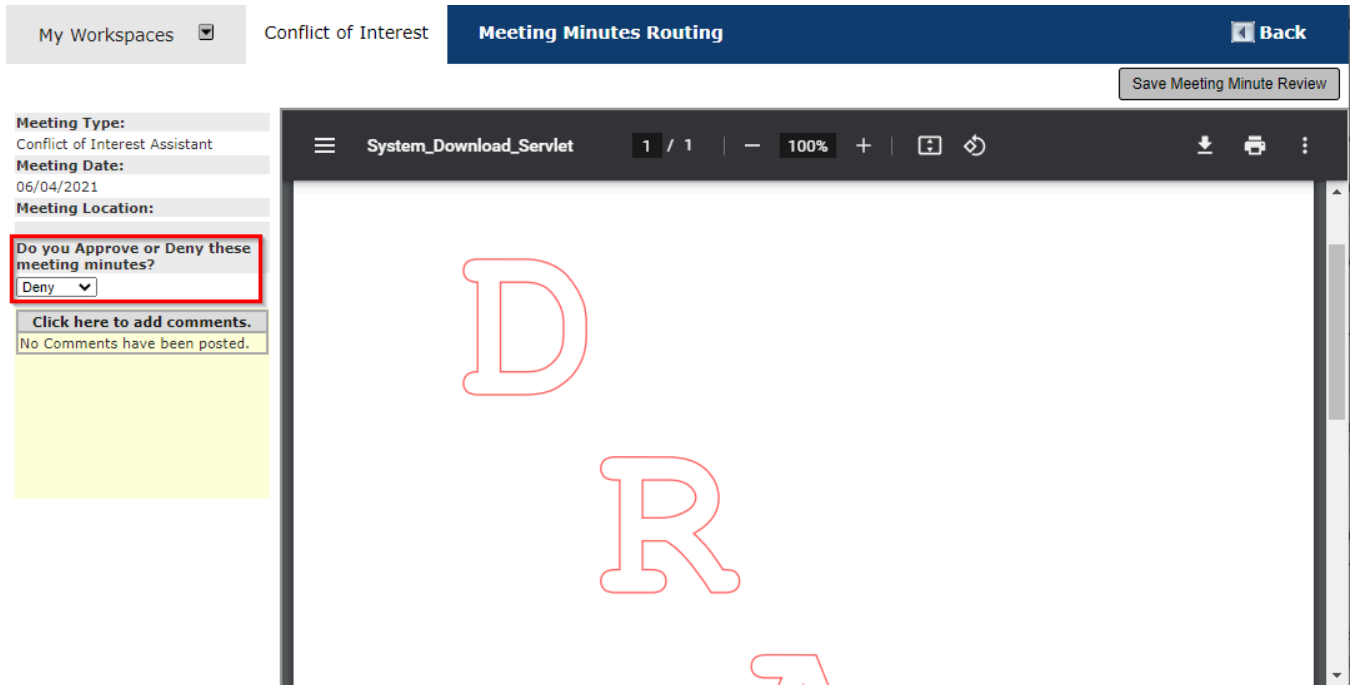
R

On the left-hand side of the page, basic meeting information is displayed along with several fields that enable the user to complete their review. After reading through the provided PDF, they will use these left side fields to either approve or deny the draft meeting minutes.

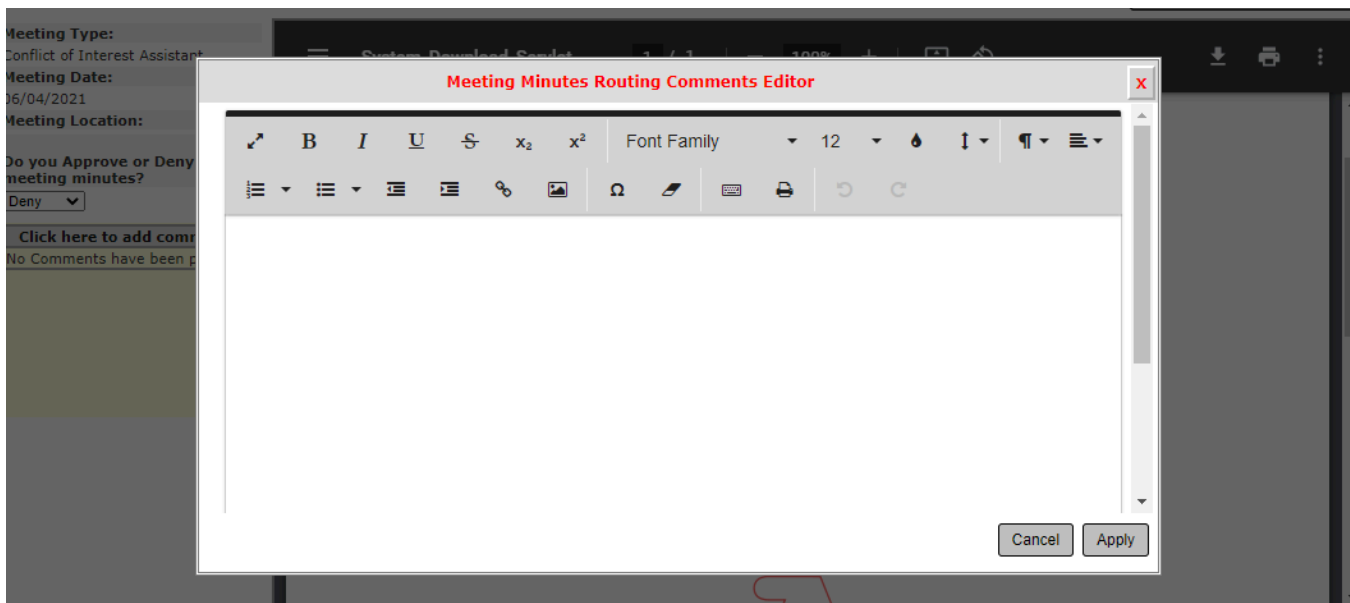
The minutes can be approved by selecting “Approve” in the **Do you Approve or Deny these meeting minutes?** dropdown menu. If a signature was required for this specific user, additional fields will populate enabling the user to enter their iRIS™ credentials. This will act as the electronic signature.



To deny the minutes, select the “Deny” option in the **Do you Approve or Deny these meeting minutes?** dropdown menu.



Throughout the review, comments may be added with the **Click here to add comments** link and accompanying popup window.



Once the review outcome has been selected and all desired comments have been added, the minutes review can be completed by clicking the **Save Meeting Minute Review** button. Doing so will update the routing status of the minutes back on the **Meeting Minutes from [date]** page according to the response(s) from the reviewer(s).

If all routing recipients approve the minutes, the meeting minutes routing link will update to show that the draft routing was approved.

Do you want to route the minutes for approval? Yes No
 Draft Routing Approved. Click here to view the routing list.

If one or more reviewers have not signed off on the minutes and no reviewers have denied the minutes, the routing link will display that the routing is still in progress.

Do you want to route the minutes for approval? Yes No
 Draft Routing in progress. Click here to manage the routing list.

If one or more reviewers deny the draft minutes, the routing link will show that the draft routing has been denied, regardless of whether all recipients have completed their review or not.

Do you want to route the minutes for approval? Yes No
 Draft Routing Denied. Click here to view the routing list.

Detailed information about the draft routing status can be viewed by clicking on the routing link, which opens the following page.

My Workspaces ▼ Conflict of Interest **Meeting Minutes Routing Selection List** ◀ Back

Add Review Board Routing Add Non-Review Board Routing Delete Selected Routing(s) Save Routing List

Meeting Type: Conflict of Interest Assistant
 Meeting Date: 06/04/2021
 Meeting Location:

Have you completed your selection of required routings? Yes No

<input type="checkbox"/>	Order Number	Name	Signoff	Approved	Include Signature	Date Received	Date Completed	Comments
	0	Smith, John		Yes	Yes ▼	08/25/2021 11:27:38 AM PDT	08/25/2021 11:27:44 AM PDT	
	1	Administrator, COI		No	Yes ▼	08/25/2021 11:28:30 AM PDT	08/25/2021 11:29:04 AM PDT	

Click here to view changes

Notice that once users have completed their review, a date populates in the **Date Completed** column.

Also note that if a user denies the minutes, an icon populates in the **Approved** column of the routing table. Clicking this icon opens a Microsoft Word document displaying all changes that were suggested by the reviewer, if any.

Note that publishing draft minutes does not lock the minutes document against editing, meaning that if the minutes were denied, the requested changes can be applied and re-routed without needing to regenerate the

minutes. However, note that in order to route the updated document, the draft minutes must be unpublished and then published again.

Sending the Draft Version of the Minutes

Once the draft meeting minutes are published, the *Send* tile is activated, allowing the meeting coordinator to send a copy of the minutes to members of the meeting. The minutes are sent as a PDF attachment to a system-generated email.

Meeting Minutes Management



Clicking this tile opens the **Draft Meeting Minutes Document Recipients** page.

My Workspaces ▼

Conflict of Interest

Draft Meeting Minutes Document Recipients

Back

Add recipient from directory

Add recipient manually

Send to selected recipients

Conflict of Interest Meeting Minutes from 06/04/2021

Committee Name	<input checked="" type="checkbox"/>	Recipient List
<u>Conflict of Interest Assistant</u>	<input checked="" type="checkbox"/>	
	<input type="checkbox"/>	Coordinator, COI
	<input type="checkbox"/>	Member, COI
	<input type="checkbox"/>	Reviewer, COI
	<input type="checkbox"/>	Smith, John

Additional Recipients

Association	Send if checked	Additional Recipients
No additional recipients have been selected		

From here the recipients of the draft meeting minutes may be selected. Recipients may be added manually or selected from either the committee member list or system directory.

Selecting Meeting Members

The minutes may be sent to meeting members using the provided committee member list.

My Workspaces ▾ Conflict of Interest **Draft Meeting Minutes Document Recipients** ⏪ Back

Conflict of Interest Meeting Minutes from 06/04/2021

Committee Name	<input checked="" type="checkbox"/>	Recipient List
Conflict of Interest Assistant	<input checked="" type="checkbox"/>	
	<input type="checkbox"/>	Coordinator, COI
	<input type="checkbox"/>	Member, COI
	<input type="checkbox"/>	Reviewer, COI
	<input type="checkbox"/>	Smith, John

Additional Recipients

Association	Send if checked	Additional Recipients
No additional recipients have been selected		

This table lists all users that belong to the committee in question. Any member that was marked present for the meeting is automatically checked in this list. Additional committee members can be added by simply checking the box to the left of each desired recipient.

[Selecting Recipients from System Directory](#)

The minutes may also be sent to users that are not members of the meeting or the committee. This can be done by clicking the **Add recipient from directory** button as shown below.


My Workspaces ▾ Conflict of Interest **Draft Meeting Minutes Document Recipients** ⏪ Back

Conflict of Interest Meeting Minutes from 06/04/2021

Committee Name	<input checked="" type="checkbox"/>	Recipient List
----------------	-------------------------------------	----------------

Doing so will redirect the user to the **Search User Directory** page.

My Workspaces ▾ Conflict of Interest **Search User Directory** ⏪ Back


Directory Browse/Find:

Last Name: (You may enter a partial name to search)
First Name:
by Department: All Departments

Here any user defined in iRIS™ can be selected as a recipient of the meeting minutes. Results can be narrowed by full or partial **Last Name** or **First Name**, by **Department**, or by any combination of the three.

Use the checkbox column at the far left of the table to select multiple recipients. Click the **Select** icon to add a single user.

My Workspaces ▼ Conflict of Interest **Search User Directory** Back

Save Selected User(s)

Directory Browse/Find: Last Name: administrator (You may enter a partial name to search)
 First Name:
 by Department: All Departments ▼ Find

Check for Multiple	Select User	Training	User Name	Department	Email
<input type="checkbox"/>	<input checked="" type="checkbox"/>		Administrator	Grants Office (primary) [+]	

All users added from the system directory populate in the **Additional Recipients** table as shown below.

My Workspaces ▼ Conflict of Interest **Draft Meeting Minutes Document Recipients** Back

Add recipient from directory Add recipient manually Send to selected recipients

Conflict of Interest Meeting Minutes from 06/04/2021

Committee Name		Recipient List
Conflict of Interest Assistant		
	<input type="checkbox"/>	Coordinator, COI
	<input type="checkbox"/>	Member, COI
	<input type="checkbox"/>	Reviewer, COI
	<input type="checkbox"/>	Smith, John

Additional Recipients		
Association	Send if checked	Additional Recipients
<input type="text"/>	<input checked="" type="checkbox"/>	Administrator

Selecting Recipients Manually

Non-iRIS™ personnel may also be added as recipients of the meeting minutes. This is done by clicking the **Add recipient manually** button, which opens the **Meeting Minutes Additional recipients** page shown below.

My Workspaces ▼ Conflict of Interest **Meeting Minutes Additional recipients** Back

Add A Recipient Save And Return

	Name	E-mail Address
No Additional Non-iRIS Recipients have been added.		

The provided staging table lists all non-iRIS™ recipients that have been added. Click **Add A Recipient** to add a new recipient. This populates a new row in the staging table as shown below.

My Workspaces ▼ Conflict of Interest **Meeting Minutes Additional recipients** Back

Add A Recipient Remove Selected Recipients Save And Return

	Name	E-mail Address
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Both a name and a valid email address must be defined for each non-iRIS™ recipient in order for the meeting minutes to be sent successfully. Click **Save And Return** once all desired manual recipients have been added and defined.

My Workspaces ▼ Conflict of Interest **Meeting Minutes Additional recipients** ⏪ Back

Add A Recipient Remove Selected Recipients **Save And Return**

<input type="checkbox"/>	Name	E-mail Address
<input type="checkbox"/>	Jane Doe	facultyemail@alphauniversity.edu

All manually-added recipients populate in the **Additional Recipients** table.

My Workspaces ▼ Conflict of Interest **Draft Meeting Minutes Document Recipients** ⏪ Back

Add recipient from directory Add recipient manually Send to selected recipients

Conflict of Interest Meeting Minutes from 06/04/2021

Committee Name	<input type="checkbox"/>	Recipient List
Conflict of Interest Assistant	<input type="checkbox"/>	
	<input type="checkbox"/>	Coordinator, COI
	<input type="checkbox"/>	Member, COI
	<input type="checkbox"/>	Reviewer, COI
	<input type="checkbox"/>	Smith, John

Additional Recipients

Association	Send if checked	Additional Recipients
<input type="text"/>	<input checked="" type="checkbox"/>	Administrator
<input type="text"/>	<input checked="" type="checkbox"/>	Jane Doe

Sending the Draft Minutes

Once all recipients have been selected, the meeting minutes may be sent by clicking **Send to selected recipients**.

