



IACUC ASSISTANT

Meeting Agenda, Minutes, and Meeting Manager

Version 10.03.02

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IACUC Assistant - Meetings

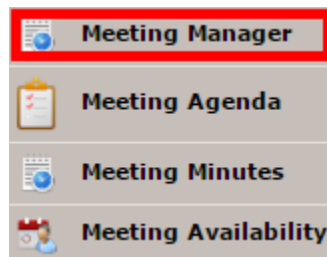
Introduction

This manual will review the aspects of review board meetings in iRIS: meeting agenda reviews, how board members can set their availability for attendance, and generating meeting agendas and minutes. Before you can use the meeting functionality in the system, you need to ensure that the “rb.use_meetings” property located under Review Board Administration > Board Configuration Options > Submission Review Properties is set to “Yes.” Also, there are certain configurations that must be setup in Review Board Administration in order to properly display submissions within a Meeting Agenda and to generate Agenda and Minutes documents. Any item that requires configuration will be noted in this document with the steps to locate the configuration in iRIS, as well as referencing the manual that reviews that specific configuration item.



Meeting Manager

Within the Meeting Manager, you can view meeting agendas, set meeting attendance, and set items to be reviewed at the meeting. Access to this menu item is controlled with the Role Access matrix in Review Board Administration. The Meeting Manager is typically reserved for a review board administrator. You can view current agendas and publish/create Word document versions of Agendas and Meeting Minutes to send to review board members. The Agenda and Meeting Minutes templates are created in Review Board Configuration. For more information on creating Agenda and Minutes templates, see the IACUC Assistant – RB Administration Manual.



The Meeting Manager page lists all the meetings defined for the Review Board, displaying the newest meetings at the top of the list. You can search for a meeting date by entering filter information in the **Meetings from/to** date fields and clicking the **Refresh** button. This displays any meetings that fall under the dates you selected. You can switch back to viewing all the meetings by clicking the **Show all meetings** button.

IACUC - Meeting Manager ◀ Back

Meetings from to

6 result(s) found...

Meeting Date	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
Committee One meeting held on 11/02/2016	Draft	Enabled					<input type="button" value="Submissions Review"/> <input type="button" value="View Draft Minutes"/>
Committee One meeting held on 10/02/2016	Draft	Enabled					<input type="button" value="Submissions Review"/>
Committee One meeting held on 09/02/2016	Draft	Enabled					<input type="button" value="Submissions Review"/>
Committee One meeting held on 08/02/2016	Draft	Enabled					<input type="button" value="Submissions Review"/>
Committee One meeting held on 07/02/2016	Draft	Enabled					<input type="button" value="Submissions Review"/>

Below is a description of the columns on this page.

Meeting Date – You can click on one of the Meeting Dates to create Word documents for the Agenda and Minutes, change the meeting status and to send out the Agenda and Minutes to the board members. More information about this subject appears later in this document.

Agenda State – Displays the agenda status as “Draft” or “Finalized,” or, if any revisions have been made to the Agenda, “Revision 1,” “Revision 2,” etc.

Notify Reviewers – Displays the current setting for email notifications to reviewers. If this is set to “Enabled,” then once the agenda is finalized, all appropriate email notifications are created and sent to the reviewers, alerting them that they have been assigned to review certain submissions. When the status is set to “Disabled,” this indicates that reviewers have not received their notifications or tasks yet.

Date Draft Published Minutes Sent for Comments – Indicates the date a published draft version of the minutes was sent via email to board members for review.

Date Final Published Minutes Approved by Committee – Indicates the date the final, published minutes were approved by the committee. A motion can be added to a meeting date to approve a previous month’s minutes. When the board votes on the minutes, the date of that meeting is captured in this column.

Date Final Published Minutes Sent to the Meeting Attendees – On the Meeting Minutes screen, you have the option to send out a final copy of the minutes to the meeting attendees. This column will populate with that date.

Meeting Minutes Options

Send Out A Final Copy Of The Minutes To The Meeting Attendees

Unpublish The Final Version Of The Minutes

View The Final Version Of The Minutes

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

Availability – This icon links to the Meeting Availability page so you can set a member’s availability to be present at the meeting, or whether they are available for review.

Edit/View Reviews & Minutes – Depending on the status of the meeting minutes for that meeting date, a link to view the Draft or Finalized Minutes will populate.

Meeting Schedule

From the Meeting Manager, you can add a new meeting date. Click the **Meeting Schedule** button on the top right of the screen to get started.

A new page opens, broken into two parts. The first part of the page lists recurring meetings, and the second part of the page lists regular meeting dates that are individually created. Note that this list only shows meetings that have not yet occurred; past meeting dates are not shown. Once a date has come and gone, it no longer appears in this list. You can set up a recurring meeting pattern if your board meets on a regular basis each month. When you create a recurrence, the system creates meeting dates for up to 12 months and populates them in the second portion of the page. If you do not use a recurring pattern for your meetings, add meetings individually using the second part of the page.

IACUC - Review Board Setup Meeting Recurring Pattern and Meeting Dates Back

+ Add a New Recurring

IACUC list of meeting recurring pattern.

1 result(s) found...

Delete	Edit	Recurring Pattern Name	Committee Name	Location	Start Time	End Time
		Committee 1	Committee 1	123 ABC Building	10:00 AM	12:00 PM

+ Add a New Meeting

IACUC list of meeting dates.

14 result(s) found... 1 - 10

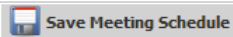
Delete	Edit	Meeting Date	Submission Due By	Committee Name	Location	Start Time	End Time
		08/17/2015		Committee 1	123 ABC Building	10:00 AM	12:00 PM
		09/21/2015		Committee 1	123 ABC Building	10:00 AM	12:00 PM
		10/19/2015		Committee 1	123 ABC Building	10:00 AM	12:00 PM
		11/16/2015		Committee 1	123 ABC Building	10:00 AM	12:00 PM

Recurring Meetings



Click on the **Add a New Recurring** button.

A new page opens. You must first enter the meeting information. You can provide specific details about the meeting. “IACUC Meeting” is the name used to reference this recurring pattern. **Start Date** is a required field and would be the beginning date that the recurring meeting dates would trigger from. The Start Date does not have to be the day of the first meeting. iRIS does not generate any meeting before the start date, only dates after the start date. **Start Time** and **End Time** are fields where you enter the planned meeting start and end time. **Meeting Type** is a required field. This is a drop down list of your committees for the Review Board. **Meeting Location** allows you to specify where the meeting will be held. This can be set up now, and changed for an individual meeting at a later time. A comments field is also provided in case you need to document anything related to the meeting record.

IACUC - Review Board Meeting Recurring Pattern ◀ Back



IACUC edit a meeting recurring pattern.

Recurring Pattern Name:	<input type="text" value="IACUC Meeting"/>
*Start Date:	<input type="text" value="09/25/2014"/> 
Start Time:	<input type="text" value="8"/> <input type="text" value="00"/> <input type="text" value="AM"/>
End Time:	<input type="text" value="9"/> <input type="text" value="00"/> <input type="text" value="AM"/>
*Meeting Type:	<input type="text" value="Committee 01"/>
Meeting Location:	<input type="text" value="446 Missouri Court Redlands, CA 92373 Suite A Room 213"/>
 Comments:	

After you add the meeting details, setup the recurring pattern. The meeting can be setup to generate weekly or monthly. You can choose your desired meeting pattern by selecting the option from the **Change Recurrence Pattern** dropdown list. Depending on your selection, the information below changes, allowing you to set up a weekly or monthly pattern.

Click on the **Save Meeting Schedule** button and the system generates 12 months' worth of meeting dates based on the pattern you setup.

Monthly Pattern:

Day of every month(s)

The of every month(s)

You can modify an existing recurring pattern if necessary; however, note that any changes made to the pattern will not update any meetings that have already been generated based on that pattern.

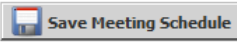
You can also delete a recurring pattern; however, deleting a recurring pattern does not delete the meeting records that were created because of the recurring pattern. These must be deleted separately.

Add a New Meeting


You can setup an individual meeting as needed. To do this, click on the **Add a New Meeting** button.

A new page opens. You can provide specific details about the meeting. The **Meeting Date** is a required field and this indicates the date for the meeting. **Start Time** and **End Time** are fields where you can enter the planned meeting start and end times. **Submission Due By** is a date field used to inform study personnel when a form should be submitted to make it onto the meeting agenda. **Meeting Type** is a required field. This is a dropdown list of your committees for the Review Board. **Meeting Location** allows you to specify where the meeting will be held. This can be set up now and changed later. There is also a comments field provided in case additional documentation related to the meeting is necessary.

IACUC - Review Board Setup Meeting Recurring Pattern and Meeting Dates Back




IACUC add a meeting.

***Meeting Date:** 


Start Time: AM

End Time: AM

Submission is Due by: 

***Meeting Type:**

Meeting Location:

 Enter Comments in the Editor:

After you enter all the necessary information, click on the **Save Meeting Schedule** button to add the meeting to the list of meetings.

14 result(s) found... 1 - 10

Delete	Edit	Meeting Date	Submission Due By	Committee Name	Location	Start Time	End Time
		08/17/2015		Committee 1	123 ABC Building	10:00 AM	12:00 PM
		09/21/2015		Committee 1	123 ABC Building	10:00 AM	12:00 PM

You can edit the details of any meeting set up in the system by clicking on the icon located in the **Edit** column.

A new page opens, allowing you to modify any of the details for the meeting. Make any necessary changes and then click on the **Save Meeting Schedule** button to return to the list of meetings.

Meeting Agenda/Meeting Minutes

From the meeting manager, you can prepare for a certain meeting by clicking on the link for the meeting date. Doing this enables you to set the agenda status, enable reviewer notifications, generate your meeting agenda, and, once a meeting takes place, you can generate and send out the minutes.

IACUC - Meeting Manager ◀ Back

Meetings from to

16 result(s) found... 1 - 15 ▶

Meeting Date	Agenda State	Notify Reviewers	Date Minutes Sent for Comments	Date Minutes Approved by Committee	Availability	Edit/View Reviews & Minutes
Committee 01 meeting held on 05/28/2015	Draft	Disabled				
Committee 01 meeting held on 04/23/2015	Draft	Disabled				
Committee 01 meeting held on 03/26/2015	Draft	Disabled				
Committee 01 meeting held on 02/26/2015	Draft	Disabled				
Committee 01 meeting held on 01/22/2015	Draft	Disabled				
Committee 01 meeting held on 12/25/2014	Draft	Disabled				
Committee 01 meeting held on 11/27/2014	Draft	Disabled				
Committee 01 meeting held on 10/23/2014	Draft	Disabled				
Committee 01 meeting held on 09/25/2014	Draft	Disabled				
Revision	Revision					

Meeting Agenda

Click on the name of the meeting under the column **Meeting Date**.

A new page opens displaying meeting agenda options for the meeting date you selected. If you have not generated the meeting agenda for this meeting yet, the page displays as shown in the screenshot below. Access the Meeting Agenda page in iRIS by clicking on the link next to the yellow folder that reads **Click to Open the Meeting Agenda**.

Meeting Agenda Options -> Current Agenda Status is: Draft

Click To Open The Meeting Agenda

Meeting Status: Draft Finalized

Enable Reviewer Notifications? Yes No

This opens the Meeting Agenda, allowing you to make any changes to the agenda before generating the agenda template.


IACUC - Review Board Meeting Agenda ◀ Back


Items to be Reviewed at Committee One Meeting held on October 02, 2016 Agenda State: **Draft**
Reviewer Notifications: **Enabled**


Meeting Attendance	Voting Members Present Ann Analyst, Jan Board Member, Ph.D., John Board Member, Joe Board Member, Mary Jane Coordinator, R.N., Ron User
Call to Order	Guests Present Don Smith (Surgeon) from NIH
Old Business	Call to Order text.

Click the **Back** button to return to the previous page.

Meeting Agenda Options -> Current Agenda Status is: **Draft**

 **Click To Open The Meeting Agenda**


 **Meeting Status:** Draft Finalized


 **Enable Reviewer Notifications?** Yes No


Meeting Status – When you are ready to generate the meeting agenda, set the status from “Draft” to “Finalized”.

Enable Reviewer Notifications – When you are ready to notify reviewers about their review assignments for a meeting date, switch this status from “No” to “Yes.” As soon as you set this option to “Yes,” assigned reviewers receive an email notification with their reviewer assignments, as well as receive a homepage task. At this point, you can now send out the published version of the agenda to the board members.