My Workspaces ▼ Conflict of Interest **Draft Meeting Minutes Document Recipients** ⏪ Back

Add recipient from directory Add recipient manually **Send to selected recipients**

Conflict of Interest Meeting Minutes from 06/04/2021

Committee Name	<input type="checkbox"/>	Recipient List
Conflict of Interest Assistant	<input type="checkbox"/>	
	<input checked="" type="checkbox"/>	Coordinator, COI
	<input type="checkbox"/>	Member, COI
	<input type="checkbox"/>	Reviewer, COI
	<input checked="" type="checkbox"/>	Smith, John

Additional Recipients

Association	Send if checked	Additional Recipients
<input type="text"/>	<input checked="" type="checkbox"/>	Administrator
<input type="text"/>	<input checked="" type="checkbox"/>	Jane Doe

Publishing the Final Version of the Minutes

Click the second *Publish* tile to publish a finalized version of the minutes.

Meeting Minutes Management



Publishing the final minutes generates a PDF version of the document and locks it against editing. This PDF can then be routed for approval and sent as an email attachment to the meeting members.




Meeting Minutes Management



Note that minutes published as final must be unpublished before they can be checked out for further revisions.

Once the final minutes are published, the **Meeting Minutes from [date]** page updates to show three additional fields.

Meeting Agenda Management

*View Meeting Agenda:	 Open Meeting Agenda
*Enable Reviewer Notifications?:	<input checked="" type="radio"/> Yes <input type="radio"/> No
*Meeting Status:	Finalized <input type="button" value="Revert to Draft"/>
Date Final Minutes Approved by Committee:	<input type="text"/>  <input type="button" value="Set"/>
Date Final Minutes Sent to the Meeting Attendees:	<input type="text"/>  <input type="button" value="Set"/>
Do you want to route the final version of minutes for approval?	<input type="radio"/> Yes <input checked="" type="radio"/> No

These fields are described in the following three sections.

Date Final Minutes Approved by Committee

This field displays the date that the final routed minutes were approved by the meeting members.

Initially after publishing, this field is blank. Once the final minutes are routed and all recipients have approved them, it will auto-populate with the date that the last member completed their review. This date can be further modified as desired using the built-in calendar widget and clicking the **Set** button.

If one or more recipients denied the minutes, this field will not populate.

Once a date is entered here it will be displayed on the main **Meeting Manager** page as shown below.

Meeting Manager interface showing search filters and a table of meeting results. The table includes columns for Open, Committee, Meeting Date, Start Time, Agenda State, Notify Reviewers, Date Draft Published Minutes Sent for Comments, Date Final Published Minutes Approved by Committee, Date Final Published Minutes Sent to the Meeting Attendees, Availability, and Edit/View Reviews & Minutes. The date 08/12/2021 is highlighted in a red box in the 'Date Final Published Minutes Sent to the Meeting Attendees' column for the 'Conflict of Interest Assistant' meeting.

Date Final Minutes Sent to the Meeting Attendees

This field displays the date that the final minutes were sent to the meeting attendees and any other selected recipients.

Initially after publishing, this field is blank. Once the final minutes are sent, it will auto-populate with the date that the minutes were sent. This date can be further modified as desired using the built-in calendar widget and clicking the **Set** button.

Once a date is entered here it will be displayed on the main **Meeting Manager** page as shown below.

Meeting Manager interface showing the same table as above, but with the date 08/13/2021 highlighted in a red box in the 'Date Final Published Minutes Sent to the Meeting Attendees' column for the 'Conflict of Interest Assistant' meeting.

Do you want to route the final version of minutes for approval?

This field is used to route the final minutes to board members (and any other desired recipients) for approval. The field defaults to “No”. Selecting “Yes” will show a **Click here to generate the routing list** link.

Date Final Minutes Approved by Committee:


Date Final Minutes Sent to the Meeting Attendees:

Do you want to route the final version of minutes for approval? Yes No [Click here to generate the routing list.](#)

Clicking this link opens the **Meeting Minutes Routing Selection List** page, shown below.

Meeting Type: Conflict of Interest Assistant
Meeting Date: 06/04/2021
Meeting Location:

Have you completed your selection of required routings? Yes No

	Order Number	Name	Signoff	Approved	Include Signature	Date Received	Date Completed	Comments
No Personnel have been designed to signoff								

Displayed on this page is basic meeting information as well as a user signoff staging table. As users are added to the routing list, they will populate in this table. Once all desired recipients have been selected, the **Have you completed your selection of required routings** field can be set to “Yes” and the routing list can be saved.

The columns of this staging table are described as follows:

Order Number – order that the minutes are routed; user with the lowest order number receives the minutes first

Name – name of the user that will receive the minutes

Signoff – if the logged-in user has been added to the staging table, the icon in this column will be clickable, enabling that user to complete the minutes signoff directly from this page

Approved – indicates if the minutes have been approved or denied; “Yes” indicates approval and “No” indicates denial; if the minutes have not yet been reviewed by that specific user, this column will be blank

Include Signature – when set to “Yes”, the routing recipient is required to provide an electronic signature when completing their signoff; when set to “No” the reviewer may sign off on the minutes without including an electronic signature

Date Received – date that the user receives the routed minutes

Date Completed – date that the user completes their review and signoff of the minutes

Comments – displays any comments left by the user during their review

Users may be added to this signoff staging table via two methods: review board routing and non-review routing.

Review Board Routing

To route the final minutes to review board members, click the **Add Review Board Routing** button.

My Workspaces ▼ Conflict of Interest **Meeting Minutes Routing Selection List** Back

Add Review Board Routing Add Non-Review Board Routing Delete Selected Routing(s) Save Routing List

Meeting Type: Conflict of Interest Assistant
 Meeting Date: 06/04/2021
 Meeting Location:

Have you completed your selection of required routings? Yes No

<input checked="" type="checkbox"/>	Order Number	Name	Signoff	Approved	Include Signature	Date Received	Date Completed	Comments
No Personnel have been designed to signoff								

Doing so will populate the user signoff table with a new row, as shown below.

My Workspaces ▼ Conflict of Interest **Meeting Minutes Routing Selection List** Back

Add Review Board Routing Add Non-Review Board Routing Delete Selected Routing(s) Save Routing List

Meeting Type: Conflict of Interest Assistant
 Meeting Date: 06/04/2021
 Meeting Location:

Have you completed your selection of required routings? Yes No

<input checked="" type="checkbox"/>	Order Number	Name	Signoff	Approved	Include Signature	Date Received	Date Completed	Comments
<input type="checkbox"/>	0	--none--			Yes			

Select a board member to receive the final version of the minutes using the **Name** dropdown and then complete the rest of the column fields accordingly.

Non-Review Board Routing

iRIS™ users that are not members of the review board in question may be added to the routing list by clicking the **Add Non-Review Board Routing** button. This will open the follow user selection page.

My Workspaces ▼ Conflict of Interest **Search User Directory** Back

Directory Browse/Find: Last Name: (You may enter a partial name to search)
 First Name:
 by Department: All Departments ▼ Find

Here the system user directory may be searched for the desired routing recipient. A filter box is included to aid users in narrowing their search, either by full or partial **Last Name** or **First Name**, by **Department**, or by any combination of the three. The search results will display in the user selection table as shown below.

My Workspaces ▼ Conflict of Interest **Search User Directory** ⏪ Back

Save Selected User(s)

👤 Directory Browse/Find:
 Last Name: (You may enter a partial name to search)
 First Name:
 by Department: ▼
Find

Check for Multiple	Select User	Training	User Name	Department	Email
<input type="checkbox"/>	<input checked="" type="checkbox"/>		Administrator	Grants Office (primary) [+]	

Click the checkmark icon in the **Select User** column to add a user to the distribution list. Use the **Check for Multiple** checkbox column to add multiple users. Click the **Save Selected User(s)** button once the desired selections have been made. The selected user(s) are added to signoff staging table, as shown in the screenshot below.

My Workspaces ▼ Conflict of Interest **Meeting Minutes Routing Selection List** ⏪ Back

Add Review Board Routing
Add Non-Review Board Routing
Delete Selected Routing(s)
Save Routing List

Meeting Type: Conflict of Interest Assistant
 Meeting Date: 06/04/2021
 Meeting Location:

Have you completed your selection of required routings?
 Yes
 No

<input checked="" type="checkbox"/>	Order Number	Name	Signoff	Approved	Include Signature	Date Received	Date Completed	Comments
<input type="checkbox"/>	1	Administrator ▼			Yes ▼			

Once added to the staging table, the user record may be edited as if it was added via *Review Board Routing*. Clicking the **Name** dropdown menu will display the review board members as well as the non-review board member that was added.

Deleting Routing Recipients

To delete users from the signoff staging table, select the desired user(s) via the checkbox column on the far left side of the table and click the **Delete Selected Routing(s)** button.

My Workspaces ▾ Conflict of Interest **Meeting Minutes Routing Selection List** ⏪ Back

Add Review Board Routing
Add Non-Review Board Routing
Delete Selected Routing(s)
Save Routing List

Meeting Type: Conflict of Interest Assistant
Meeting Date: 06/04/2021
Meeting Location:

Have you completed your selection of required routings?
 Yes
 No

<input checked="" type="checkbox"/>	Order Number	Name	Signoff	Approved	Include Signature	Date Received	Date Completed	Comments
<input checked="" type="checkbox"/>	1	Administrator	⏪		Yes ▾			

Saving the Routing List

Once the desired recipients have been selected, the routing list must be saved by clicking **Save Routing List**.

Note that the **Have you completed your selection of required routings?** field must be set to “Yes” in order for the save to be successful.

My Workspaces ▾ Conflict of Interest **Meeting Minutes Routing Selection List** ⏪ Back

Add Review Board Routing
Add Non-Review Board Routing
Delete Selected Routing(s)
Save Routing List

Meeting Type: Conflict of Interest Assistant
Meeting Date: 06/04/2021
Meeting Location:

Have you completed your selection of required routings?
 Yes
 No

<input type="checkbox"/>	Order Number	Name	Signoff	Approved	Include Signature	Date Received	Date Completed	Comments
<input type="checkbox"/>	1	Administrator	⏪		Yes ▾			

After saving the routing list, the final version of the minutes will be dispatched to the selected recipients, beginning with the lowest order number. Notice that the signoff routing table will update to show a **Date Received** for each recipient, and that the “routing complete” radio button and **Include Signature** column are disabled.

My Workspaces ▾ Conflict of Interest **Meeting Minutes Routing Selection List** ⏪ Back

Add Review Board Routing
Add Non-Review Board Routing
Delete Selected Routing(s)
Save Routing List

Meeting Type: Conflict of Interest Assistant
Meeting Date: 06/04/2021
Meeting Location:

Have you completed your selection of required routings?
 Yes
 No

<input type="checkbox"/>	Order Number	Name	Signoff	Approved	Include Signature	Date Received	Date Completed	Comments
<input type="checkbox"/>	1	Administrator	⏪		Yes ▾	08/24/2021 03:30:45 PM PDT		

As the recipient(s) complete their review(s), the **Approved**, **Date Completed**, and **Comments** columns will populate accordingly.

Back on the **Meeting Minutes from [date]** page, the “route minutes” field updates to reflect the status of the routing (shown below).

Meeting Agenda Management

***View Meeting Agenda:** Open Meeting Agenda

***Enable Reviewer Notifications?:** Yes No

***Meeting Status:** Finalized Revert to Draft

Date Final Minutes Approved by Committee: Set

Date Final Minutes Sent to the Meeting Attendees: Set

Do you want to route the final version of minutes for approval? Yes No

Final Routing in progress. Click here to manage the routing list.

Note that once the routing list is saved, the yes/no radio button becomes read-only.

Modifying the Routing List

The routing list may be modified by clicking the link provided in the **Do you want to route the final version of minutes for approval?** field on the **Meeting Minutes from [date]** page.

Date Final Minutes Sent to the Meeting Attendees: Set

Do you want to route the final version of minutes for approval? Yes No

Final Routing in progress. Click here to manage the routing list.

This link opens to the following routing list page.

My Workspaces Conflict of Interest Meeting Minutes Routing Selection List Back

Add Review Board Routing
Add Non-Review Board Routing
Delete Selected Routing(s)
Save Routing List

Meeting Type: Conflict of Interest Assistant
Meeting Date: 06/04/2021
Meeting Location:

Have you completed your selection of required routings? Yes No

	Order Number	Name	Signoff	Approved	Include Signature	Date Received	Date Completed	Comments
<input type="checkbox"/>	1	Administrator		<input type="checkbox"/>	Yes	08/24/2021 03:30:45 PM PDT		

Additional recipients may be added by clicking either **Add Review Board Routing** or **Add Non-Review Board Routing** and then following the procedures outlined in the previous sections. Notice that the **Have you completed your selection of required routings?** field is locked to “Yes”, so **Save Routing List** may be clicked directly.

Users may be deleted from the signoff routing list by selecting the desired records using the far left checkbox column and then clicking **Delete Selected Routing(s)**.

Meeting Minutes Signoff Task

Any user included in the final minutes signoff routing list receives an *RB Meeting Minutes Routing Signoff* task on their homepage, as shown below.

All Tasks						
Outstanding		Completed				
All Tasks		Study Tasks		Project Tasks		
Task List: All		Filter By: --none--				
26 result(s) found... 1 - 5						
Click to open	Task Type	Date Received	Description	Priority	Complete By	
<input type="checkbox"/>	RB Meeting Minutes Routing Signoff	08/30/2021 10:53 AM PDT	John Smith has been assigned to review and signoff the final meeting minute, assigned by John Smith	No Priority	⊗ [] []	

Opening this task takes the user to the following screen, where they can view a PDF version of the final meeting minutes.

My Workspaces | Conflict of Interest | Meeting Minutes Routing | Back

Save Meeting Minute Review

Meeting Type: Conflict of Interest Assistant
 Meeting Date: 06/04/2021
 Meeting Location:

Do you Approve or Deny these meeting minutes?
 --none--

Click here to add comments.
 No Comments have been posted.

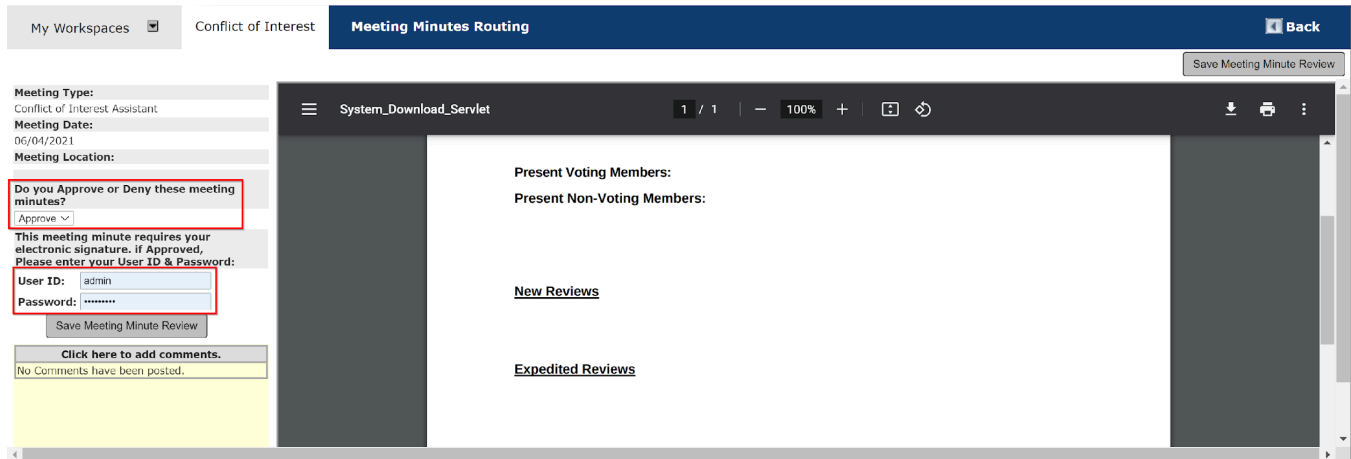
System_Download_Servlet | 1 / 1 | 100% | [] []

Present Voting Members:
 Present Non-Voting Members:

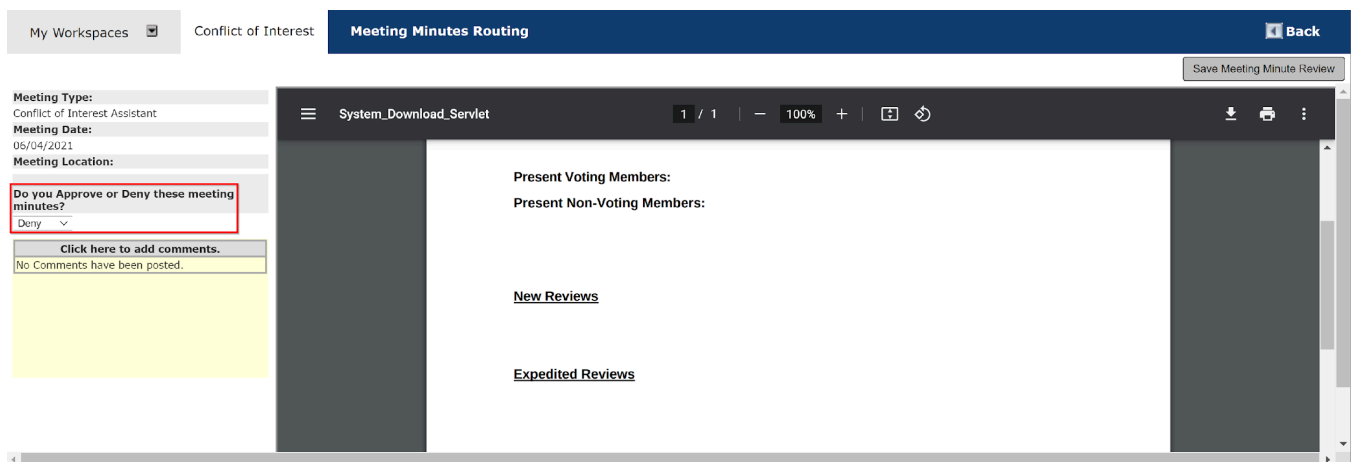
New Reviews
Expedited Reviews

On the left-hand side of the page, basic meeting information is displayed along with several fields that enable the user to complete their review. After reading through the provided PDF, they will use these left-side fields to either approve or deny the final meeting minutes.

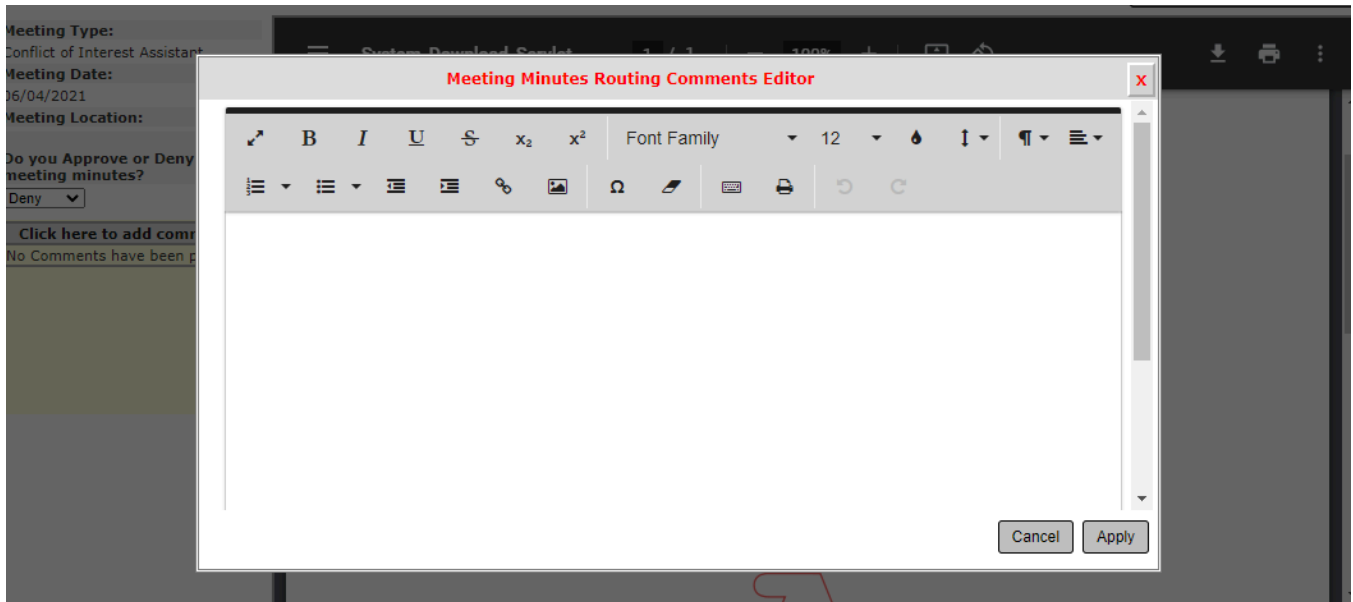
The minutes can be approved by selecting “Approve” in the **Do you Approve or Deny these meeting minutes?** dropdown menu. If a signature was required for this specific user, additional fields will populate enabling the user to enter their iRIS™ credentials. This will act as the electronic signature.



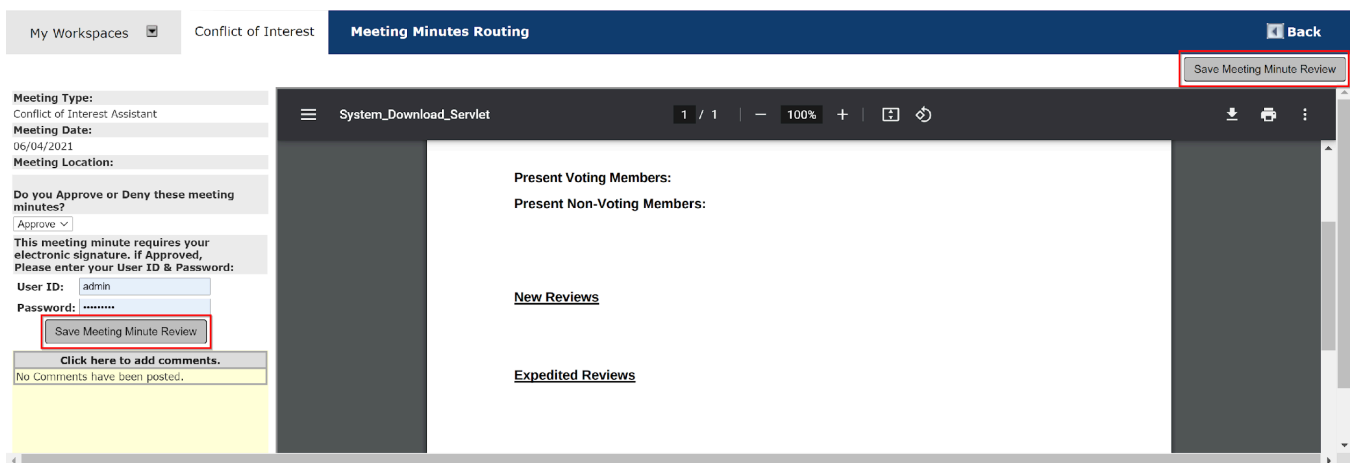
To deny the minutes, select the “Deny” option in the **Do you Approve or Deny these meeting minutes?** dropdown menu.



Throughout the review, comments may be added with the **Click here to add comments** link and accompanying popup window.



Once the review outcome has been selected and all desired comments have been added, the minutes review can be completed by clicking the **Save Meeting Minute Review** button.



Doing so will update the routing status of the minutes back on the **Meeting Minutes from [date]** page according to the response(s) from the reviewer(s).

If all routing recipients approve the minutes, the meeting minutes routing link will update to show that the final routing was approved.



If one or more reviewers have not signed off on the minutes and no reviewers have denied the minutes, the routing link will display that the routing is still in progress.

Do you want to route the final version of minutes for approval?

Yes No

Final Routing in progress. Click here to manage the routing list.

If one or more reviewers deny the minutes, the routing link will show that the final routing has been denied, regardless of whether all recipients have completed their review or not.

Do you want to route the final version of minutes for approval?

Yes No

Final Routing Denied. Click here to view the routing list.

Detailed information about the final routing status can be viewed by clicking on the routing link, which opens the following page.

My Workspaces ▾
Conflict of Interest

Meeting Minutes Routing Selection List

⏪ Back

Add Review Board Routing
Add Non-Review Board Routing
Delete Selected Routing(s)
Save Routing List

Meeting Type: Conflict of Interest Assistant

Meeting Date: 06/04/2021

Meeting Location:

Have you completed your selection of required routings? Yes No

<input type="checkbox"/>	Order Number	Name	Signoff	Approved	Include Signature	Date Received	Date Completed	Comments
	0	Smith, John		Yes	Yes ▾	08/25/2021 11:27:38 AM PDT	08/25/2021 11:27:44 AM PDT	
	1	Administrator, COI		No	Yes ▾	08/25/2021 11:28:30 AM PDT	08/25/2021 11:29:04 AM PDT	

Click here to view changes

Notice that once users have completed their review, a date populates in the **Date Completed** column.

Also note that if a user denies the minutes, an icon populates in the **Approved** column of the routing table. Clicking this icon opens a Microsoft Word document displaying all changes that were suggested by the reviewer, if any.

Sending the Final Version of the Minutes

Once the final meeting minutes are published, the *Send* tile is activated, allowing the meeting coordinator to send a copy of the minutes to members of the meeting. The minutes are sent as a PDF attachment to a system-generated email.

Meeting Minutes Management



Clicking this tile opens the **Final Meeting Minutes Document Recipients** page.

My Workspaces ▼ Conflict of Interest **Final Meeting Minutes Document Recipients** ⏪ Back

Add recipient from directory Add recipient manually Send to selected recipients

Conflict of Interest Meeting Minutes from 06/04/2021

Committee Name		Recipient List
Conflict of Interest Assistant		
	<input type="checkbox"/>	Coordinator, COI
	<input type="checkbox"/>	Member, COI
	<input type="checkbox"/>	Reviewer, COI
	<input type="checkbox"/>	Smith, John

Additional Recipients

Association	Send if checked	Additional Recipients
No additional recipients have been selected		

From here the recipients of the final meeting minutes may be selected. Recipients may be added manually or selected from either the committee member list or system directory.

Selecting Meeting Members

The minutes may be sent to meeting members using the provided committee member list.

My Workspaces ▼ Conflict of Interest **Final Meeting Minutes Document Recipients** ⏪ Back

Add recipient from directory Add recipient manually Send to selected recipients

Conflict of Interest Meeting Minutes from 06/04/2021

Committee Name		Recipient List
Conflict of Interest Assistant		
	<input type="checkbox"/>	Coordinator, COI
	<input type="checkbox"/>	Member, COI
	<input type="checkbox"/>	Reviewer, COI
	<input type="checkbox"/>	Smith, John

Additional Recipients

Association	Send if checked	Additional Recipients
No additional recipients have been selected		

This table lists all users that belong to the committee in question. Any member that was marked present for the meeting is automatically checked in this list. Additional committee members can be added by simply checking the box to the left of each desired recipient.

Selecting Recipients from System Directory

The minutes may also be sent to users that are not members of the meeting or the committee. This can be done by clicking the **Add recipient from directory** button as shown below.

My Workspaces ▾ Conflict of Interest **Final Meeting Minutes Document Recipients** [Back](#)

Conflict of Interest Meeting Minutes from 06/04/2021


Committee Name	<input checked="" type="checkbox"/>	Recipient List
Conflict of Interest Assistant	<input checked="" type="checkbox"/>	
	<input type="checkbox"/>	Coordinator, COI
	<input type="checkbox"/>	Member, COI
	<input type="checkbox"/>	Reviewer, COI
	<input type="checkbox"/>	Smith, John

Additional Recipients

Association	Send if checked	Additional Recipients
No additional recipients have been selected		

Doing so will redirect the user to the **Search User Directory** page.

My Workspaces ▾ Conflict of Interest **Search User Directory** [Back](#)


Directory Browse/Find:

Last Name: (You may enter a partial name to search)
First Name:
by Department: All Departments

Here any user defined in iRIS™ can be selected as a recipient of the meeting minutes. Three filter fields are provided to aid in the user search. Results can be narrowed by full or partial **Last Name** or **First Name**, by **Department**, or by any combination of the three.

Use the checkbox column at the far left of the table to select multiple recipients. Click the **Select** icon to add a single user.

My Workspaces ▼ Conflict of Interest **Search User Directory** ⏪ Back

Save Selected User(s)

👤 Directory Browse/Find:
 Last Name: (You may enter a partial name to search)
 First Name:
 by Department:
Find

Check for Multiple	Select User	Training	User Name	Department	Email
<input type="checkbox"/>	<input checked="" type="checkbox"/>		Administrator	Grants Office (primary) [+]	

All users added from the system directory populate in the **Additional Recipients** table as shown below.