Meeting Agenda Options -> Current Agenda Status is: **Finalized**

 **Click To Open The Meeting Agenda**

 **Meeting Status:** Draft Finalized





 **Enable Reviewer Notifications?** Yes No

Finalized Agenda

 **Generate A Finalized Agenda Document**

A Finalized Agenda displays underneath the Meeting Agenda Options once you change the Meeting Status from Draft to Finalized. Click the **Generate A Finalized Agenda Document** link.

Finalized Agenda

-  **Generate A Finalized Agenda Document**
-  **Check-Out The Finalized Agenda For Editing In Word**
-  **Edit The Finalized Agenda Within The Browser**
-  **Publish The Finalized Version Of The Agenda**

iRIS will grab your Meeting Agenda Template as it is set up under Review Board Administration > Setup Finalized Agenda Document Template. This is a Microsoft Word document that uses merge codes to pull in specific information about the meeting and items placed on that meeting. When the agenda template is generated, the screen refreshes and three new links are now available.

Check-Out The Finalized Agenda For Editing In Word – After you generate your agenda, you can check the document out to make any edits on your computer using Microsoft Word. Click on this link.

A new window opens and your Internet browser will download the template. Internet Explorer is used in this example. Depending on your Internet settings, you may have a blocker installed that prevents you from downloading files without approval. Wait a few moments and the browser may prompt you with a yellow bar at the top or bottom of the page. Click the yellow bar, select Download File, and then Open or Save from the menu that appears (you will receive a different button depending on the browser/browser version you are using). *Do this before clicking the **Complete Checkout** button.* If you click **Complete Checkout** before saving the file to your desktop, you will lose the template and will need to regenerate the agenda to get it back.

Instructions:
Step 1: If your browser blocks pop-ups, then after a few moments a bar similar to the one shown below may appear in your browser.

Simply click on the bar and a small drop down list will appear. Click **Download File** from the list of options.

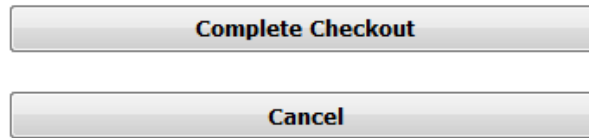
Step 2: In a few moments, your browser will prompt you to either **Open** or **Save** the file (see example below). Note: this is not the actual File Download box, it is only a picture. In order to Check-out the document and edit it, you will need to **Save** it to your workstation.

To do so, click **Save**. This will open up a window similar to the one shown below that allows you to choose where in your workstation you would like to save the document. Once you've selected where you will save the document, click **Save**. After this, the Download Complete box will appear as shown below. From here you can choose to open the document to edit it, open the folder that contains the document, or Close the Download Complete box to edit the document later.

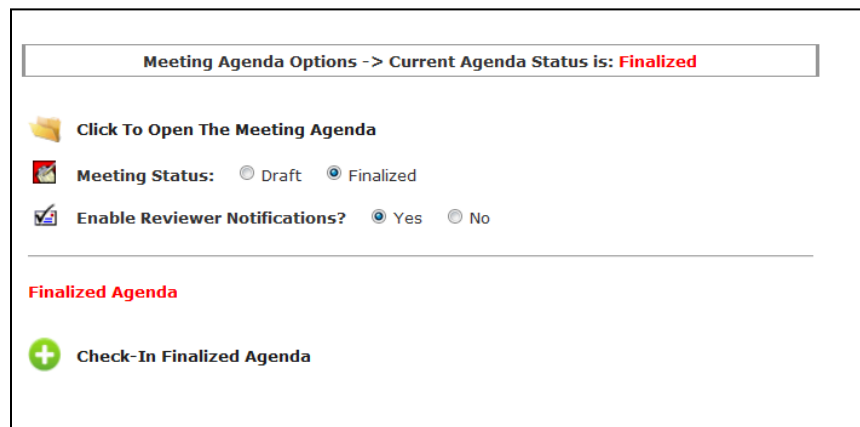
Step 3: IT IS VERY IMPORTANT that after you've saved the file to your workstation and closed the Download Complete box that you click the **Complete Checkout** button in iRIS. This allows you to check the document (or upload the document) back into iRIS once you've finished editing it. To cancel the Document Check-out, click **Cancel**. Note: If you've already saved the file to your computer, the file will remain in your computer, however you will simply lose the option of checking the document back in.

When you select to download the file, a popup window asks you if you would like to open or save the document. You can do either; however, it is recommended that you save the document before opening. Make sure you save the document to a location on your computer that you will remember.

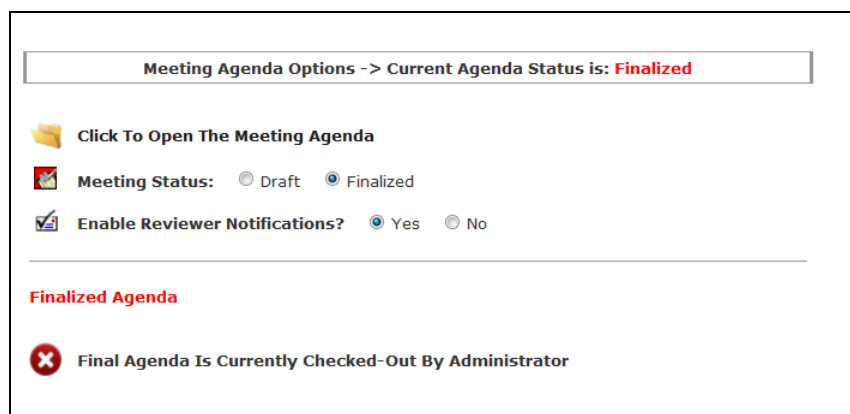
Once this is complete, you need to click on the **Complete Checkout** button within the browser. If you did not want to check out the document, click the **Cancel** button. This returns you to the previous page without checking out the agenda document.



If you have the document checked out, you will not be able to do anything more with the agenda template until you check it back in. The screen displays only one link, **Check-In Finalized Agenda**.



If another user views this page while the agenda document is checked out, they will see that it is checked out, along with the name of the user who currently has this document checked out. They will not be able to view, modify, or publish the agenda until the document is checked back in.





Once you make any necessary edits to the agenda in Microsoft Word on your computer, you can check it back in to iRIS.

Navigate back to the meeting page for the meeting date.

Click the link **Check-In Finalized Agenda**.


Meeting Agenda Options -> Current Agenda Status is: **Finalized**

 **Click To Open The Meeting Agenda**

 **Meeting Status:** Draft Finalized

Enable Reviewer Notifications? Yes No

Finalized Agenda



 **Check-In Finalized Agenda**

A popup window opens, allowing you to browse your computer for the agenda document you would like to upload. Click the **Save selected file** button once you specify the document location. If you do not want to upload the document, click on the **Cancel** button.

Upload Document - Windows Internet Explorer


Document Location: C:\Documents\Agenda Document.rtf Browse...

Instruction: Uploading a document into iRIS™ requires locating the document on the computer. Once you have located the document click on the 'Save selected file' button. The buttons will become disabled. If the document is a large document the window will stay in place until the upload operation has completed.

 Save selected file
 Cancel

After you save the file, the links will be restored to the page and you can continue to work on publishing the agenda.

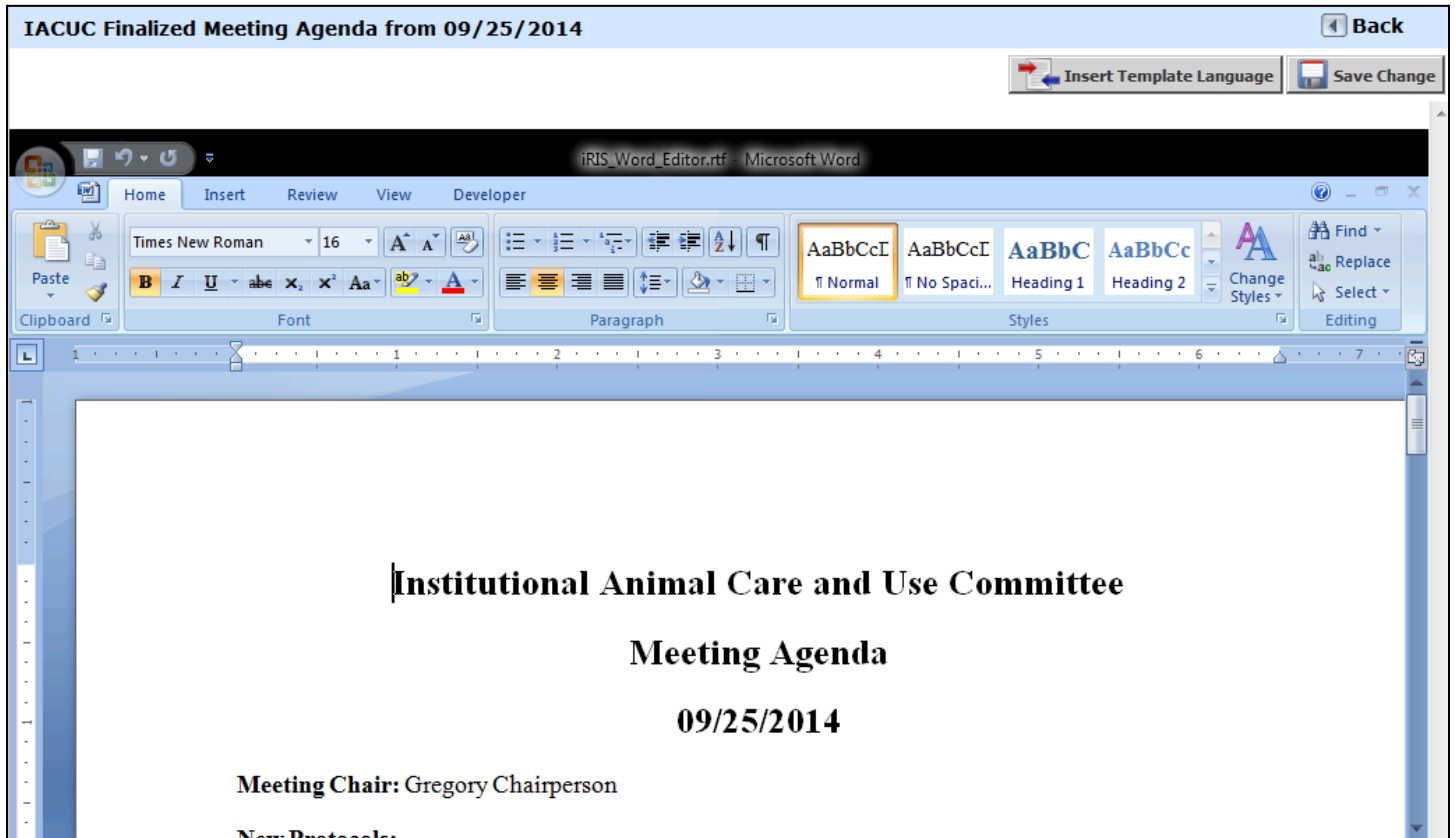
Finalized Agenda

-  **Generate A Finalized Agenda Document**
-  **Check-Out The Finalized Agenda For Editing In Word**
-  **Edit The Finalized Agenda Within The Browser**
-  **Publish The Finalized Version Of The Agenda**

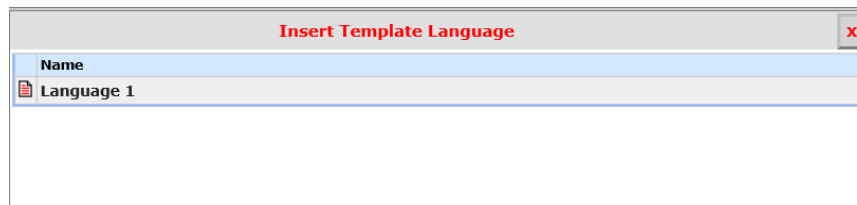
Edit The Finalized Agenda Within The Browser – Click on this link to view the generated agenda as well as make changes to the document without having to check it out to your computer.

A new page opens with an embedded Microsoft Word tool containing the generated agenda. The Microsoft Word editor is a feature only available when using Internet Explorer as your browser.

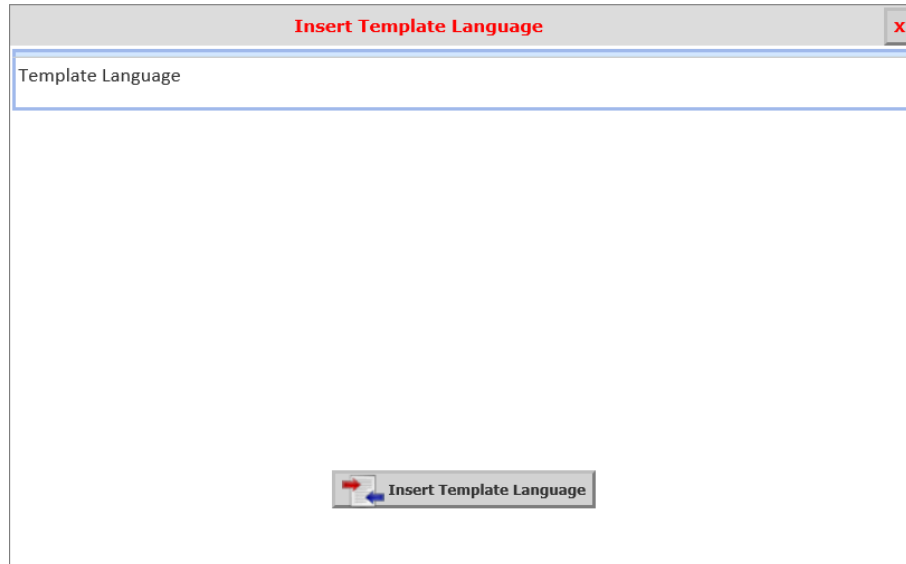
You may make any changes needed to the document by typing in or copying and pasting in text.



You can also insert pre-defined template language if needed. Click on the **Insert Template Language** button.



A small popup window will open, containing a list of available language. Template languages are set up in Review Board Administration > Setup Template Language. In the window above, select the template language you would like to insert.



The window updates, displaying the full content of the template language. If this is the template you would like to merge into the agenda document, make sure you position your cursor to the location in the agenda document where you want the language to appear. Then, click on the **Insert Template Language** button.

Meeting Agenda

09/25/2014

Meeting Chair: Gregory Chairperson

TemplateLanguage 123

New Protocols:

The meeting agenda page refreshes, and the language will be inserted in the document where you had positioned the cursor.

While you are editing the agenda document, click on the **Save Change** button at the top right of the page periodically to save your work. When you are finished, be sure to save again, then click on the **Back** button.

Publish The Finalized Version Of The Agenda - After making any necessary edits, whether you had checked out the document or edited within the browser, you are ready to publish the agenda.

IACUC Meeting Minutes from 09/25/2014 Back

Meeting Agenda Options -> Current Agenda Status is: **Finalized**

Click To Open The Meeting Agenda

Meeting Status: Draft Finalized

Enable Reviewer Notifications? Yes No

Finalized Agenda

Generate A Finalized Agenda Document

Check-Out The Finalized Agenda For Editing In Word

Edit The Finalized Agenda Within The Browser

Publish The Finalized Version Of The Agenda

Please Wait ...

The Finalized Agenda is being generated into a PDF file.
This operation may take several minutes.

When you publish the agenda, the screen will pause for several moments (depending on the size of your agenda document). At this time, iRIS is taking the Word document version of the agenda and converting it to a PDF.

IACUC Meeting Minutes from 09/25/2014

Meeting Agenda Options -> Current Agenda Status is: **Finalized**

Click To Open The Meeting Agenda

Meeting Status: Draft Finalized

Enable Reviewer Notifications? Yes No

Finalized Agenda

Send The Finalized Agenda Document To All Members

Unpublish The Finalized Agenda




View The Finalized Agenda Document

The links on the page change when the conversion is complete. When you publish the agenda, the agenda is locked down to editing, as the agenda is ready to be sent out to members. You can click the **Unpublish The Finalized Agenda** link to reset the agenda. This refreshes the screen and allows you to check out the agenda document or edit within the browser. When you are finished making your changes, you will want to publish the agenda again. You can also click the **View The Finalized Agenda Document** button to see the agenda document in a PDF. Clicking this link opens the document in a new window.

Send The Finalized Agenda Document To All Members – Click this link to email the published agenda template to all board members in preparation for the meeting. This option will only display if **Enable Reviewer Notifications** is set to “Yes,” and you have published the agenda.

Finalized Agenda

The Finalized Agenda Document has been sent to all Members.

-  Send The Finalized Agenda Document To All Members
-  Unpublish The Finalized Agenda
-  View The Finalized Agenda Document

Expedite Report

If your meeting agenda contains Expedited submissions, you may want to use the Expedite Report functionality to generate a report summarizing the Expedited submissions on your agenda. The template for the Expedite Report is configured under Review Board Administration > Setup Expedite Report Template. This is a Microsoft Word document that uses merge codes to pull in specific information about expedited submissions on the agenda.



Click the **Generate An Expedite Report** link and more options will populate.



Check-Out The Expedite Report For Editing In Word – After you generate your expedite report, you can check the document out to make any edits on your computer using Microsoft Word. Click on this link.

A new window will open, and your Internet browser will download the report. Internet Explorer is used in this example. Depending on your Internet settings, you may have a blocker installed that prevents you from downloading files without approval. Wait a few moments, and the browser may prompt you with a yellow bar at the top or bottom of the page. Click the yellow bar, select **Download File**, and then **Open** or **Save** from the menu that appears (you will receive a different button depending on the browser/browser version you are using). *Do this before clicking the **Complete Checkout** button.* If you click **Complete Checkout** before saving the file to your desktop, you will lose the template and will need to regenerate the agenda to get it back.

Instructions:

Step 1: If your browser blocks pop-ups, then after a few moments a bar similar to the one shown below may appear in your browser.

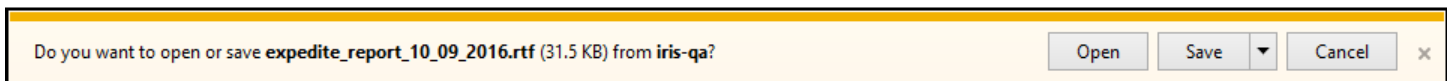
Simply click on the bar and a small drop down list will appear. Click **Download File** from the list of options.

Step 2: In a few moments, your browser will prompt you to either **Open** or **Save** the file (see example below). Note: this is not the actual File Download box, it is only a picture. In order to Check-out the document and edit it, you will need to **Save** it to your workstation.

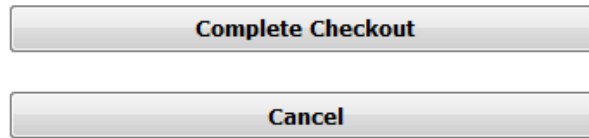
To do so, click **Save**. This will open up a window similar to the one shown below that allows you to choose where in your workstation you would like to save the document. Once you've selected where you will save the document, click **Save**. After this, the Download Complete box will appear as shown below. From here you can choose to open the document to edit it, open the folder that contains the document, or Close the Download Complete box to edit the document later.

Step 3: IT IS VERY IMPORTANT that after you've saved the file to your workstation and closed the Download Complete box that you click the **Complete Checkout** button in iRIS. This allows you to check the document (or upload the document) back into iRIS once you've finished editing it. To cancel the Document Check-out, click **Cancel**. Note: If you've already saved the file to your computer, the file will remain in your computer, however you will simply lose the option of checking the document back in.

When you select to download the file, a popup window will ask you if you would like to open or save the document. You can do either; however, we recommend that you save the document before opening. You will want to make sure you save the document to a location on your computer that you will remember.



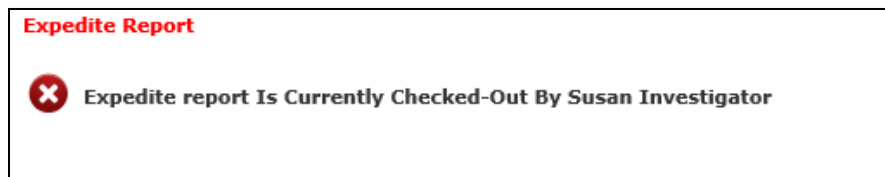
Once this is complete, you need to click on the **Complete Checkout** button within the browser. If you did not want to check out the document, click the **Cancel** button. This will return you to the previous page without checking out the expedite report.



If you have the document checked out, you will not be able to do anything more with the expedite report until you check it back in. The screen will display only one link, **Check-In Expedited Report**.



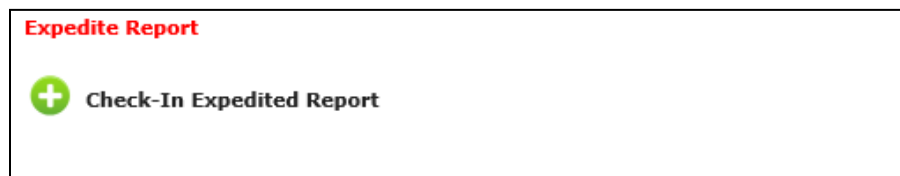
If another user views this page while the document is checked out, they will see that it is checked out, along with the name of the user who currently has this document checked out. They will not be able to view, modify, or publish the agenda until the document is checked back in.



Once you make any necessary edits to the report in Microsoft Word on your computer, you can check it back in to iRIS.

Navigate back to the page for the meeting date.

Click the **Check-In Expedited Agenda** link.



A popup window will open, allowing you to browse your computer for the document you would like to upload. Click the **Save selected file** button once you specify the document location. If you do not want to upload the document, click on the **Cancel** button.

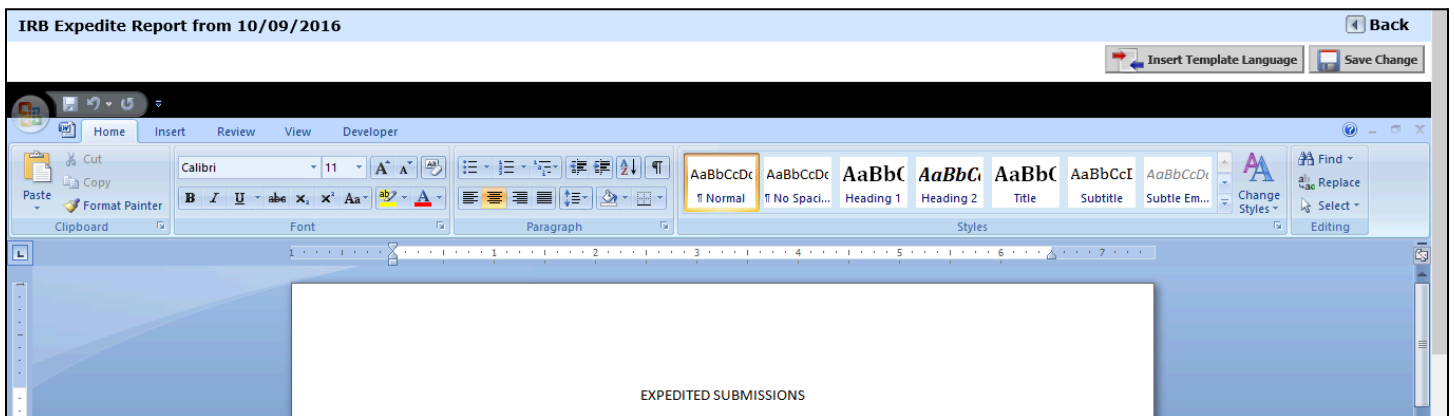
After you save the file, the links will be restored to the page and you will be able to continue to work on publishing the report.



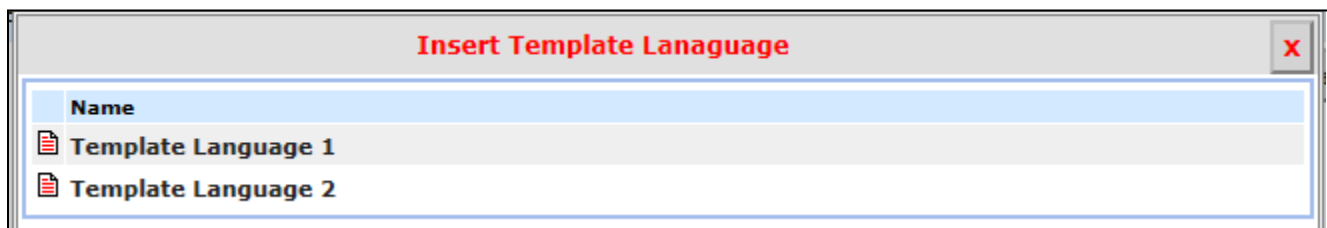
Edit The Expedite Report Within The Browser – You can click on this link to view the generated expedite report as well as make changes to the document without having to check it out to your computer.