My Workspaces ▼ Conflict of Interest **Final Meeting Minutes Document Recipients** ⏪ Back

Add recipient from directory
Add recipient manually
Send to selected recipients

Conflict of Interest Meeting Minutes from 06/04/2021

Committee Name		Recipient List
Conflict of Interest Assistant		
	<input type="checkbox"/>	Coordinator, COI
	<input type="checkbox"/>	Member, COI
	<input type="checkbox"/>	Reviewer, COI
	<input type="checkbox"/>	Smith, John

Additional Recipients

Association	Send if checked	Additional Recipients
<input type="text"/>	<input checked="" type="checkbox"/>	Administrator

Selecting Recipients Manually

Non-iRIS™ personnel may also be added as recipients of the meeting minutes. This is done by clicking the **Add recipient manually** button, which opens the **Meeting Minutes Additional recipients** page shown below.

My Workspaces ▼ Conflict of Interest **Meeting Minutes Additional recipients** ⏪ Back

Add A Recipient
Save And Return

	Name	E-mail Address
No Additional Non-iRIS Recipients have been added.		

The provided staging table lists all non-iRIS™ recipients that have been added. Click **Add A Recipient** to add a new recipient. This populates a new row in the staging table as shown below.

My Workspaces ▼ Conflict of Interest **Meeting Minutes Additional recipients** ⏪ Back

Add A Recipient
Remove Selected Recipients
Save And Return

	Name	E-mail Address
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Both a name and a valid email address must be entered for each non-iRIS™ recipient in order for the meeting minutes to be sent successfully. Click **Save And Return** once all desired manual recipients have been added.

My Workspaces ▼ Conflict of Interest **Meeting Minutes Additional recipients** ⏪ Back

<input type="checkbox"/>	Name	E-mail Address
<input type="checkbox"/>	Jane Doe	facultyemail@alphauniversity.edu

All manually-added recipients populate in the **Additional Recipients** table.

My Workspaces ▼ Conflict of Interest **Final Meeting Minutes Document Recipients** ⏪ Back

Conflict of Interest Meeting Minutes from 06/04/2021

Committee Name	<input type="checkbox"/>	Recipient List
Conflict of Interest Assistant	<input checked="" type="checkbox"/>	
	<input type="checkbox"/>	Coordinator, COI
	<input type="checkbox"/>	Member, COI
	<input type="checkbox"/>	Reviewer, COI
	<input type="checkbox"/>	Smith, John

Additional Recipients

Association	Send if checked	Additional Recipients
<input type="text"/>	<input checked="" type="checkbox"/>	Administrator
<input type="text"/>	<input checked="" type="checkbox"/>	Jane Doe

Sending the Final Minutes

Once all recipients have been selected, the meeting minutes may be sent by clicking **Send to selected recipients**.

My Workspaces ▼ Conflict of Interest **Final Meeting Minutes Document Recipients** ⏪ Back


Conflict of Interest Meeting Minutes from 06/04/2021

Committee Name	<input type="checkbox"/>	Recipient List
Conflict of Interest Assistant	<input checked="" type="checkbox"/>	
	<input checked="" type="checkbox"/>	Coordinator, COI
	<input type="checkbox"/>	Member, COI
	<input type="checkbox"/>	Reviewer, COI
	<input checked="" type="checkbox"/>	Smith, John

Additional Recipients

Association	Send if checked	Additional Recipients
<input type="text"/>	<input checked="" type="checkbox"/>	Administrator
<input type="text"/>	<input checked="" type="checkbox"/>	Jane Doe

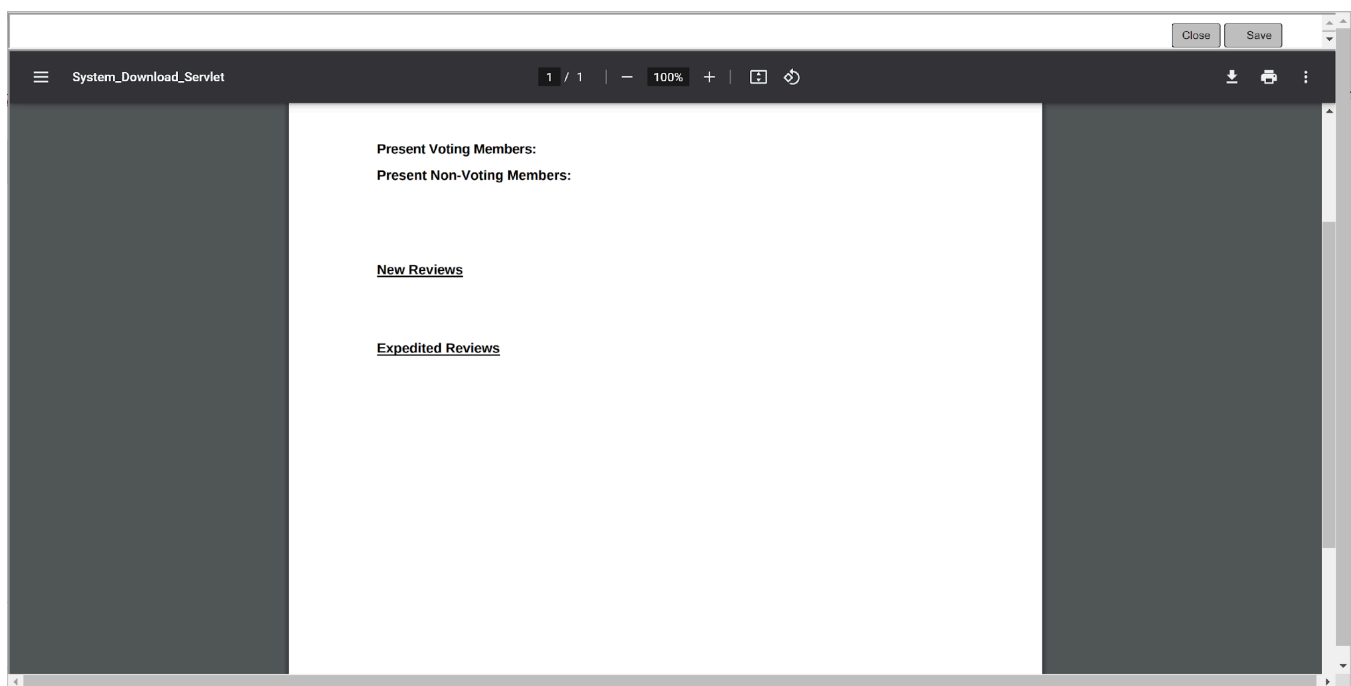
Viewing the Minutes

Once the draft or final version of the meeting minutes is published, iRIS™ converts it into a PDF format. This final PDF version is viewable on the **Meeting Minutes** page via the  icon as shown in the screenshot below.

Meeting Minutes Management



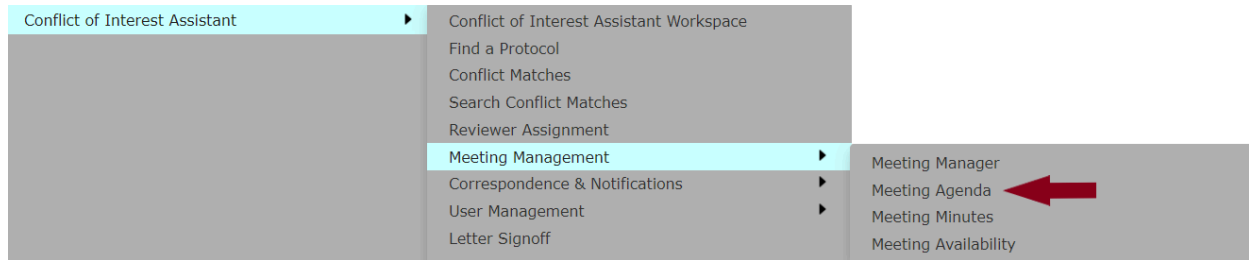
Clicking this icon opens a second browser window displaying the PDF version of the minutes.



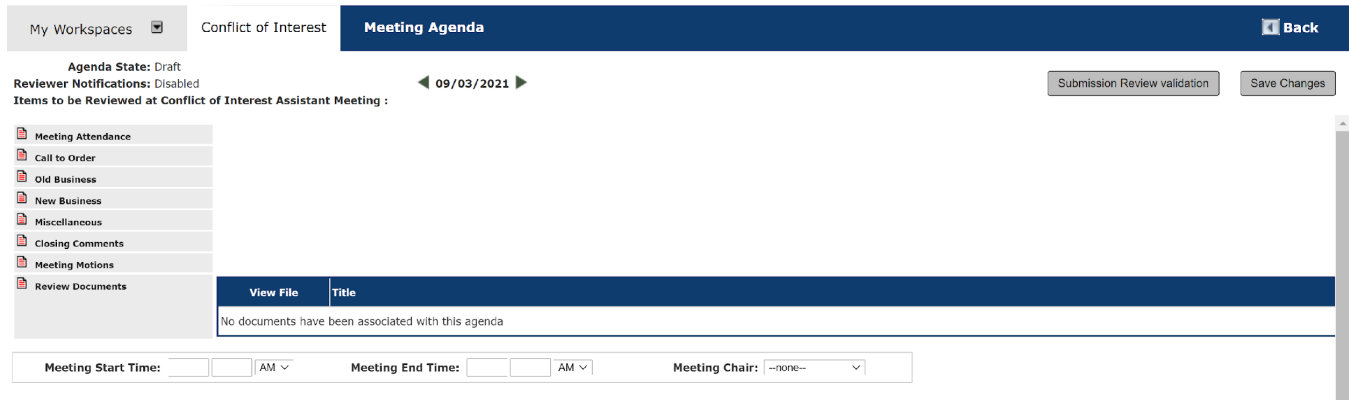
From here the minutes may be downloaded and/or printed.

Meeting Agenda

Meeting details can be viewed by date on the **Meeting Agenda** page ([Module] > Meeting Management > **Meeting Agenda** link, see screenshot below).

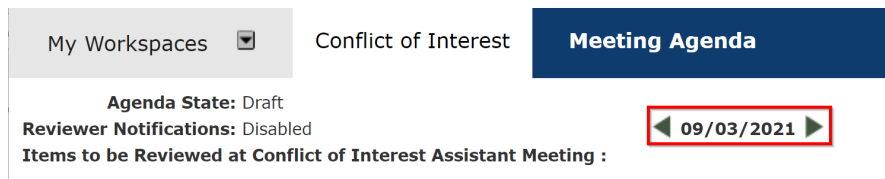


The **Meeting Agenda** page for the next upcoming meeting opens by default.



Review board Coordinators or Administrators use this page to prepare for upcoming meetings. Other users may access the page to view submissions placed on a particular meeting date. Roles can be setup to have read/write access to this page via **Setup Role Access** in Review Board Administration.

Use the left and right pointing green arrows on either side of the selected meeting date to page through past and future meeting dates, respectively.



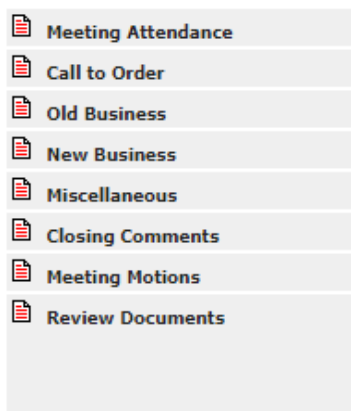
Meeting details shown to the left of the selected meeting date include:

Agenda State – displays “Draft” if the agenda template is still in setup mode, “Finalized” if the agenda is ready for the meeting

Reviewer Notifications – displays “Enabled” if reviewers for conflict matches assigned to the selected meeting date have been notified of their assignments, “Disabled” if reviewers have not yet been notified

Items to be reviewed at [committee name] Meeting – items to be reviewed at the selected meeting

A left hand sidebar menu provides access to **Meeting Attendance**, **Call to Order**, **Old Business**, **New Business**, **Miscellaneous**, **Closing Comments**, **Meeting Motions** and **Review Documents** tabs, as shown below.



Details of these tabs are provided in the following manual subsections.

Meeting Attendance

Meeting attendance is tracked on the **Board Meeting Attendance** page (accessed via [Module] > Meeting Management > Meeting Agenda > **Meeting Attendance** tab link). The page lists all available members and staff of the review board. Selected user profile details are shown for each member (see screenshot below).

My Workspaces <input type="checkbox"/>		Conflict of Interest		Board Meeting Attendance					Back
Save Changes									
Present <input checked="" type="checkbox"/>	Voting Member Name	Member Role	Gender	Specialty	Relationship to the Institution	Affiliation	Representational capacity	Representative of specific entity	
<input type="checkbox"/>	Reviewer, COI	Chairperson	Female		Affiliated				
<input type="checkbox"/>	Smith, John	Board Member		Anesthesiology	Affiliated	iMedRIS Affiliation 2C			
Present <input checked="" type="checkbox"/>	Non Voting Member Name	Member Role	Gender	Specialty	Relationship to the Institution	Affiliation	Representational capacity	Representative of specific entity	
<input type="checkbox"/>	Coordinator, COI	Coordinator							
<input type="checkbox"/>	Member, COI	Coordinator							
<input type="checkbox"/>	Reviewer, Luke, Ph.D	Board Member	Male						
Click here to modify the guest list									
Guest Name		Specialty			Affiliation				
No guests have been listed.									

Note that alternate board member records include a drop down list field in the **Voting Member Name** column for selection of the associated, primary board member name.

Attendance details are initially empty and are typically entered the day of the meeting. To mark a user present for the meeting, select the checkbox in the **Present** column for the applicable user.

Click the **Click here to modify the guest list** link (above the guest table, see screenshot above) to add any guests who are present at the meeting. The **Board Meeting – [date] Guest list** page opens, as shown below. This page lists any guests added to the meeting.

My Workspaces Conflict of Interest **Board Meeting - 08/06/2021 Guest list** [Back](#)

[Search User](#) [Add Meeting Guest](#)

Delete	Edit	Member Name	Specialty	Affiliation
No guests have been listed.				

To add a meeting guest who is an iRIS™ system user, click the **Search User** button. As shown below, the **Search User Directory** page opens for lookup and selection of the applicable user.

My Workspaces Conflict of Interest **Search User Directory** [Back](#)

[Save Selected User\(s\)](#)

Directory Browse/Find: Last Name: (You may enter a partial name to search)
 First Name:
 by Department:

Check for Multiple	Select User	Training	User Name	Department	Email
<input type="checkbox"/>	<input checked="" type="checkbox"/>		Coordinator, COI	Study Team (primary)	
<input type="checkbox"/>	<input checked="" type="checkbox"/>		Investigator, COI, Ph.D.		
<input type="checkbox"/>	<input checked="" type="checkbox"/>		Member, COI	General Hospital (primary)	
<input type="checkbox"/>	<input checked="" type="checkbox"/>		Reviewer, COI	General Hospital (primary)	

Enter the desired search criteria and click the **Find** button.

In the results list, click the icon in the **Select User** column to add that user to the guest list. To add multiple users from the results list, select the applicable checkboxes in the **Check for Multiple** column and click the **Save Selected User(s)** button.