A new page will open with an embedded Microsoft Word tool containing the generated report. The Microsoft Word Editor feature is only available when using Internet Explorer as your browser.

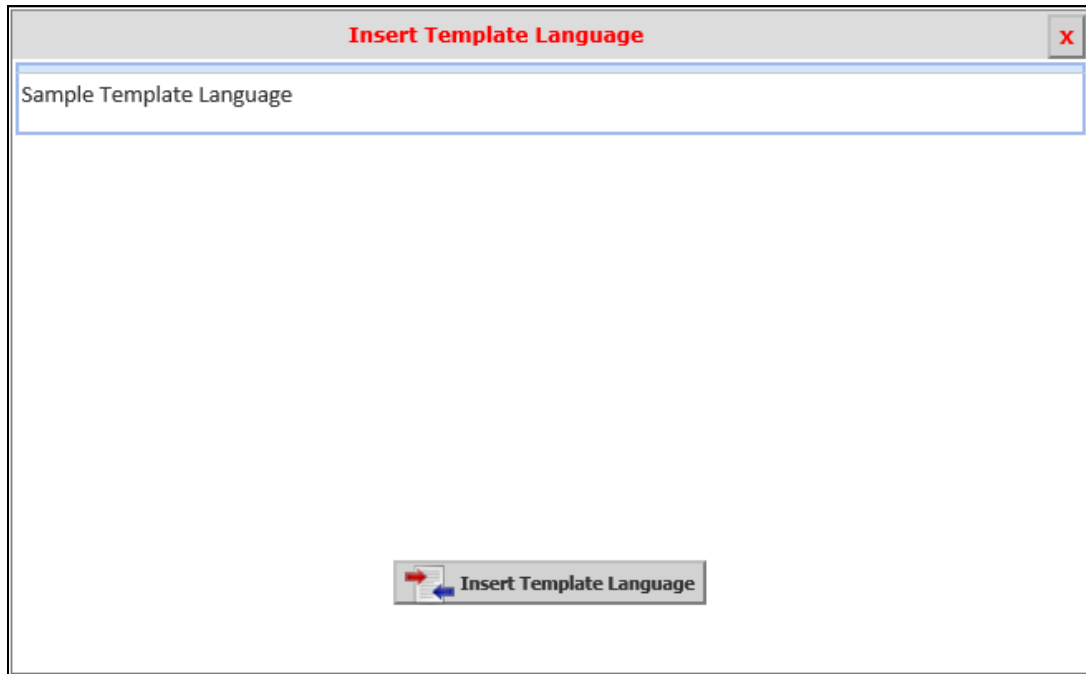
You may make any changes needed to the document by typing in or copying and pasting in text.



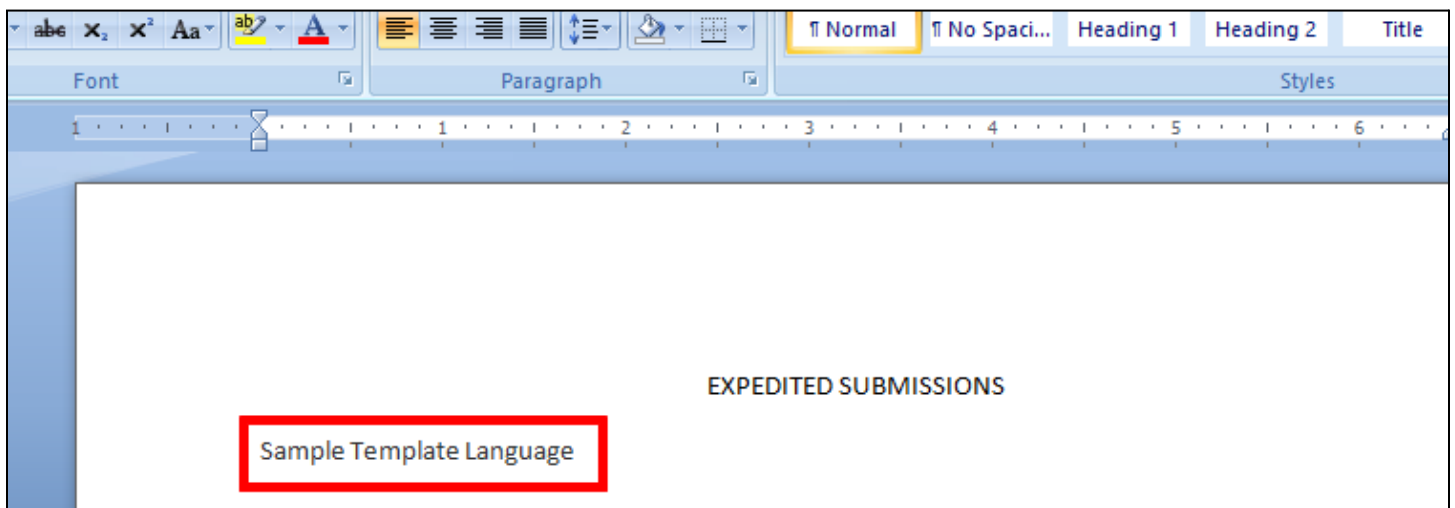
You can also insert pre-defined template language if needed. Click on the **Insert Template Language** button.



A small popup window will open, containing a list of available languages. Template language is set up under Review Board Administration > Setup Template Language. In the window above, select the template language you would like to insert.



The window will update, displaying the full content of the template language. If this is the language you would like to merge into the agenda document, make sure you position your cursor at the location in the document where you want the language to appear. Then, click on the **Insert Template Language** button.



The expedite report page will refresh, and the language will be inserted in the document where you had positioned the cursor.

When you are done editing the document, click on the **Save Change** button at the top right of the page to return to the previous screen.

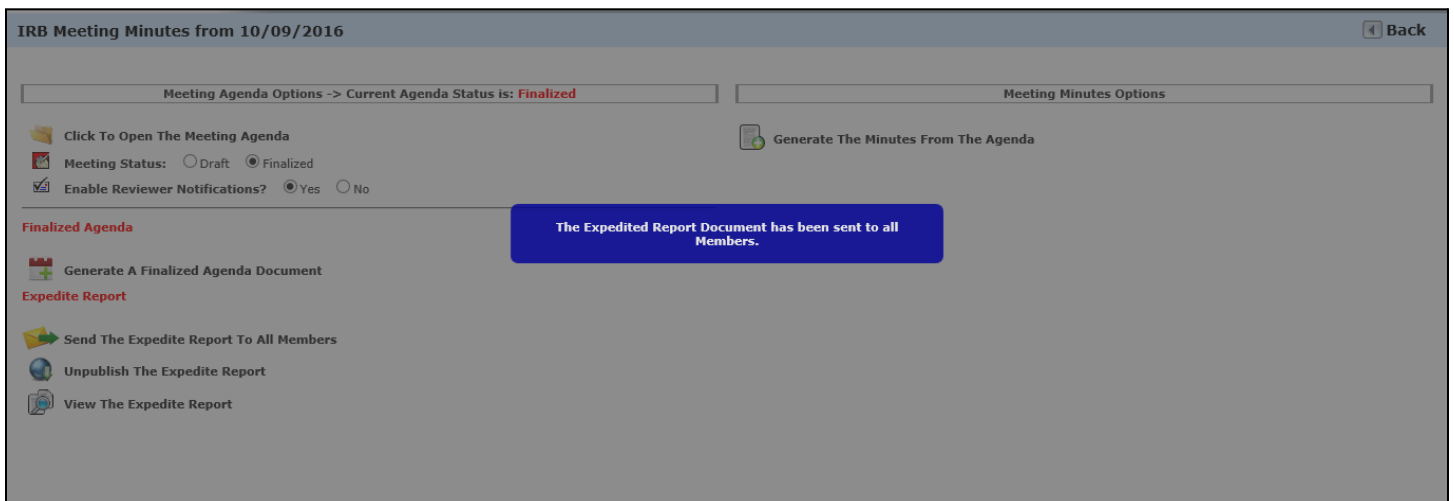
Publish The Expedite Report — After making any necessary edits, whether you had checked out the document or edited within the browser, you are ready to publish the expedite report.

When you publish the report, the screen will pause for several moments (depending on the size of your document). At this time, iRIS is converting the Word document you have been working on to a PDF. After the expedite report is published, the Expedite Reports section of the agenda will populate as described earlier in the manual.














The links on the page will change when the conversion is complete. When you publish the expedite report, it is locked down for editing, as the report is ready to be sent out to members. You can click the **Unpublish The Expedite Report** link to reset the agenda. This will refresh the screen and allow you to check out the document or edit it within the browser again. When you are finished making your changes, you will need to publish the report again. You can also click the **View The Expedite Report** button to see the document in a PDF format. Clicking this link will open the document in a new window.

Send The Expedite Report To All Members – You can click this link to email the published expedite report to all board members, in preparation for the meeting. This option will only display if **Enable Reviewer Notifications** is set to “Yes” and you have published the agenda.

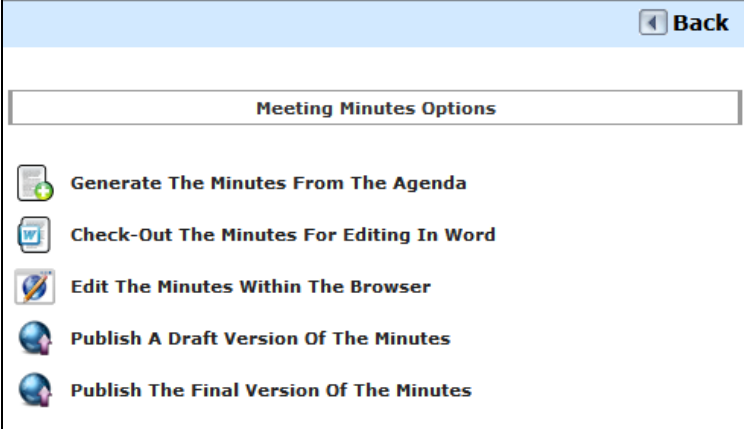


Meeting Minutes






Once the day of the meeting is in the past, a new area populates in the page called “Meeting Minutes Options” and you now can generate the minutes for that meeting. You can generate a meeting minutes document similar to the meeting agenda template. You can also edit the document and publish it. After the minutes are published, you will be able to include the minutes in a future meeting motion for approval.

Meeting Agenda Options -> Current Agenda Status is: Finalized	Meeting Minutes Options
<p> Click To Open The Meeting Agenda</p> <p> Meeting Status: <input type="radio"/> Draft <input checked="" type="radio"/> Finalized</p> <p> Enable Reviewer Notifications? <input checked="" type="radio"/> Yes <input type="radio"/> No</p>	<p> Generate The Minutes From The Agenda</p> <p> Check-Out The Minutes For Editing In Word</p> <p> Edit The Minutes Within The Browser</p> <p> Publish A Draft Version Of The Minutes</p> <p> Publish The Final Version Of The Minutes</p>
Finalized Agenda	
<p> Send The Finalized Agenda Document To All Members</p> <p> Unpublish The Finalized Agenda</p> <p> View The Finalized Agenda Document</p>	

Begin by clicking the **Generate The Minutes From The Agenda** link.



The screenshot shows a window titled "Meeting Minutes Options" with a "Back" button in the top right corner. The menu contains the following items:

-  Generate The Minutes From The Agenda
-  Check-Out The Minutes For Editing In Word
-  Edit The Minutes Within The Browser
-  Publish A Draft Version Of The Minutes
-  Publish The Final Version Of The Minutes

iRIS will use your Meeting Minutes Template as it is set up under Review Board Administration > Setup Meeting Minutes Document Template. This is a Microsoft Word document that uses merge codes to pull in specific information about the meeting and items placed on that meeting. When the minutes template is generated, the screen refreshes and you will see four new links available.

Check-Out The Minutes For Editing In Word – After you generate your minutes, you can check the document out to make any edits on your computer using Microsoft Word. Click on this link.

A new window opens and your Internet browser downloads the template. Internet Explorer is used in this example. Depending on your Internet settings, you may have a blocker installed that prevents you from downloading files without approval. Wait a few moments and the browser may prompt you with a yellow bar at the top or bottom of the page. Click the yellow bar, select Download File, and then Open or Save from the menu that appears (you will receive a different button depending on what browser/browser version you are using). *Do this before clicking the **Complete Checkout** button.* If you click Complete Checkout before saving the file to your desktop, you will lose the template and will need to regenerate the agenda to get it back.

Instructions:

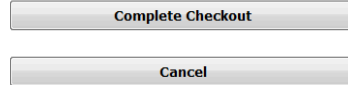
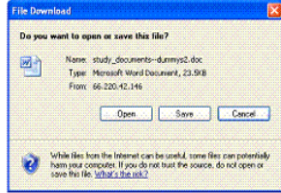
Step 1: If your browser blocks pop-ups, then after a few moments a bar similar to the one shown below may appear in your browser.



Simply click on the bar and a small drop down list will appear. Click **Download File** from the list of options.



Step 2: In a few moments, your browser will prompt you to either **Open** or **Save** the file (see example below). Note: this is not the actual File Download box, it is only a picture. In order to Check-out the document and edit it, you will need to **Save** it to your workstation.



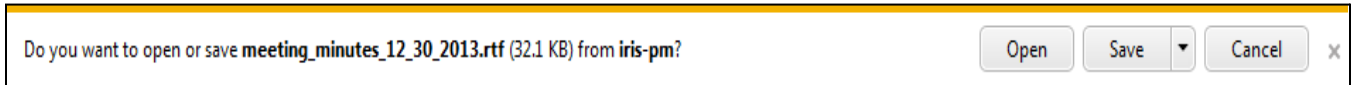
To do so, click **Save**. This will open up a window similar to the one shown below that allows you to choose where in your workstation you would like to save the document.

Once you've selected where you will save the document, click **Save**. After this, the Download Complete box will appear as shown below. From here you can choose to open the document to edit it, open the folder that contains the document, or Close the Download Complete box to edit the document later.

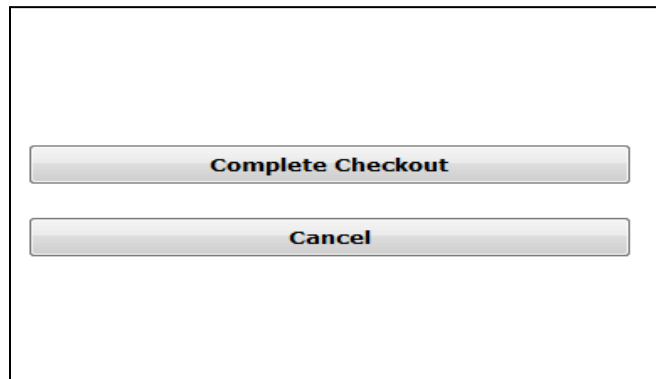
Step 3: IT IS VERY IMPORTANT that after you've saved the file to your workstation and closed the Download Complete box that you click the **Complete Checkout** button in iRIS. This allows you to check the document (or upload the document) back into iRIS once you've finished editing it.

To cancel the Document Check-out, click **Cancel**. Note: If you've already saved the file to your computer, the file will remain in your computer, however you will simply lose the option of checking the document back in.





When you select to download the file, a popup window asks you if you would like to open or save the document. You can do either; however, we recommend that you save the document before opening. You want to make sure you save the document to a location on your computer that you will remember.







Once this is complete, you need to click on the **Complete Checkout** button within the browser. If you did not want to check out the document, click the **Cancel** button. This returns you to the previous page without checking out the minutes document.



If you have the document checked out, you cannot do anything more with the minutes template until you check it back in. The screen displays only one link, **Check-In The Minutes**.





Meeting Agenda Options -> Current Agenda Status is: Finalized	Meeting Minutes Options
 Click To Open The Meeting Agenda  Meeting Status: <input type="radio"/> Draft <input checked="" type="radio"/> Finalized  Enable Reviewer Notifications? <input checked="" type="radio"/> Yes <input type="radio"/> No	 Check-In The Minutes

If another user views this page while the minutes document is checked out, they will see that it is checked out, along with the name of the user that currently has checked out the document. They will not be able to view, modify, or publish the minutes until the document is checked back in.

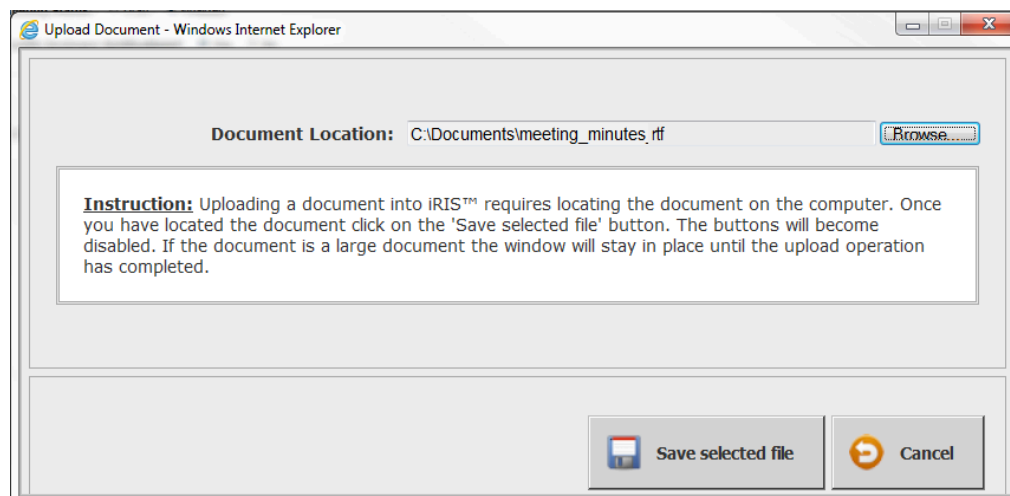
Meeting Agenda Options -> Current Agenda Status is: Finalized	Meeting Minutes Options
 Click To Open The Meeting Agenda  Meeting Status: <input type="radio"/> Draft <input checked="" type="radio"/> Finalized  Enable Reviewer Notifications? <input checked="" type="radio"/> Yes <input type="radio"/> No	 Minutes Are Checked-Out By Administrator

Once you make any necessary edits to the minutes in Microsoft Word on your computer, you can check it back in to iRIS. Navigate back to the meeting page for the meeting date.

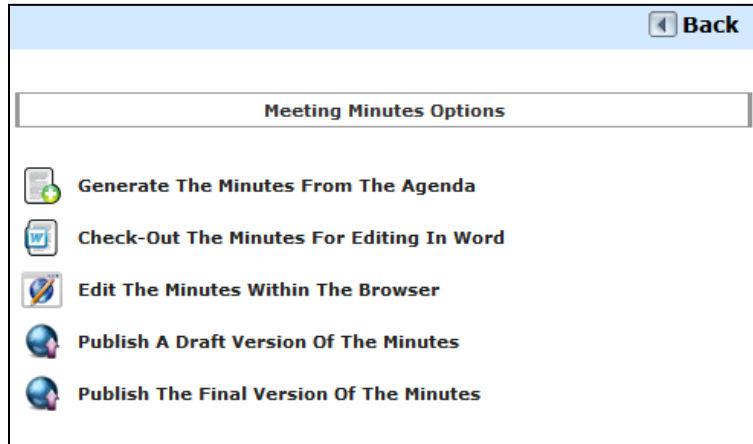
Click the **Check-In The Minutes** button.

Meeting Agenda Options -> Current Agenda Status is: Finalized	Meeting Minutes Options
 Click To Open The Meeting Agenda  Meeting Status: <input type="radio"/> Draft <input checked="" type="radio"/> Finalized  Enable Reviewer Notifications? <input checked="" type="radio"/> Yes <input type="radio"/> No	 Check-In The Minutes

A popup window opens, allowing you to browse your computer for the minutes document you would like to upload. Click the **Save selected file** button once you specify the document location. If you do not want to upload the document, click on the **Cancel** button.

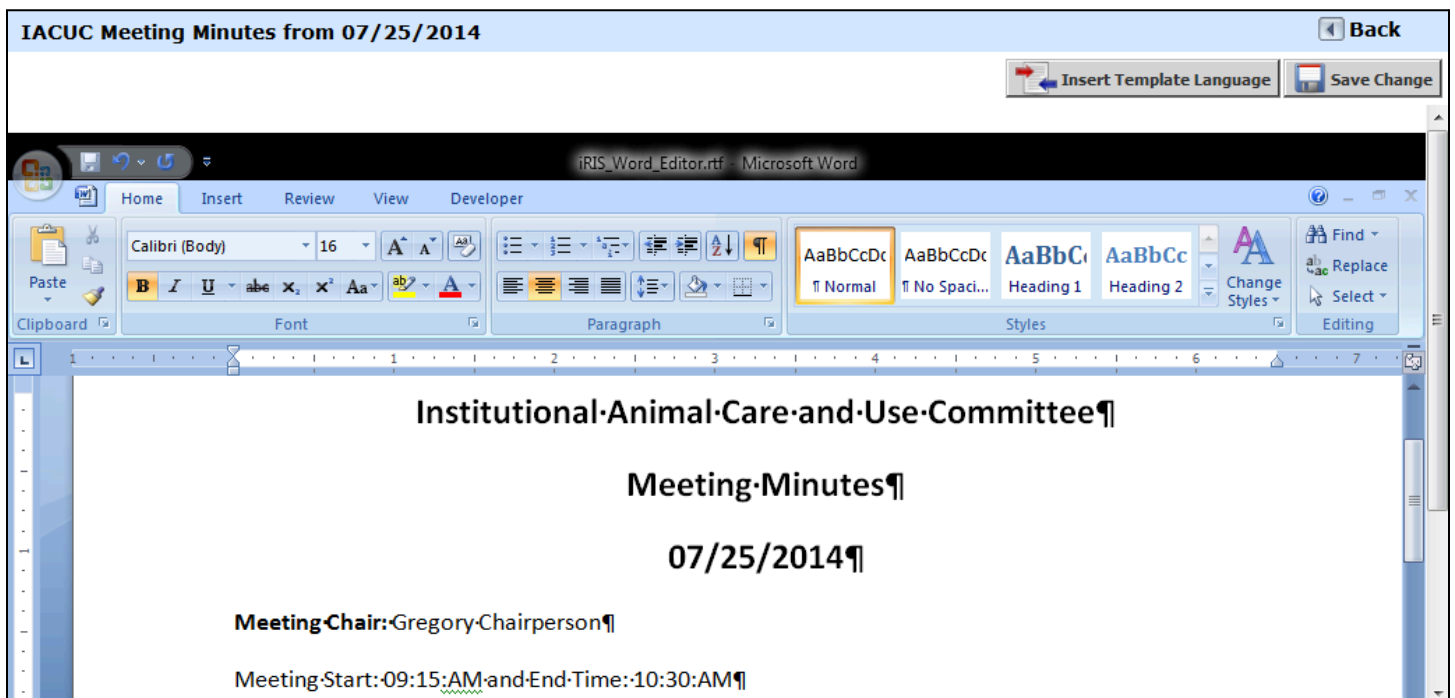


After you save the file, the links are restored to the page and you can continue to work on publishing the minutes.



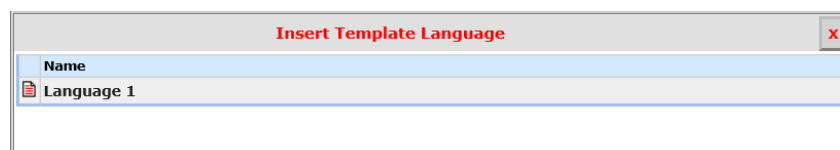
Edit The Minutes Within The Browser – Click on this link to view the generated minutes as well as make some changes to the document without having to check it out to your computer.

A new page opens with an embedded Microsoft Word tool containing the generated minutes. The Microsoft Word editor is a feature only available when using Internet Explorer as your browser.

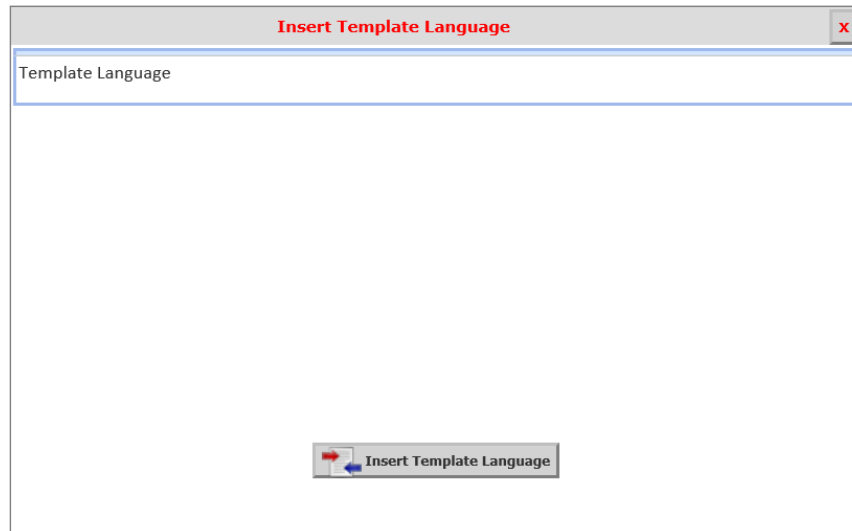


You may make any changes needed to the document by typing in or copying and pasting in text.