To add a meeting guest who is not a user in the iRIS™ system, click the **Add Meeting Guest** button. An add panel opens, as shown below.

My Workspaces Conflict of Interest **Board Meeting - 08/06/2021 Guest list** [Back](#)

[Save Guest Info](#)

* Guest Name:
 * Specialty:
 * Affiliation:

Enter the **Guest Name**, select his or her **Specialty**, enter his or her **Affiliation** and click the **Save Guest Info** button to save the record.

As shown below, the guest is added to the guest table.

My Workspaces Conflict of Interest **Board Meeting - 08/06/2021 Guest list** [Back](#)

[Search User](#) [Add Meeting Guest](#)


Delete	Edit	Member Name	Specialty	Affiliation
		Lisa Smith, Ph.D	Biochemistry	Professor at Institution

If a guest is added in error, click the icon in the **Delete** column to delete that guest from the list.

When guest list changes are complete, click the **Back** button to return to the **Board Meeting Attendance** page. As shown below, the guest list is added to the attendance list for the meeting.

My Workspaces ▼ Conflict of Interest **Board Meeting Attendance** ← Back


Save Changes

Present 	Voting Member Name	Member Role	Gender	Specialty	Relationship to the Institution	Affiliation	Representational capacity	Representative of specific entity
<input type="checkbox"/>	Reviewer, COI	Chairperson	Female		Affiliated			
<input type="checkbox"/>	Smith, John	Board Member		Anesthesiology	Affiliated	iMedRIS Affiliation 2C		
Present	Non Voting Member Name	Member Role	Gender	Specialty	Relationship to the Institution	Affiliation	Representational capacity	Representative of specific entity
<input type="checkbox"/>	Coordinator, COI	Coordinator						
<input type="checkbox"/>	Member, COI	Coordinator						
<input type="checkbox"/>	Reviewer, Luke, Ph.D	Board Member	Male					
Click here to modify the guest list								
Guest Name		Specialty			Affiliation			
Lisa Smith, Ph.D		Biochemistry			Professor at Institution			

After entering attendance for the meeting, click the **Save Changes** button to save changes and return to the **Meeting Agenda** page.

My Workspaces ▼ Conflict of Interest **Board Meeting Attendance** ← Back

Save Changes

Present 	Voting Member Name	Member Role	Gender	Specialty	Relationship to the Institution	Affiliation	Representational capacity	Representative of specific entity
<input checked="" type="checkbox"/>	Reviewer, COI	Chairperson	Female		Affiliated			
<input checked="" type="checkbox"/>	Smith, John	Board Member		Anesthesiology	Affiliated	iMedRIS Affiliation 2C		
Present	Non Voting Member Name	Member Role	Gender	Specialty	Relationship to the Institution	Affiliation	Representational capacity	Representative of specific entity
<input checked="" type="checkbox"/>	Coordinator, COI	Coordinator						
<input checked="" type="checkbox"/>	Member, COI	Coordinator						
<input type="checkbox"/>	Reviewer, Luke, Ph.D	Board Member	Male					
Click here to modify the guest list								
Guest Name		Specialty			Affiliation			
Lisa Smith, Ph.D		Biochemistry			Professor at Institution			

As shown below, the **Meeting Attendance** tab area is updated with attendance details.

My Workspaces ▼ Conflict of Interest **Meeting Agenda**

Agenda State: Draft
Reviewer Notifications: Disabled ◀ 09/03/2021 ▶

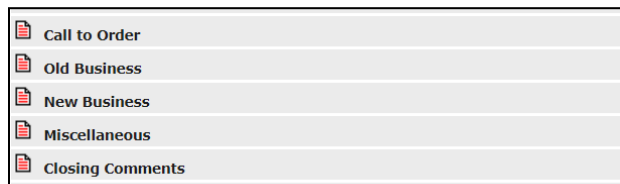
Items to be Reviewed at Conflict of Interest Assistant Meeting :

<ul style="list-style-type: none"> Meeting Attendance Call to Order Old Business New Business Miscellaneous Closing Comments 	Voting Members Present	COI Reviewer, John Smith
	Non Voting Members Absent	COI Member
	Staff Absent	COI Coordinator
	Guests Present	Lisa Smith, Ph.D (Biochemistry) from Professor at Institution

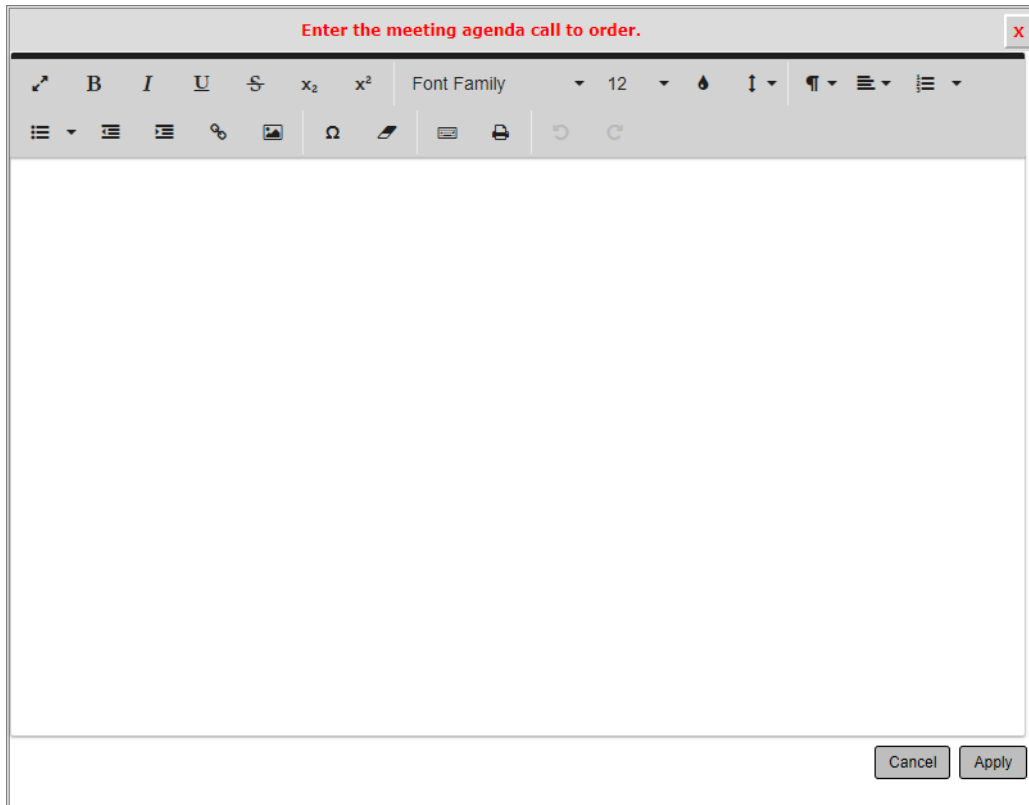
Note that the meeting attendance can be modified any time before the Meeting Minutes are published for the meeting.

Call to Order, Old and New Business, Miscellaneous and Closing Comments

The **Call to Order**, **Old Business**, **New Business**, **Miscellaneous** and **Closing Comments** tabs (accessed via [Module] > Meeting Management > Meeting Agenda > [tab name]) allow for entry of remarks in a text editor.



Text entries can be made in these areas prior to or during the meeting and can be pulled into the Meeting Minutes template using Merge Codes (see the Using Merge Codes in Document Templates section of this manual for more information about working with Merge Codes).



Click the applicable tab link (**Call to Order, Old Business, New Business, Miscellaneous** or **Closing Comments**) to open a rich text editor popup window, as shown above. Enter the desired text and click the **Apply** button to save the entry, close the popup, and return to the **Meeting Agenda** page. In the example below, entries have been made in all five (5) tabs.

My Workspaces ▼
Conflict of Interest
Meeting Agenda
← Back

Agenda State: Draft

Reviewer Notifications: Disabled ◀ 09/03/2021 ▶

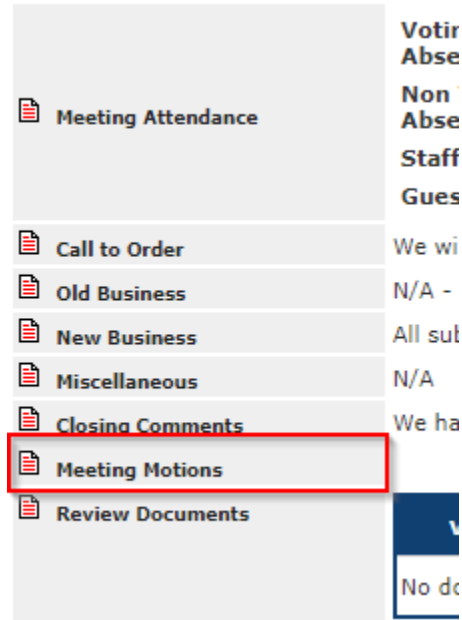
Items to be Reviewed at Conflict of Interest Assistant Meeting : Submission Review validation Save Changes

Meeting Attendance	<p>Voting Members Present COI Reviewer, John Smith</p> <p>Non Voting Members Members Absent COI Member</p> <p>Staff Absent COI Coordinator</p> <p>Guests Present Lisa Smith, Ph.D (Biochemistry) from Professor at Institution</p>				
Call to Order	We will first go through the Annual COI forms and then move on to the other ones.				
Old Business	N/A - completed all agenda tasks last meeting.				
New Business	All submissions are new for this meeting.				
Miscellaneous	N/A				
Closing Comments	We have not completed Jane Doe's Annual COI form. Need to reschedule and finish at the next meeting.				
Meeting Motions					
Review Documents	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #003366; color: white;"> <th style="width: 15%;">View File</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td colspan="2" style="text-align: center; padding: 5px;">No documents have been associated with this agenda</td> </tr> </tbody> </table>	View File	Title	No documents have been associated with this agenda	
View File	Title				
No documents have been associated with this agenda					

Meeting Start Time: AM **Meeting End Time:** AM **Meeting Chair:** --none-- ▼

Meeting Motions

The **Meeting Motions** tab (accessed via [Module] > Meeting Management > Meeting Agenda > **Meeting Motions** tab link) is used to capture non-COI motions being put to a vote, board member votes on motions, and approval of previous meeting minutes. Note that the meeting attendance must be set before voting can take place.



The first time this page is accessed, the table of motions is empty. Click the **Add a New Motion** button to add a motion.



A text editor opens for entry of the motion text, as shown below.

My Workspaces ▼ Conflict of Interest **Conflict of Interest - Meeting Motion** ⏪ Back

Enter the meeting motion.

Rich text editor toolbar: Bold (B), Italic (I), Underline (U), Strikethrough (ABC), x₂, x², Verdana, 11, Font color, Background color, Bulleted list, Numbered list, Indent, Outdent, Link, Unlink, Image, Table, Video, Print, Undo, Redo.

Demo meeting motion.

Manually enter or copy and paste in the desired motion language, then click the **Save** button. The text editor closes and the motion is added, along with fields to indicate how members voted.

My Workspaces ▼ Conflict of Interest **Meeting Motion** ⏪ Back

Edit		Meeting Motion							
⊗	✎	Demo meeting motion.							
		Vote	Member Name	Gender	Specialty	Relationship to the Institution	Affiliation	Representational capacity	Representative of specific entity
		--none--	Reviewer, COI	Female		Affiliated			
		Comments:							
		--none--	Smith, John		Anesthesiology	Affiliated			
		Comments:							

Recall that attendance must be entered before voting can take place. If attendance has been entered, the list of members present is displayed as shown above and votes can be entered. If attendance has not been entered, the message shown below is displayed.

My Workspaces ▼ Conflict of Interest **Meeting Motion** ⏪ Back

Edit		Meeting Motion						
⊗	✎	Demo meeting motion.						
		Vote	Member Name	Gender	Specialty	Relationship to the Institution	Affiliation	Representational capacity
The member voting list depends on the meeting attendance. Please take attendance.								

To complete a non-anonymous vote tally, for each member, click in the **Vote** drop down list and click an item in the list to select it. Enter any desired **Comments** for each member. Click the **Save All Changes** button when all vote information is complete to save the votes.

My Workspaces Conflict of Interest **Meeting Motion** Back

Add Minutes Approval Add a New Motion **Save All Changes**

Meeting Motion		Demo meeting motion.						
Vote	Member Name	Gender	Specialty	Relationship to the Institution	Affiliation	Representational capacity	Representative of specific entity	
For	Reviewer, COI	Female		Affiliated				
Comments:								
Against	Smith, John		Anesthesiology	Affiliated				
Comments:								

If the system is configured for anonymous voting the vote panel appears like the screenshot below, without member names.

My Workspaces Conflict of Interest **Meeting Motion** Back

Add Minutes Approval Add a New Motion Save the Vote Summary

Meeting Motion		Meeting Minutes Approval for the COI meeting held on August 06, 2021		
Number	Vote Type	Comments		
<input type="text" value="0"/>	For	<input type="text"/>		
<input type="text" value="0"/>	Absent	<input type="text"/>		
<input type="text" value="0"/>	Against	<input type="text"/>		
<input type="text" value="0"/>	Abstain	<input type="text"/>		
<input type="text" value="0"/>	Conflict of Interest	<input type="text"/>		
<input type="text" value="0"/>	Not present for Vote	<input type="text"/>		

To complete an anonymous vote tally, enter the number of members in each **Vote Type** category in the **Number** text fields, as well as any desired **Comments** for each **Vote Type**. Click the **Save the Vote Summary** button when all vote information is complete to save the votes.

Approve Minutes from a Prior Meeting

Click the **Add Minutes Approval** button (shown in screenshot below) to approve minutes from a previous meeting.

My Workspaces Conflict of Interest **Meeting Motion** Back

Add Minutes Approval Add a New Motion Save the Vote Summary

Meeting Motion	
No Motions have been added.	



A new screen displays containing a list of previous meeting minutes. Only minutes from past meetings in which the minutes were generated and published are listed here. Dates are not listed for meetings in which no minutes were generated and published.