You can also insert pre-defined template languages if needed. Click on the **Insert Template Language** button.



A small popup window opens, containing a list of available language. These template languages are setup under Review Board Administration > Setup Template Language. In the window, click on the template language you would like to insert.



The window updates, displaying the full content of the template language. If this is the template you would like to merge into the minutes document, make sure you position your cursor to the location in the minutes document where you want the language to appear. Then, click on the **Insert Template Language** button.

Meeting Minutes¶

07/25/2014¶

Meeting Chair: Gregory Chairperson¶

Approved Template Language¶

¶

The meeting minutes page refreshes, and the language is inserted in the document where you had positioned the cursor.

While you are editing the minutes document, click on the **Save Changes** button on the top right of the page periodically to save your work. When you are finished, be sure to save again, and then click on the **Back** button.

Publish A Draft Version Of The Minutes – Publish a draft version of the minutes if you need to send out the draft to the board members for review.

When you publish the draft minutes, the screen pauses for a few moments (depending on the size of your minutes document). At this time, iRIS is taking the Word document version of the minutes and converting it to a PDF.

Meeting Agenda Options -> Current Agenda Status is: **Finalized**

Meeting Minutes Options

Click To Open The Meeting Agenda

Meeting Status: Draft Finalized

Enable Reviewer Notifications? Yes No

Finalized Agenda

Send The Finalized Agenda Document To All Members

Unpublish The Finalized Agenda

View The Finalized Agenda Document

Please Wait ...

The Draft Meeting minutes are being generated into a PDF file. This operation may take several minutes.

The links on the page change when the conversion is complete. When you publish the draft minutes, the minutes template is still available for editing. Make sure that if you modify the minutes that you publish the draft version of the minutes again. There are several options available to you at this point. Each is described below.

Meeting Minutes Options

Generate The Minutes From The Agenda

Check-Out The Minutes For Editing In Word

Edit The Minutes Within The Browser

Publish A Draft Version Of The Minutes

Publish The Final Version Of The Minutes

Send Out A Copy Of The Draft Minutes To The Meeting Attendees

Date Minutes Sent for Comments :

View The Draft Version Of The Minutes

Do you want to route the minutes for approval?

Yes No

Publish The Final Version Of The Minutes – Click on this link when you are ready to publish a finalized version of the minutes. This would mean that you have verified the minutes are complete and ready to be approved by the board. When you click on this button, the system generates a PDF version. The page refreshes and you are no longer able to modify the minutes. If modifications are needed, un-publish the minutes, make your changes, and then publish the minutes again.

Send Out A Copy Of The Draft Minutes To The Meeting Attendees – If you would like to send a copy of the Draft Minutes to the attending members of the meeting, click on this link. The system generates an email with the Draft Minutes PDF attached and sends it to anyone who was marked present at this meeting.

When you click on this link, a popup message indicates that an email was sent.

Meeting Agenda Options -> Current Agenda Status is: Finalized	Meeting Minutes Options
<p> Click To Open The Meeting Agenda</p> <p> Meeting Status: <input type="radio"/> Draft <input checked="" type="radio"/> Finalized</p> <p> Enable Reviewer Notifications? <input checked="" type="radio"/> Yes <input type="radio"/> No</p>	<p> Generate The Minutes From The Agenda</p> <p> Check-Out The Minutes For Editing In Word</p> <p> Edit The Minutes Within The Browser</p>
<p>The Draft Meeting Minutes Document has been sent to all Members.</p>	
<p>Finalized Agenda</p> <p> Send The Finalized Agenda Document To All Members</p> <p> Unpublish The Finalized Agenda</p> <p> View The Finalized Agenda Document</p>	<p> Publish A Draft Version Of The Minutes</p> <p> Publish The Final Version Of The Minutes</p> <p> Send Out A Copy Of The Draft Minutes To The Meeting Attendees</p> <p>Date Minutes Sent for Comments : 01/09/2014 </p> <p> View The Draft Version Of The Minutes</p>
<p>Do you want to route the minutes for approval?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>	

After the page refreshes, a date field populates underneath the link used to send the draft minutes. This date field populates with the date on which the draft minutes were sent out.

Publish A Draft Version Of The Minutes

Publish The Final Version Of The Minutes

Send Out A Copy Of The Draft Minutes To The Meeting Attendees

Date Minutes Sent for Comments : 08/22/2014

View The Draft Version Of The Minutes

Do you want to route the minutes for approval?

Yes No

View The Draft Version Of The Minutes – You can view the PDF version of the Draft Minutes by clicking on this link. The PDF opens in a separate window.

Do you want to route the minutes for approval? – You can email the minutes to a specific member or a group of members for review. Set this from No to Yes to get started.

Do you want to route the minutes for approval?

Yes No

[Click here to generate the routing list.](#)

A link, “Click here to generate the routing list,” populates on the page.

A new page opens when you click on the link. This page allows you to specify the member or members who need to review the draft minutes. There are two ways to add a user to approve and signoff on the draft minutes:

IACUC - Meeting Minutes Routing List Back

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

Meeting Type: Committee 01
Meeting Date: 07/25/2014
Meeting Location: 123 Main St. Building 456
Start Time: 09:15:00 AM
End Time: 10:30:00 AM

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"/>	0	Member, Joe	⏪		Yes ▾			

1. **Add Review Board Routing**– This allows you to choose from any review board member.

	Order Number	Name	Signoff	Approved	Include Signature	Date Received	Date Completed	Comments
<input type="checkbox"/>	0	--none-- --none-- Administrator Chairperson, Gregory Coordinator, Jan Coordinator, Dan Member, Joe Member, Sue Member, Frank Member, Nancy Member, Robert Member, George	⏪		Yes ▾			

2. **Add Non-Review Board Routing**– This allows you to choose any user in the iRIS database, regardless of their access to the Review Board.

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"/>		Staff, Stacy	Department (primary)	sstaff@irisgh.edu

After selecting the users required to signoff, their records appear as shown in the screen shot below.


	Order Number	Name	Signoff	Approved	Include Signature	Date Received	Date Completed	Comments
<input type="checkbox"/>	0	Member, Joe	⏪		Yes ▾			
<input type="checkbox"/>	1	Staff, Stacy	⏪		Yes ▾			

Below is a description of the columns on this page.

Delete Selected Routing(s) – This button deletes all users selected for signoff via the checkboxes next to their name.

Order Number – Specifies who receives the signoff task first and in what order.

Name – This is the name of the user (selected from the drop down menu) being assigned to review the minutes.

Signoff  – This column is used for the current logged-in user. An icon populates in this column for each personnel. If you are looking at this page and are selected as the signoff personnel, the icon next to your name becomes editable and you can sign off on the minutes by selecting this icon.

Approved – This area displays the status of the minutes after the user has approved or denied it.

Include Signature – If this field is set to “Yes,” the user’s electronic signature is required when they approve the minutes.

Date Received – Date user receives the minutes for signature.

Date Completed – Date the user applies electronic signature.

Comments – Any comments the user may have entered here upon sign off.

Once all routing selections are made, select the “Yes” radio button next to the field **Have you completed your selection of required signatures?** This enables the selected users to signoff.

Do you want to route the minutes for approval?

Yes **No**

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

Navigating back to the previous screen, the link updates to reflect the status of the routing.

◀ Welcome Joe Board Member

Below are your incomplete IACUC tasks:




RB Meeting Minutes Routing Signoff

1

1 task(s) found...

1 - 1

Open	Committee Name	Meeting Date	Received
	Committee One	10/02/2016	11/22/2016

Any user assigned to review the draft minutes receives a task on their homepage in the **RB Meeting Minutes Routing Signoff** group.

Meeting Minutes Routing
Back

Save Meeting Minute Review

Meeting Type:
Committee 01

Meeting Date:
07/25/2014

Meeting Location:
123 Main St. Building 456

Start Time:
09:15:00 AM

End Time:
10:30:00 AM

do you Approve or Deny this meeting minute?

Approve

This meeting minute requires your electronic signature. if Approved, Please enter your User ID & Password:

User ID:

Password:

Save Meeting Minute Review

[Click here to add comments.](#)

No Comments have been posted.

D

Institutional Animal Care and Use Committee

Meeting Minutes

07/25/2014

Meeting Chair: R

Meeting Start: 09:15:AM and End Time: 10:30:AM

Members Present:
Robert Member, Joe Member, Sue Member, Nancy Member

New Protocols: A

Full Renewals:

A new page opens when the user opens their task. The page displays the PDF within the browser and details to the left of the PDF.

Meeting Type (the committee name) and Meeting Date display at the top of the page. An Approve or Deny option is available in the dropdown list. The user needs to select one or the other and then apply their electronic signature if they are approving the draft minutes. Comments can also be added within this page. After adding the necessary information, the user must click the **Save Meeting Minute Review** button.

Do you want to route the minutes for approval?

Yes No

Draft Routing Approved. Click here to view the routing list.

This causes the status of the routing to update. If the draft minutes are approved, you may continue with processing the minutes. If the minutes were denied, you can open the link to view any comments the reviewer may have left. To make any corrections, regenerate the minutes and publish another draft version of the minutes.

Publish The Final Version Of The Minutes – After any necessary draft minutes are published, sent out, reviewed, and approved (if necessary) you can then move on to publishing the finalized version of the minutes.

Meeting Agenda

The Meeting Agenda link within the IACUC Assistant menu allows users to view information related to a specific meeting date. A user can access past and future meetings from this area. If you have a review board administrator role, you can come to this area to prepare for an upcoming meeting. If your role does not have this administrative privilege, you can come to this area to look at submissions placed on a particular meeting date. Roles that have read/write access to this page are setup in Setup Role Access in Review Board Administration.

The Meeting Agenda page will also be visited during an actual board meeting, so items to be reviewed at the meeting can be opened in iRIS and discussed and updated during the meeting, in real time.



When the link from the IACUC Assistant menu is clicked, the IACUC – Review Board Meeting Agenda page opens, displaying the next upcoming meeting. If other meeting dates have been entered in the system, you will be able to flip the page between different meeting dates using the green arrows located to the right and left of the current meeting date (see the screenshot below).

The Review Board Meeting Agenda page lists all information related to the Meeting Agenda in iRIS including the current meeting state, meeting attendance information, meeting business, start and end times, and any submissions that have been placed on the meeting.

Each item on this page is explained in more detail below.

IACUC - Review Board Meeting Agenda ← Back

Agenda State: Draft
Reviewer Notifications: Disabled
Items to be Reviewed at Committee 01 Meeting :

◀ 09/25/2014 ▶

Save Changes

- 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--

New Protocols - 0 Submissions
0 Items for review in this category.

Full Renewals - 0 Submissions

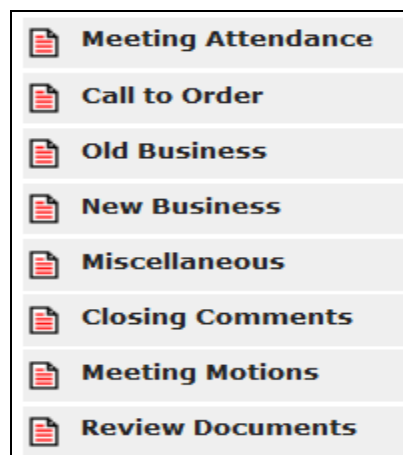
Agenda State: Draft
Reviewer Notifications: Disabled
Items to be Reviewed at Committee 01 Meeting :

Agenda State – This appears as either “Draft” or “Finalized,” or, if revisions of the agenda have been made, “Revision 1,” “Revision 2,” etc. “Draft” means that the agenda template has not been started and this meeting is still in setup mode. “Finalized” means the agenda is ready for the meeting. Any status of “Revision” indicates that a Finalized Meeting has been revised to accommodate late submissions.

Reviewer Notifications – This appears as either “Enabled” or “Disabled”. “Enabled” means reviewers assigned to submissions on this meeting date have been notified of their assignments. “Disabled” means reviewers have not yet been notified.

Items to be reviewed at Meeting – All the items following this label are represented at the meeting. The word “Committee 01” in this case is the name of the committee. This label will be different in your system, depending on the names of your committees.

If your role allows write access to this page, you will be able to modify the following fields:



Meeting Attendance

Meeting Attendance is initially empty for a meeting. Attendance is typically tracked the day of the meeting.

When you click the Meeting Attendance link, a new page opens, listing all available members and staff of the review board. Each member is listed with additional information, as shown in the table below. This information reflects details from their user accounts. You will be able to mark which members are present at the meeting by clicking on the checkbox next to their name.

If you have alternate members, you can indicate who they are alternates for by selecting a name from the drop down list. A member is designated as an alternate in their user account.

IACUC - Review 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"/>	Member, Frank, Ph.D.	Board Member	Male	Medical Oncology	Affiliated	Affiliation 1	Scientist	Radiation Safety
<input type="checkbox"/>	Member, George	Board Member		Orthopaedic Surgery	Affiliated	Affiliation 1	Scientist	Radiation Safety
<input type="checkbox"/>	Member, Joe	Board Member			Non-Affiliated			
<input type="checkbox"/>	Member, Nancy	Board Member						
<input type="checkbox"/>	Member, Robert	Board Member			Affiliated	Affiliation 1		
<input type="checkbox"/>	Member, Sue	Board Member						
Present	Non Voting Member Name	Member Role	Gender	Specialty	Relationship to the Institution	Affiliation	Representational capacity	Representative of specific entity
<input type="checkbox"/>	Administrator	Board Member		Orthopedist	Affiliated	Affiliation 1		
<input type="checkbox"/>	Chairperson, Gregory	Chairperson						
<input type="checkbox"/>	Coordinator, Dan	Coordinator	Male	Medical Oncology	Affiliated	Affiliation 1	Scientist	Radiation Safety
<input type="checkbox"/>	Coordinator, Jan	Coordinator			Non-Affiliated		Non-Scientist	Radiation Safety
Click here to modify the guest list								
	Guest Name			Specialty		Affiliation		
No guests have been listed.								

If there are any guests present at the meeting, you can add their attendance by clicking on the “Click here to modify the guest list” link, right above the guest table.

A new page opens. This page lists any guests added to the meeting. The first time you click on this link, the table will be empty, as no guests have been added to the meeting yet. Click on the **Add Meeting Guest** button to add a guest.

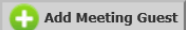
IACUC Meeting - 09/25/2014 Guest list Back			
Add Meeting Guest			
Present	Edit	Member Name	Affiliation
No guests have been listed.			



This opens another page allowing you to type the guest’s name, indicate his or her specialty, and enter the guest’s affiliation. Specialty can be configured in System Administration > List Configuration and Maintenance > Site List Setup > Study Management > Specialty. After entering the necessary information, click on the **Save Guest Info** button.

IACUC Meeting - 09/25/2014 Guest list Back	
Save Guest Info	
*Guest Name:	<input type="text" value="Roy Smith"/>
*Specialty:	<input type="text" value="Surgeon"/>
*Affiliation:	<input type="text" value="NIH"/>

The record is added to the guest list table. You can add more guests as needed. Delete a guest by clicking the icon in the **Delete** column. Click the **Back** button when you are finished to take you to the previous page.


IACUC Meeting - 12/02/2016 Guest list Back




Delete	Edit	Member Name	Specialty	Affiliation
		Roy Smith	Surgeon	NIH

The guest is added to the list of users present at the meeting.

IACUC - Review Board Meeting Attendance Back

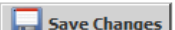


 [Click here to modify the guest list](#)

Guest Name	Specialty	Affiliation
Roy Smith	Surgeon	NIH

After you select which users are present at the meeting, click on the **Save Changes** button.

IACUC - Review Board Meeting Attendance Back



Present	Voting Member Name	Member Role	Gender	Specialty	Relationship to the Institution	Affiliation	Representational capacity	Representative of specific entity
<input checked="" type="checkbox"/>	Member, Frank, Ph.D.	Board Member	Male	Medical Oncology	Affiliated	Affiliation 1	Scientist	Radiation Safety
<input checked="" type="checkbox"/>	Member, George	Board Member		Orthopaedic Surgery	Affiliated	Affiliation 1	Scientist	Radiation Safety
<input checked="" type="checkbox"/>	Member, Joe	Board Member			Non-Affiliated			
<input checked="" type="checkbox"/>	Member, Robert	Board Member			Affiliated	Affiliation 1		
<input type="checkbox"/>	Member, Sue	Board Member						
<input checked="" type="checkbox"/>	Member, Nancy	Alternate Member for: Member, Sue						
Present	Non Voting Member Name	Member Role	Gender	Specialty	Relationship to the Institution	Affiliation	Representational capacity	Representative of specific entity
<input checked="" type="checkbox"/>	Administrator	Board Member		Orthopedist	Affiliated	Affiliation 1		

You will return to the Meeting Agenda page. The Meeting Attendance column is updated, reflecting attendance based on the selections you have made. You can modify the attendance any time before Meeting Minutes are published for the meeting.

IACUC - Review Board Meeting Agenda Back

Agenda State: Draft

Reviewer Notifications: Disabled ◀ 09/25/2014 ▶ 

Items to be Reviewed at Committee 01 Meeting :

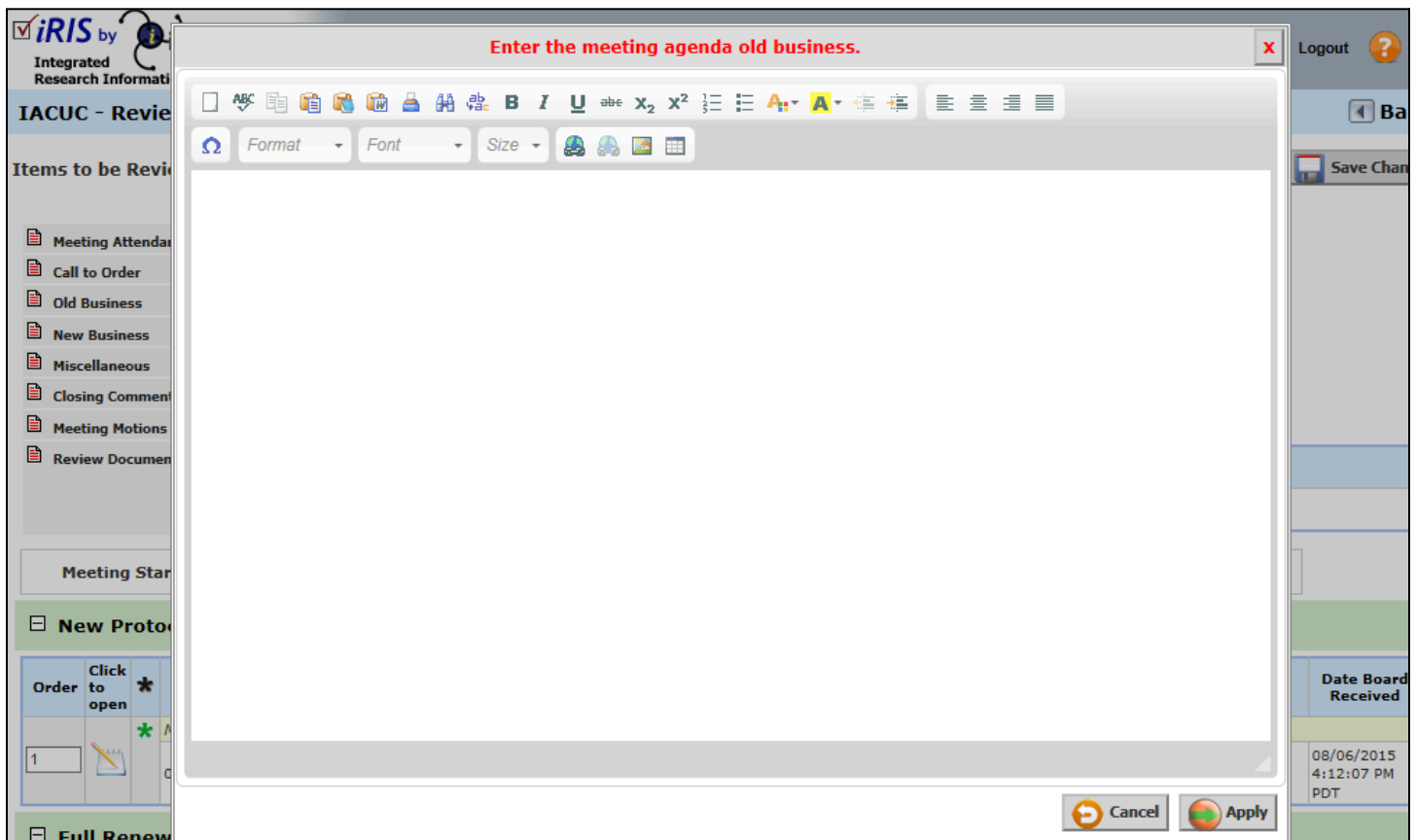
	Voting Members Present	George Member, Robert Member, Joe Member, Frank Member, Ph.D., Nancy Member (Alternate for: Sue Member)
	Voting Members Absent	Sue Member
	Non Voting Members Present	Administrator, Gregory Chairperson
	Staff Present	Dan Coordinator, Jan Coordinator
	Guests Present	Roy Smith (Surgeon) from NIH

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

The links for **Call to Order**, **Old Business**, **New Business**, **Miscellaneous** and **Closing Comments** allow you to enter information either prior to the meeting or while the meeting is being held. These items can all be used as merge codes in the Meeting Minutes template.



You can click on any of these links to open a rich text editor. From here, type in or copy and paste your text. When you are finished, click the **OK** button.

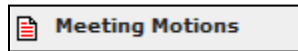


The meeting agenda page displays any text entered via the text editor in the fields to the right of the corresponding label.

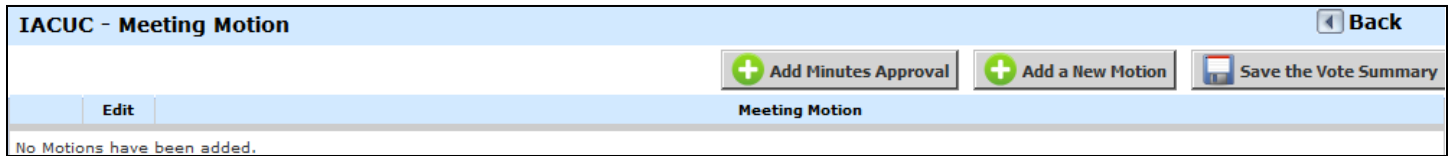
Call to Order	Call to order text.
Old Business	Old Business text.
New Business	New Business text.
Miscellaneous	Miscellaneous text.
Closing Comments	Closing Comments text.

Meeting Motions

Use the Meeting Motion section to capture board member votes and approval for previous meeting minutes.

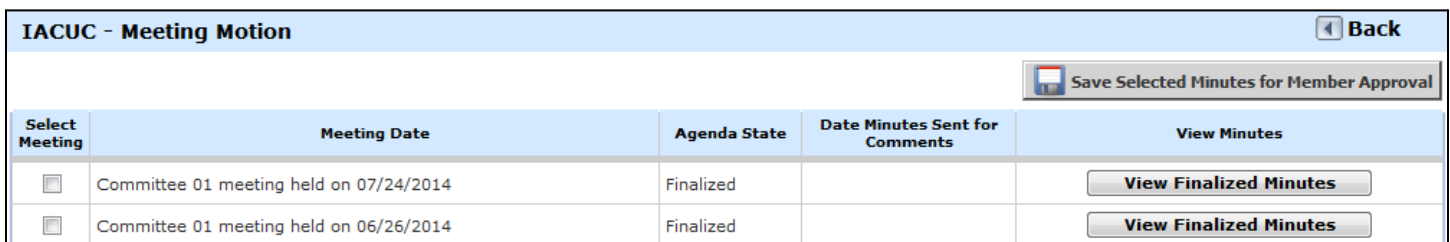


When you first open the Meeting Motions page, no motions are listed. You can add a motion by clicking on the **Add Minutes Approval** button or the **Add a New Motion** button.



Add Minutes Approval – To approve minutes from a past meeting, click this button. A new screen displays containing a list of previous meeting minutes.