My Workspaces  Conflict of Interest **Meeting Motion**  Back

Save Selected Minutes for Member Approval

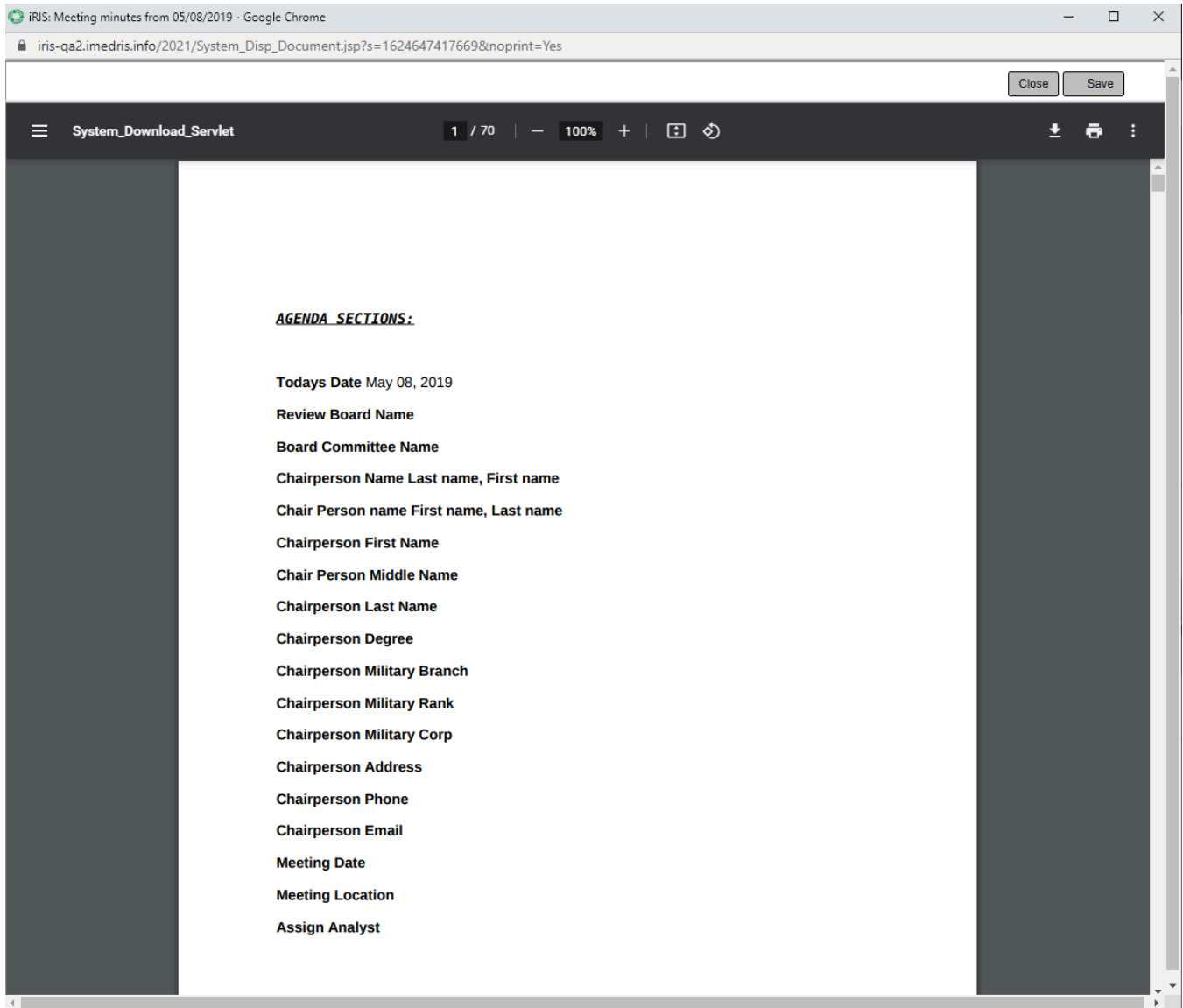
Select Meeting	Meeting Date	Agenda State	Date Minutes Sent for Comments	View Minutes
<input type="checkbox"/>	COI meeting held on 05/08/2019	Finalized		View Finalized Minutes
<input type="checkbox"/>	COI meeting held on 08/08/2018	Finalized	10/04/2018	View Finalized Minutes

Click the applicable **View Finalized Minutes** button to open a PDF of the published minutes in a separate window.

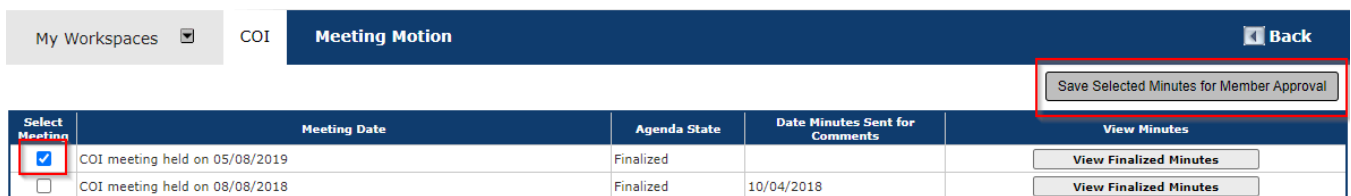
My Workspaces  COI **Meeting Motion**  Back

Save Selected Minutes for Member Approval

Select Meeting	Meeting Date	Agenda State	Date Minutes Sent for Comments	View Minutes
<input type="checkbox"/>	COI meeting held on 05/08/2019	Finalized		View Finalized Minutes
<input type="checkbox"/>	COI meeting held on 08/08/2018	Finalized	10/04/2018	View Finalized Minutes



Specify a meeting by selecting the applicable checkbox in the **Select Meeting** column, then click the **Save Selected Minutes for Member Approval** button.



The approval panel closes and a motion is added with the motion text, “Meeting Minutes Approval for the [committee name] meeting held on [meeting date]”. Member votes are entered in the same manner as for a new motion.

My Workspaces ▼ Conflict of Interest **Meeting Motion** Back

Add Minutes Approval Add a New Motion Save All Changes

Vote	Member Name	Gender	Specialty	Relationship to the Institution	Affiliation	Representational capacity	Representative of specific entity
--none--	Reviewer, COI	Female		Affiliated			
Comments:							
--none--	Smith, John		Anesthesiology	Affiliated			
Comments:							

Vote	Member Name	Gender	Specialty	Relationship to the Institution	Affiliation	Representational capacity	Representative of specific entity
--none--	Reviewer, COI	Female		Affiliated			
Comments:							
--none--	Smith, John		Anesthesiology	Affiliated			
Comments:							

After all meeting motions are added and the corresponding votes entered, motion summaries display on the **Meeting Agenda** page to the right of the **Meeting Motions** tab as shown below.

My Workspaces ▼ Conflict of Interest **Meeting Agenda** Back

Agenda State: Finalized
 Reviewer Notifications: Disabled
 08/06/2021
 Submission Review validation Save Changes

Items to be Reviewed at Conflict of Interest Assistant Meeting :

Meeting Attendance	Voting Members Present COI Reviewer, John Smith Non Voting Members Absent Luke Reviewer, Ph.D Staff Present COI Coordinator, COI Member Guests Present Lisa Smith, Ph.D (Biochemistry) from Professor at Institution				
Call to Order	We will first go through the Annual COI forms and then move on to the other ones.				
Old Business	N/A - completed all agenda tasks last meeting.				
New Business	All submissions are new for this meeting.				
Miscellaneous	N/A				
Closing Comments	We have not completed Jane Doe's Annual COI form. Need to reschedule and finish at the next meeting.				
Meeting Motions	Motion: Demo meeting motion. Total votes For: 0 Total votes Absent: 0 Against: 0 Conflict of Interest: 0 Not present For Vote: 0 Abstained: 0				
	Motion: Meeting Minutes Approval for the COI meeting held on May 08, 2019. Total votes For: 0 Total votes Absent: 0 Against: 0 Conflict of Interest: 0 Not present For Vote: 0 Abstained: 0				
Review Documents	<table border="1"> <thead> <tr> <th>View File</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td colspan="2">No documents have been associated with this agenda</td> </tr> </tbody> </table>	View File	Title	No documents have been associated with this agenda	
View File	Title				
No documents have been associated with this agenda					

Meeting Start Time: AM Meeting End Time: AM Meeting Chair: --none--

Order	Expand	Open	Group Name	Show Form	Covered Person's Name	Reported Interest Type	Reported Interest Third Party	Reported Role
Interest 1								

The motion summary does not display member names, only a total number of votes for each voting category is shown.

Review Documents

Any documents that are not directly associated to a submission can be uploaded to the **Meeting Agenda** page and opened during the meeting for review via the **Review Documents** tab (accessed via [Module] > Meeting Management > Meeting Agenda > **Review Documents** tab link).

The screenshot shows the 'Meeting Agenda' page. At the top, there are navigation elements: 'My Workspaces' with a dropdown arrow, 'Conflict of Interest', and 'Meeting Agenda' in a dark blue header with a 'Back' button. Below the header, the 'Agenda State' is 'Finalized', 'Reviewer Notifications' are 'Disabled', and the date is '08/06/2021'. There are two buttons: 'Submission Review validation' and 'Save Changes'. The main content area is titled 'Items to be Reviewed at Conflict of Interest Assistant Meeting :'. On the left is a sidebar with menu items: 'Meeting Attendance', 'Call to Order', 'Old Business', 'New Business', 'Miscellaneous', 'Closing Comments', and 'Meeting Motions'. The 'Review Documents' item in the sidebar is highlighted with a red box. The main content area shows details for 'Voting Members Present' (COI Reviewer, John Smith), 'Non Voting Members Absent' (Luke Reviewer, Ph.D), 'Staff Present' (COI Coordinator, COI Member), and 'Guests Present' (Lisa Smith, Ph.D (Biochemistry) from Professor at Institution). Below this are sections for 'Call to Order', 'Old Business', 'New Business', 'Miscellaneous', and 'Closing Comments'. The 'Meeting Motions' section contains two motion entries with their respective vote counts (For, Absent, Against, Conflict of Interest, Not present For Vote, Abstained). At the bottom, there are input fields for 'Meeting Start Time', 'Meeting End Time', and 'Meeting Chair'.

Clicking this link opens the **Board Meeting Agenda Documents** page, as shown below. The table is empty if no documents have been added. Click the **Add a New Document** button.

The screenshot shows the 'Board Meeting Agenda Documents' page. At the top, there are navigation elements: 'My Workspaces' with a dropdown arrow, 'Conflict of Interest', and 'Board Meeting Agenda Documents' in a dark blue header with a 'Back' button. Below the header, there are two buttons: 'Add a New Document' (highlighted with a red box) and 'Add Multiple Documents'. Below the buttons, it says '0 result(s) found...'. There is a table with columns: 'View File', 'Title', and 'Last Modified By'. The table is currently empty, with the text 'No document have been associated with this agenda' below it.

An add panel opens. Enter the **Title** and an optional **Description** of the document.

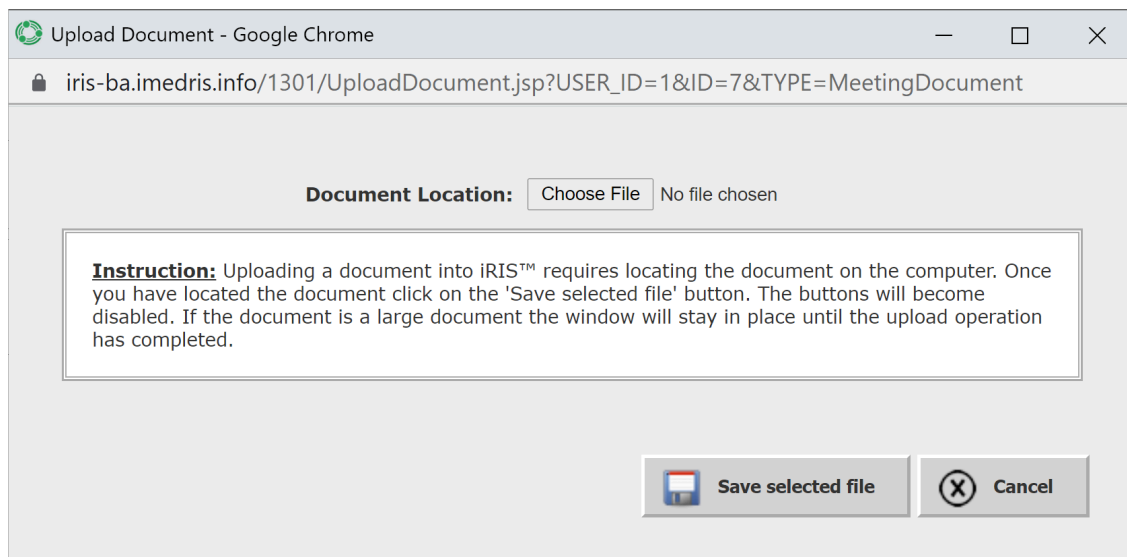
My Workspaces ▾ Conflict of Interest **Board Meeting Agenda Documents** [Back](#)

[Save Document](#)

Add a document associated with this meeting agenda.

Title:	<input type="text"/>
Description:	<input type="text"/>
Upload Document:	<input type="button" value="Upload ..."/>

Click the **Upload** button to open an upload dialog box, as shown below.



Navigate to the desired file and click the **Save Selected File** button to upload the file. Click the **Cancel** button to cancel and close the upload dialog box.

When the upload is complete, a document icon displays to the left of the **Description** field. If a file is uploaded in error, click the **Upload** button again and navigate to the correct file to select it. Click the **Save Document** button to save any changes and close the upload page.

My Workspaces ▼ Conflict of Interest **Board Meeting Agenda Documents** ⏪ Back

Save Document

Add a document associated with this meeting agenda.

Title: Assets

Description: COI Document explaining Assets

Upload Document: Upload ...

My Workspaces ▼ Conflict of Interest **Board Meeting Agenda Documents** ⏪ Back

Add a New Document
Add Multiple Documents
Delete Selected Document(s)

1 result(s) found...

<input type="checkbox"/>	Edit	View File	Title	Last Modified By
<input type="checkbox"/>			Assets	Andrew Stewart

The attachment appears in the **Review Documents** table.

My Workspaces ▼ Conflict of Interest **Meeting Agenda** ⏪ Back

Agenda State: Draft

Reviewer Notifications: Disabled ◀ 09/03/2021 ▶ Submission Review validation Save Changes

Items to be Reviewed at Conflict of Interest Assistant Meeting :

Staff Absent	Yvette Ramirez				
Guests Present	Lisa Smith, Ph.D (Biochemistry) from Professor at Institution				
Call to Order	We will first go through the Annual COI forms and then move on to the other ones.				
Old Business	N/A - completed all agenda tasks last meeting.				
New Business	All submissions are new for this meeting.				
Miscellaneous	N/A				
Closing Comments	We have not completed Jane Doe's Annual COI form. Need to reschedule and finish at the next meeting.				
Meeting Motions	<p>Motion: Demo meeting motion.</p> <p>Total votes For: 2 Total votes Absent: 0 Against: 1</p> <p>Conflict of Interest: 0 Not present For Vote: 0 Abstained: 0</p> <hr/> <p>Motion: Meeting Minutes Approval for the Conflict of Interest Assistant meeting held on May 08, 2019</p> <p>Total votes For: 0 Total votes Absent: 0 Against: 0</p> <p>Conflict of Interest: 0 Not present For Vote: 0 Abstained: 0</p>				
Review Documents	<table border="1" style="width: 100%;"> <thead> <tr> <th>View File</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td></td> <td>Assets</td> </tr> </tbody> </table>	View File	Title		Assets
View File	Title				
	Assets				

Meeting Start and End Times, Meeting Chair

Actual **Meeting Start Time**, **Meeting End Time**, and **Meeting Chair** are entered on the **Meeting Agenda** page (accessed via [Module] > Meeting Management > **Meeting Agenda** link) beneath the **Review Documents** section (see screenshot below).

My Workspaces ▾
Conflict of Interest
Meeting Agenda

Agenda State: Draft
Reviewer Notifications: Disabled

◀ 09/03/2021 ▶

Items to be Reviewed at Conflict of Interest Assistant Meeting :

Call to Order	We will first go through the Annual COI forms and then move on to the other ones.												
Old Business	N/A - completed all agenda tasks last meeting.												
New Business	All submissions are new for this meeting.												
Miscellaneous	N/A												
Closing Comments	We have not completed Jane Doe's Annual COI form. Need to reschedule and finish at the next meeting.												
Meeting Motions	<p>Motion: Demo meeting motion.</p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: right;">Total votes For: 2</td> <td style="text-align: right;">Total votes Absent: 0</td> <td style="text-align: right;">Against: 1</td> </tr> <tr> <td style="text-align: right;">Conflict of Interest: 0</td> <td style="text-align: right;">Not present For Vote: 0</td> <td style="text-align: right;">Abstained: 0</td> </tr> </table> <hr/> <p>Motion: Meeting Minutes Approval for the Conflict of Interest Assistant meeting held on May 08, 2019</p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: right;">Total votes For: 0</td> <td style="text-align: right;">Total votes Absent: 0</td> <td style="text-align: right;">Against: 0</td> </tr> <tr> <td style="text-align: right;">Conflict of Interest: 0</td> <td style="text-align: right;">Not present For Vote: 0</td> <td style="text-align: right;">Abstained: 0</td> </tr> </table>	Total votes For: 2	Total votes Absent: 0	Against: 1	Conflict of Interest: 0	Not present For Vote: 0	Abstained: 0	Total votes For: 0	Total votes Absent: 0	Against: 0	Conflict of Interest: 0	Not present For Vote: 0	Abstained: 0
Total votes For: 2	Total votes Absent: 0	Against: 1											
Conflict of Interest: 0	Not present For Vote: 0	Abstained: 0											
Total votes For: 0	Total votes Absent: 0	Against: 0											
Conflict of Interest: 0	Not present For Vote: 0	Abstained: 0											
Review Documents	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #003366; color: white;"> <th style="width: 15%; text-align: left;">View File</th> <th style="text-align: left;">Title</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"></td> <td>Assets</td> </tr> </tbody> </table>	View File	Title		Assets								
View File	Title												
	Assets												

Meeting Start Time: AM ▾
Meeting End Time: AM ▾
Meeting Chair: ▾

Enter the actual **Meeting Start Time** and **Meeting End Time** values in those fields and select “AM” or “PM” for each. *Note that these two fields can be used as Merge Codes in the Meeting Minutes template. See the Using Merge Codes in Document Templates section of this manual for more information about working with Merge Codes.*

Click in the **Meeting Chair** field and click to select the applicable name from the drop down list of board members and staff.

Click the **Save Changes** button at the top right of the **Meeting Agenda** page to save the agenda information.

Conflict Matches Assigned to the Meeting

Any conflict match that is assigned to the meeting date populates at the bottom of the **Meeting Agenda** page (accessed via [Module] > Meeting Management > **Meeting Agenda** link).

Conflict matches appear in one of two groups: **Conflicts Assigned to Meeting** or **Expedited or Administratively assigned to Meeting**.

The **Conflicts Assigned to Meeting** group populates with matches that were placed on the meeting for full board review.

The **Expedited or Administratively assigned to Meeting** group populates with matches that were assigned the “Expedite” or “Process Administratively” review process and then added to the meeting under the “Outcome” tab of the Conflict Match processing area. Items added to a meeting can be re-ordered by assigning desired order numbers in the **Order** column. Click the **Save Changes** button to save the re-ordered list.

Motion: Meeting Minutes Approval for the CUI meeting held on May 08, 2019.
 Total votes For: 0 Total votes Absent: 0 Against: 0
 Conflict of Interest: 0 Not present For Vote: 0 Abstained: 0

View File	Title
	Assets

Meeting Start Time: : (AM) Meeting End Time: : (AM) Meeting Chair:

Order	Expand	Open	Group Name	Show Form	Covered Person's Name	Reported Interest Type	Reported Interest Third Party	Reported Role	Reporting Action	Date Submitted	Interest Ref Number	Show Form	Covered Person's Name
Agenda Category 1 :													
Conflict's assigned to Meeting - 1 Objects													
1					John Investigator	Associational Interest		Research Team Member - Principal Investigator	Study Specific Reporting Form	03/09/2021 8:16:19 AM PST	001215		N/A
Agenda Category 2 :													
Expedited and Process Administratively assigned to Meeting - 1 Objects													
1					John Investigator	Financial Interest	3-M Pharmaceuticals	Not KDM <input type="checkbox"/> Other Institutional Role	Study Specific Reporting Form	06/17/2021 9:33:43 AM PDT	001253		N/A John Investigator

Users assigned to the role of Coordinator or Administrator can process a match by clicking the corresponding icon in the **Open** column. See the *Conflict of Interest – Match Processing manual* for more information about match processing.

Users assigned the role of Board Member can complete a member checklist and view match details for a match by clicking the corresponding icon in the **Open** column.

Meeting Minutes

The **Meeting Minutes** link ([Module] > Meeting Management > **Meeting Minutes** link, see screenshot below) provides access to the **Meeting Minutes Archive** page.

- Conflict of Interest Assistant
 - Conflict of Interest Assistant Workspace
 - Find a Protocol
 - Conflict Matches
 - Search Conflict Matches
 - Reviewer Assignment
 - Meeting Management
 - Meeting Manager
 - Meeting Agenda
 - Meeting Minutes
 - Meeting Availability
 - Correspondence & Notifications
 - User Management
 - Letter Signoff

The **Meeting Minutes Archive** page includes a link for each board meeting held, in order from most recent to oldest.

My Workspaces Conflict of Interest **Meeting Minutes Archive**

Item Search Filters

Display Meeting(s) Between: 04/29/2019 - 07/15/2019

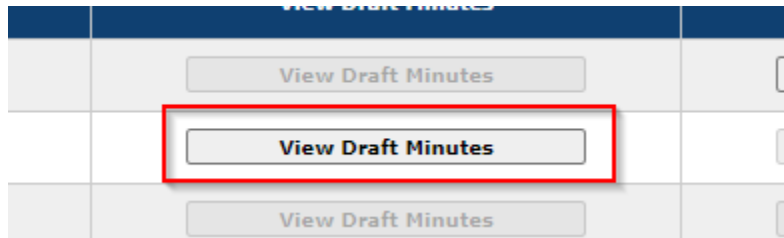
Or

Display Meeting(s) On:

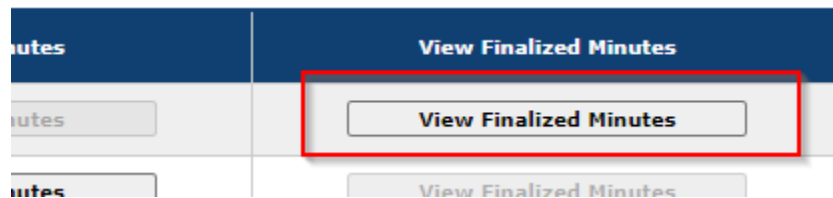
3 result(s) found...

Open	Committee	Meeting Date	Start Time	View Draft Minutes	View Finalized Minutes
	Conflict of Interest Assistant	05/08/2019	02:00 PM	<input type="button" value="View Draft Minutes"/>	<input type="button" value="View Finalized Minutes"/>
	Conflict of Interest Assistant	06/12/2019	02:00 PM	<input type="button" value="View Draft Minutes"/>	<input type="button" value="View Finalized Minutes"/>
	Conflict of Interest Assistant	07/10/2019	02:00 PM	<input type="button" value="View Draft Minutes"/>	<input type="button" value="View Finalized Minutes"/>

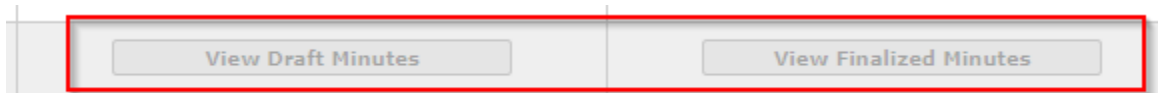
If the meeting minutes have been generated and a draft version has been published, an active **View Draft Minutes** button populates in that meeting’s record. Click the button to view a PDF version of the draft minutes document.



If the meeting minutes have been generated and a finalized version has been published, an active **View Finalized Minutes** button populates in that meeting’s record. Click the button to view a PDF version of the final minutes document.



If the meeting minutes have not yet been published, neither buttons are active for that specific meeting.



Click the icon in the **Open** column to open the agenda for a particular meeting.

My Workspaces ▼ Conflict of Interest Meeting Minutes Archive ⏪ Back

Item Search Filters ⓘ

Display Meeting(s) Between: 04/29/2019 📅 - 07/15/2019 📅 Find ...

Or Display Meeting(s) On: 📅 Reset Filters

3 result(s) found...

Open	Committee	Meeting Date	Start Time	View Draft Minutes	View Finalized Minutes
	Conflict of Interest Assistant	05/08/2019	02:00 PM	<input type="button" value="View Draft Minutes"/>	<input type="button" value="View Finalized Minutes"/>
	Conflict of Interest Assistant	06/12/2019	02:00 PM	<input type="button" value="View Draft Minutes"/>	<input type="button" value="View Finalized Minutes"/>
	Conflict of Interest Assistant	07/10/2019	02:00 PM	<input type="button" value="View Draft Minutes"/>	<input type="button" value="View Finalized Minutes"/>

The meeting agenda will open as shown below.

My Workspaces ▼ Conflict of Interest **Meeting Agenda** ⏪ Back

Agenda State: Draft
 Reviewer Notifications: Enabled 06/12/2019 Submission Review validation Save Changes

Items to be Reviewed at Conflict of Interest Assistant Meeting :

- Meeting Attendance
- Call to Order
- Old Business
- New Business
- Miscellaneous
- Closing Comments
- Meeting Motions
- Review Documents

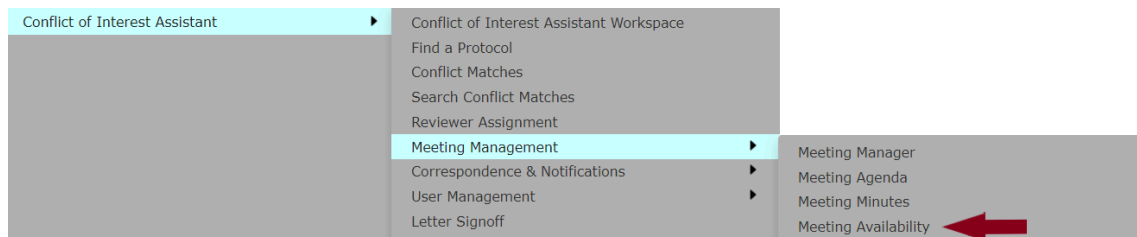
View File	Title
No documents have been associated with this agenda	

Meeting Start Time: AM ▼ Meeting End Time: AM ▼ Meeting Chair: --none-- ▼

Order	Expand	Open	Group Name	Show Form	Covered Person's Name	Reported Interest Type	Reported Interest Third Party	Reported Role
Agenda Category 1 :				Conflict's assigned to Meeting - 1 Objects				
1				Show Form	Admin Admin admin Mr, B.S. Brig. Gen.	Financial Interest	[9025] Clinical Science R&D	KDM - Not a Board Member

Meeting Availability

The **Meeting Availability** link ([Module] > Meeting Management > **Meeting Availability** link, see screenshot below) provides access to the **Board Meeting Availability** page.



The **Board Meeting Availability** page enables users to indicate their availability for any future board meetings.

When the logged in user is a system administrator, each meeting date appears on a separate page (shown below).

My Workspaces ▼ Conflict of Interest **Board Meeting Availability** ⏪ Back

Conflict of Interest Assistant Committee Meeting: ◀ 07/02/2021 @ 03:00 PM ▶ Save the availability

Members Name	Will be Present	Will Not be Present	Available for Review
Reviewer, COI	<input type="radio"/>	<input type="radio"/> No Response indicates presence at this meeting	<input checked="" type="radio"/> Yes <input type="radio"/> No
Smith, John	<input type="radio"/>	<input type="radio"/> No Response indicates presence at this meeting	<input checked="" type="radio"/> Yes <input type="radio"/> No

The names of each board member are displayed in the **Members Name** column at the left. To the right are columns for **Will be Present**, **Will Not be Present** and **Available for Review**.

The system administrator can set each member’s availability for the meeting date shown at the top of the page by selecting a response in either the **Will be Present** or **Will Not be Present** column. When a member is marked as **Will Not be Present** for the meeting, that user’s name is also flagged as such on the **Board Meeting Attendance** page as “May not be present” (see screenshots below).

My Workspaces ▼ Conflict of Interest **Board Meeting Availability** ⏪ Back

[Save the availability](#)

Conflict of Interest Assistant Committee Meeting: ◀ 07/02/2021 @ 03:00 PM ▶

Members Name	Will be Present	Will Not be Present	Available for Review
Reviewer, COI	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No
Smith, John	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No

No Response indicates presence at this meeting

My Workspaces ▼ Conflict of Interest **Board Meeting Attendance** ⏪ Back

[Save Changes](#)

Present <input checked="" type="checkbox"/>	Voting Member Name	Member Role	Gender	Specialty	Relationship to the Institution	Affiliation	Representational capacity	Representative of specific entity
<input checked="" type="checkbox"/>	Reviewer, COI (May not be present)	Chairperson	Female		Affiliated			
<input type="checkbox"/>	Smith, John	Board Member		Anesthesiology	Affiliated	iMedRIS Affiliation 2C		

Present <input type="checkbox"/>	Non Voting Member Name	Member Role	Gender	Specialty	Relationship to the Institution	Affiliation	Representational capacity	Representative of specific entity
<input type="checkbox"/>	Coordinator, COI	Coordinator						
<input type="checkbox"/>	Member, COI	Coordinator						
<input type="checkbox"/>	Reviewer, Luke, Ph.D	Board Member	Male					

[Click here to modify the guest list](#)

Guest Name	Specialty	Affiliation
No guests have been listed.		

The system administrator can also indicate whether or not each member is available to review documents by selecting either “Yes” or “No” in the **Available for Review** column.

My Workspaces ▼ Conflict of Interest **Board Meeting Availability** ⏪ Back

[Save the availability](#)

Conflict of Interest Assistant Committee Meeting: ◀ 07/02/2021 @ 03:00 PM ▶

Members Name	Will be Present	Will Not be Present	Available for Review
Reviewer, COI	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No
Smith, John	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No

No Response indicates presence at this meeting

When this option is set to “No”, the board member cannot be assigned as a reviewer for a submission that has been associated to the corresponding meeting date.

When the logged in user is not a system administrator, the **Board Meeting Availability** page appears as shown below. In this case, the user is only allowed to set their own availability for upcoming meetings.

My Workspaces ▼ Conflict of Interest **Board Meeting Availability** ⏪ Back

Save the availability

List of meetings found

Availability	Will be Present	Will Not be Present	Available for Review	View Calendar
Conflict of Interest Assistant July 02, 2021	<input type="radio"/> No Response indicates your presence at this meeting	<input type="radio"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Conflict of Interest Assistant August 06, 2021	<input type="radio"/> No Response indicates your presence at this meeting	<input type="radio"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Conflict of Interest Assistant September 03, 2021	<input type="radio"/> No Response indicates your presence at this meeting	<input type="radio"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Conflict of Interest Assistant October 01, 2021	<input type="radio"/> No Response indicates your presence at this meeting	<input type="radio"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	

In addition to the same three columns as those shown to a system administrator, the page shown to the non-admin user includes a **View Calendar** column. Clicking the icon shown in that column opens a new browser window showing a calendar view of the month of the meeting, as shown below.

July 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		01	02	03	04	
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
(Week 31)						01
02 (Week 32)	03	04	05	06	07	08
09 (Week 33)	10	11	12	13	14	15
16 (Week 34)	17	18	19	20	21	22
23 (Week 35)	24	25	26	27	28	29
30 (Week 36)	31					

Print Close

Note that the calendar is informational only, it is not possible to schedule meetings or events directly from this window. Click the **Close** button to close the calendar.

Click the **Save the availability** button to save meeting availability settings.

My Workspaces ▼ Conflict of Interest **Board Meeting Availability** ⏪ Back

Save the availability

List of meetings found

Availability	Will be Present	Will Not be Present	Available for Review	View Calendar
Conflict of Interest Assistant July 02, 2021	<input type="radio"/> No Response indicates your presence at this meeting	<input type="radio"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Conflict of Interest Assistant August 06, 2021	<input type="radio"/> No Response indicates your presence at this meeting	<input type="radio"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Conflict of Interest Assistant September 03, 2021	<input type="radio"/> No Response indicates your presence at this meeting	<input type="radio"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Conflict of Interest Assistant October 01, 2021	<input type="radio"/> No Response indicates your presence at this meeting	<input type="radio"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	

Using Merge Codes in Document Templates

To insert a Merge Code in a document template, place the cursor in the text editor where the corresponding data value is to appear, then click the **Insert Merge Code** button to open the Merge Codes pick list.

NOTE: screenshots and examples in this section are primarily taken from the Animal Resource Center (ARC) module, but functionality and features described in this section are the same for other modules.

My Workspaces ▼ Vivarium **Vendor Email Template** ⏪ Back

Insert Merge Code Save Template

***Title:**

***Content:**

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Dear ,

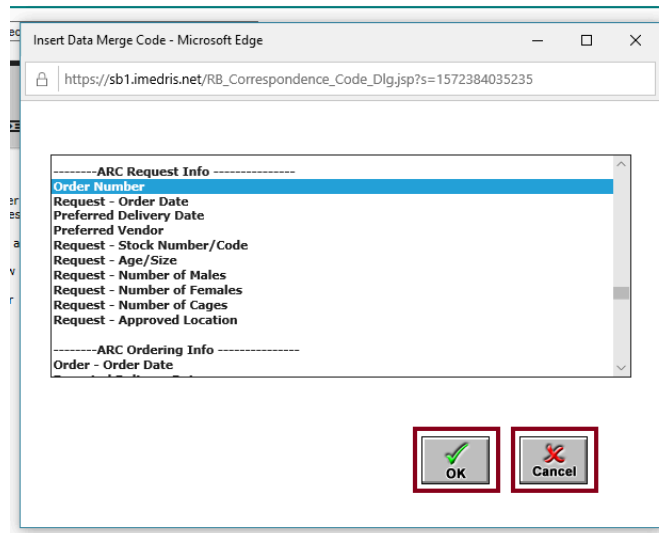
Our livestock order number | was received on . Unfortunately, the sex counts of these animals are incorrect. Our order was for females and males, but we received females and males.

We have sent the animals back and a new order was sent .

Please let us know if you need any more information regarding this order.

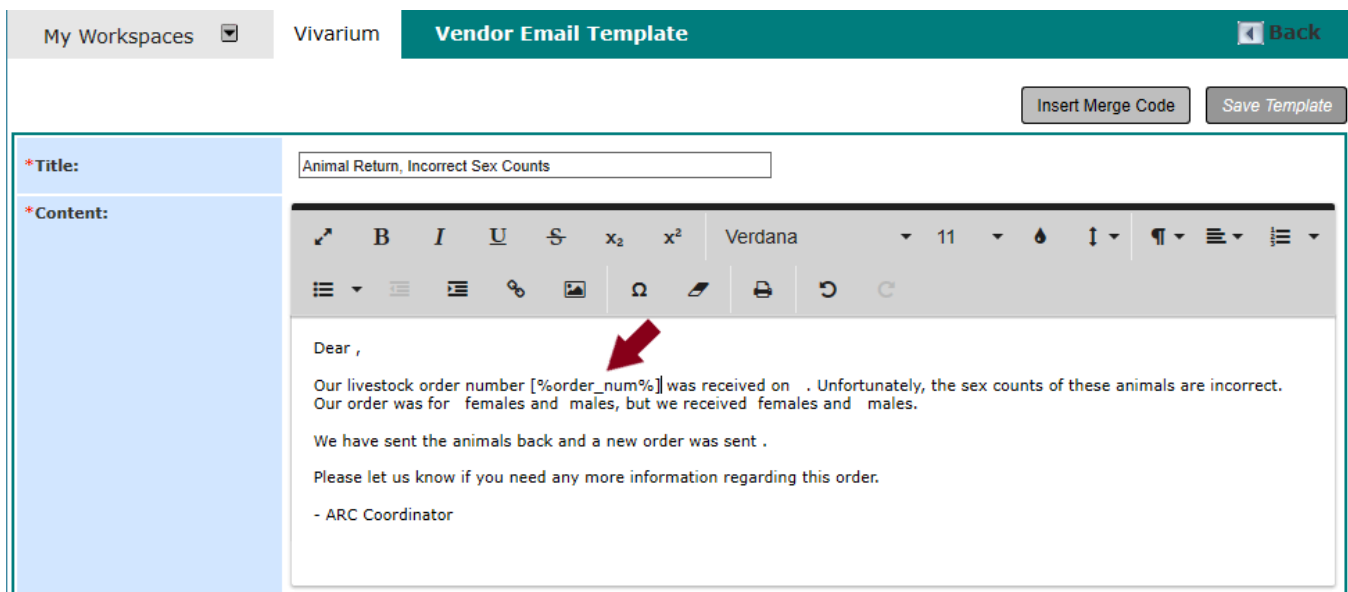
- ARC Coordinator

The **Insert Data Merge Code** popup window displays. Scroll down to the sections of the list labeled for ARC and select the desired Merge Code. In this example, the Merge Code for “Order Number” is selected.

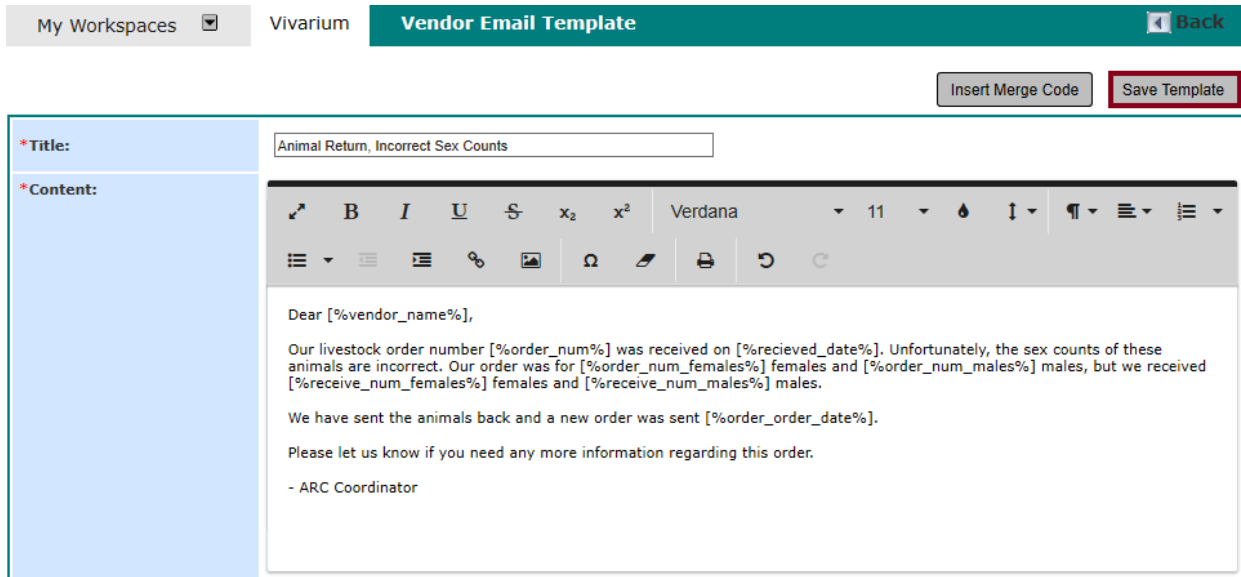


Click the **Cancel** button to close the popup without inserting the Merge Code.

Click the **OK** button to insert the Merge Code. The selected Merge Code is inserted in the template at the cursor location.



In the screenshot below, Merge Codes for “Vendor Name”, “Order Number”, “Date Received”, “Order - Number of Females”, “Order - Number of Males”, “Receive – Number of Females”, “Receive – Number of Males”, and “Order – Order Date” are inserted.



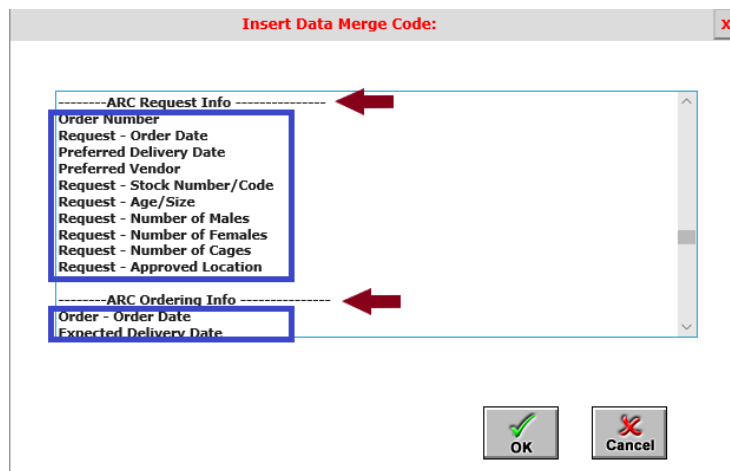
Click the **Save Template** button to save changes.

Merge Code List

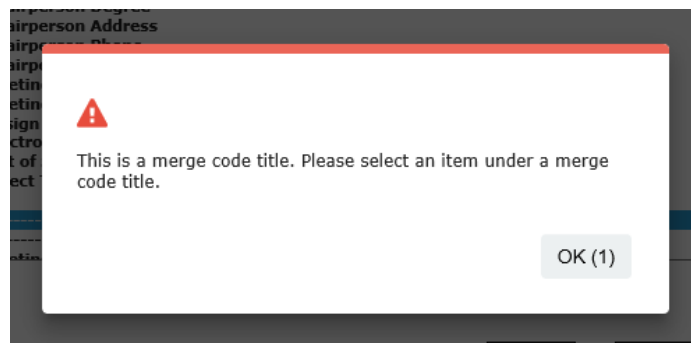
Depending on the user’s data access rights and the institution’s Review Board Administration settings, the Merge Code list can include system data from the following categories:

Review Board	Study Financial Information
Meetings	Submission Information
Multi-Site	ARC Request Information
Study Personnel	ARC Ordering Information
Study Contacts	ARC Receiving Information
Form Creator	ARC Cage Information
Department Reviewer and Signoff	Study/IRB/IACUC Application Information

Most of the Merge Codes in the picklist are grouped under category titles. As shown in the screenshot below, category titles are offset by dashed lines. Selectable Merge Code items are indicated by blue boxes.



Category titles are not Merge Codes and cannot be inserted in a template. If a title item is selected and the **OK** button is clicked, an error popup window displays.



Merge Codes Applicable to Meetings

Categories and Merge Codes from the list that are most applicable to meetings are summarized in the table below.

---Review Board Info ---	---Meeting Attendance Codes ---	---Submission Info ---
Review Board Name	Meeting Call to Order	Submission Approval Date
Review Board Committee Name	Meeting New Business	Submission Type
Chairperson Name (Last Name, First Name)	Meeting Old Business	Submission List of all reviewers
Chairperson Name (First Name, Last Name)	Meeting Miscellaneous	Submission Primary Reviewer
Chairperson First Name	Meeting Closing Comments	Submission Secondary Reviewer
Chairperson Middle Name	Meeting Actual Start Time	Submission all additional reviewers over secondary
Chairperson Last Name	Meeting Actual End Time	Submission AD Hoc Reviewers
Chairperson Degree	Meeting Planned Start Time	Item Number on Agenda
Chairperson Address	Meeting Planned End Time	All Project Departments
Chairperson Phone	Meeting Chair (Last, First)	All Project Institutions
Chairperson EMAIL	Meeting Chair (First, Last)	Project Title
Electronic Signature	Total Voting Members	Project Short Title
Meeting Date	Quorum	Project Status
Meeting Location	Voting Members Present	Study Title
	Non-Voting Members Present	Study Alias
	Alternate Members Present	Study Status
	Members Absent	Sponsor/Funding Source
	Member Ex-officio Present	Proposal Number
	Administrative Staff Present	Proposal Title
	Guests Present	Proposal Short Title
	Meeting Motions	Project Award Number
		Project Previous Award Number
		Project Open Ended
		Is Archived
		Archived Location