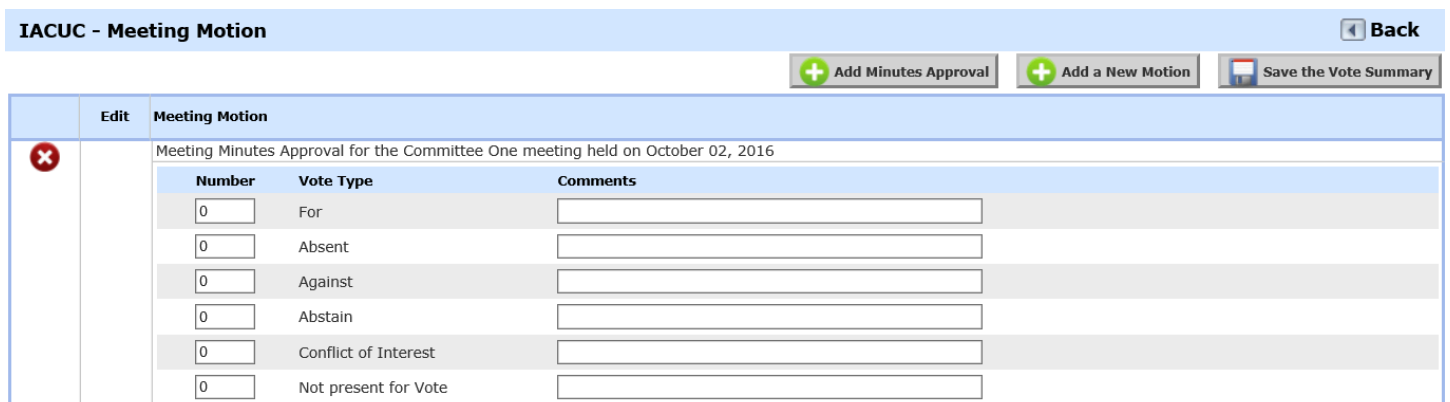
You will only be able to select minutes from past meetings in which the minutes were generated and published. Otherwise, meeting dates are not listed.



You can view the published minutes by clicking the **View Finalized Minutes** button. This opens the published minutes in a PDF document in a separate window.

Select the meeting for which you would like to approve the minutes at this meeting, and then click on the **Save Selected Minutes for Member Approval** button.

You are returned to the previous page, and a record will be added with the motion text “Meeting Minutes Approval for the ‘Committee Name’ Meeting held on ‘Meeting Date’”. Underneath the motion text, you will be able to indicate how the members voted.



Depending on your Review Board Configurations, the motion you added may or may not be set for anonymous voting. For more details on setting this configuration, please refer to the IACUC Assistant > Properties Manual.

If your system is configured with anonymous voting, a screen appears similar to the screenshot above. Enter the number of members in each Vote Type category in the **Number** text fields as well as any necessary comments. Be sure to click **Save the Vote Summary** when you are finished entering information.

If the anonymous voting configuration is off, the added motion appears as shown below.

The screenshot shows the 'IACUC - Meeting Motion' interface. At the top right, there is a 'Back' button. Below it are three buttons: 'Add Minutes Approval', 'Add a New Motion', and 'Save All Changes'. The main content area is a table with the following structure:

Vote	Member Name	Gender	Specialty	Relationship to the Institution	Affiliation	Representational capacity	Representative of specific entity
--none--	Analyst, Ann						
Comments:							
--none--	Board Member, Jan, Ph.D.	Female		Affiliated		Scientist	Radiation Safety
Comments:							
--none--	Coordinator, Mary Jane, R.N.	Female					
Comments:							
--none--	User, Ron						
Comments:							

Attendance needs to be set before voting can take place. If attendance has not been taken for this meeting yet, you cannot complete the vote.

The vote type is selected in the **Vote** column next to each Member's Name. Each Member's Specialty, Affiliation, and Alternate information is also found under the corresponding columns.

Add a New Motion – If you need to capture a vote for a general meeting item (that is not specific to a submission) you can add a new motion and manually enter the motion text.

The screenshot shows the 'IACUC - Meeting Motion' interface with the 'Add a New Motion' screen. At the top right, there is a 'Back' button and an 'OK' button. The main content area is a rich text editor with the following structure:

Enter the meeting motion.

The rich text editor includes a toolbar with various icons for text formatting (bold, italic, underline, strikethrough, subscript, superscript, bulleted list, numbered list, text color, background color, link, unlink, indent, outdent, undo, redo) and a 'Format' dropdown menu. Below the toolbar is a large text input area.

When you click on this button, a new page opens containing a rich text editor. You can enter or copy and paste your motion language, and then click on the **OK** button. The vote is added to the list of meeting motions and you can capture the vote in the exact same way as described above in the Minutes Motion section of this manual.

After the votes for the motions have been set, select the **Save** button. The votes will be saved and can be used to merge into the Meeting Minutes template (see the IACUC Assistant – RB Administration Manual for more information about the Meeting Minutes templates).

After you add and save the meeting's motions, motion summaries display on the Meeting Agenda page to the right of the Meeting Motion link. If you pull in that information, this is how the merged motion displays in the Meeting Minutes template.


 Old Business	Old Business text.												
 New Business	New Business text.												
 Miscellaneous	Miscellaneous text.												
 Closing Comments	Closing Comments text.												
 Meeting Motions	<p>Motion: Meeting Minutes Approval for the Committee One meeting held on October 02, 2016</p> <table border="0"> <tr> <td>Total votes For: 3</td> <td>Total votes Absent: 0</td> <td>Against: 0</td> </tr> <tr> <td>Conflict of Interest: 0</td> <td>Not present For Vote: 1</td> <td>Abstained: 0</td> </tr> </table> <hr/> <p>Motion: Meeting Motion</p> <table border="0"> <tr> <td>Total votes For: 2</td> <td>Total votes Absent: 0</td> <td>Against: 1</td> </tr> <tr> <td>Conflict of Interest: 0</td> <td>Not present For Vote: 1</td> <td>Abstained: 0</td> </tr> </table>	Total votes For: 3	Total votes Absent: 0	Against: 0	Conflict of Interest: 0	Not present For Vote: 1	Abstained: 0	Total votes For: 2	Total votes Absent: 0	Against: 1	Conflict of Interest: 0	Not present For Vote: 1	Abstained: 0
Total votes For: 3	Total votes Absent: 0	Against: 0											
Conflict of Interest: 0	Not present For Vote: 1	Abstained: 0											
Total votes For: 2	Total votes Absent: 0	Against: 1											
Conflict of Interest: 0	Not present For Vote: 1	Abstained: 0											

Whether you use anonymous voting or not, the motion summary does not pull the member's names. Only a total number of votes for each voting category displays.




Review Documents

If there are any documents that need to be presented and reviewed at a meeting, they can be uploaded to the meeting agenda page and pulled up during the meeting. These would be documents that are not specific to a submission.

Click on the **Review Documents** link.

 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					

A new page opens, containing a list of documents attached to the meeting. The list is empty if no documents have been added. Click the **Add a New Document** button.


IACUC - Review Board Meeting Agenda Documents			 Back
			 Add a New Document
0 result(s) found...			
	Edit	View File	Title
No document have been associated with this agenda			
			Last Modified by

A new page opens. Type in the title of the document and provide a description, if applicable. Click on the **Upload** button to browse your computer for the document you would like to upload.

If the location is unknown, select the **Browse** button to browse through your system files. After the file is located, select the **Save Selected File** button to upload the file or the **Cancel** button to cancel the process.


After the document is uploaded, a document icon displays to the left of the Description field. To replace this document with another one, select the **Upload** button again, followed by **Save Document**.

The attachment appears in the Review Documents table. You can delete attachment(s) or add more attachment(s) as necessary by clicking on the **Review Documents** link again.

Review Documents		View File	Title
			Agenda Document

Expedite Reports

If the review board property `rb.use_expedited_report` is set to Yes within the Meeting Settings group, you will see the Expedite Reports sections. If an Expedite Report has been generated, a PDF file will appear within this section of the agenda.

Expedite Reports	View File	Number of Expedite Reviews
		1

You can click the PDF icon to view the Expedite Report. The number that appears in the Number of Expedite Reviews column reflects the number of expedited submissions on the agenda.

Meeting Start and End Times, Meeting Chair

Under this section, add the actual start time, end time, and indicate who chaired the meeting.

Meeting Start Time and **Meeting End Time** allow you to specify the actual start and end times by entering the hour and minutes and “AM” or “PM.” These two fields are used as merge codes in your Meeting Minutes template.

Meeting Chair allows you to select from a drop down list of board members and staff. This can also be used as a merge code in the Meeting Minutes template.

After entering the meeting time and Chairperson’s details, click on the **Save Changes** button on the top right of the meeting agenda page.

Meeting Start Time:	8:	00	AM ▾		Meeting End Time:	10:	00	AM ▾		Meeting Chair:	Chairperson, Gregory ▾
---------------------	----	----	------	--	-------------------	-----	----	------	--	----------------	------------------------

Submission Assigned to the Meeting

Any submission that is assigned to the meeting date populates at the bottom portion of the meeting agenda page.

IACUC - Review Board Meeting Agenda Back

Agenda State: Draft
 Reviewer Notifications: Disabled
 Items to be Reviewed at Committee 01 Meeting : ◀ 09/25/2014 ▶ Save Changes

RTF Agenda Document

Meeting Start Time: 8:00 AM Meeting End Time: 10:00 AM Meeting Chair: Chairperson, Gregory

New Protocols - 1 Submissions

Order	Click to open	*	Ref Num	COI	Letters	Outcome	IACUC Number	Type	Principal Investigator	Reviewer(s)	Date Board Received
<i>Mouse Study II</i>											
1		*	000233			Approved	GH-14-006	Submission Correction for Initial Review Submission Form	Investigator, Susan M., Ph.D.		07/17/2014 2:53:42 PM PDT

Full Renewals - 2 Submissions

Order	Click to open	*	Ref Num	COI	Letters	Outcome	IACUC Number	Type	Principal Investigator	Reviewer(s)	Date Board Received
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Submissions Assigned to Meeting populates on the Meeting Agenda page when they have been assigned to a full board meeting.

Categories and Submissions

The Green Headings are the Agenda Categories used to organize the submissions on the agenda. These categories are customized and are configured in Review Board Administration. For more information on the Agenda Category configurations, see the IACUC Assistant > RB Administration Manual.

A submission that is placed on the meeting displays in a category, based on the configuration described above. The screenshot below details the information available for a submission on the agenda.

During the meeting, each submission can be opened and viewed for specific review information, and the Vote can be captured for the submission in real-time by the board members listed as present at the meeting.

New Protocols - 1 Submissions

Order	Click to open	*	Ref Num	COI	Letters	Outcome	IACUC Number	Type	Principal Investigator	Reviewer(s)	Date Board Received
<i>Mouse Study II</i>											
1		*	000233			Approved	GH-14-006	Submission Correction for Initial Review Submission Form	Investigator, Susan M., Ph.D.		07/17/2014 2:53:42 PM PDT

Full Renewals - 2 Submissions

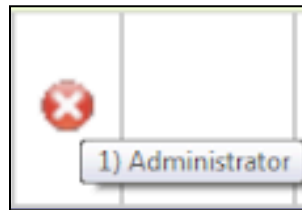
Order	Click to open	*	Ref Num	COI	Letters	Outcome	IACUC Number	Type	Principal Investigator	Reviewer(s)	Date Board Received
<i>Swine Management and Production Phase VX</i>											
1		*	000230				GH-14-004	IACUC Annual Review of Animal Use	Investigator, Susan M., Ph.D.		07/16/2014 8:41:48 AM PDT
<i>Swine Management and Production</i>											
1		*	000222			Approved	GH-14001-1	IACUC Annual Review of Animal	Investigator, Susan M., Ph.D.	Primary	07/08/2014 2:31:36 PM

Order – The order of the submissions display in this area. This area is configurable. Enter a whole number and select the **Save Changes** button. This rearranges the submissions in the order entered but only within the Agenda Category.

Click to Open – Click on the icon in this column to open the Submission Processing screens. The exact screens to which you have access are based on your user account configuration. Typically, if you are a coordinator or administrator, you can process the submission when you open the submission from this area. If you are a board member, you can open the submission to fill out a member checklist and view submission and study details.

Ref Num – This is the submission’s reference number. This is a unique number that is auto-assigned by iRIS.

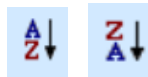
COI – If a KSP listed on the study for this submission also has a role on the review board committee, an icon populates in this column. Hover your mouse over the icon to display the name of the user with conflicting roles.



Letters – If an Outcome Letter has been created for this submission, an icon populates in this column. The icon changes depending on the status of the letter. Hover your mouse over the icon to see the letter status. If more than one letter has been generated for the submission, each letter is listed when you mouse over the icon.



The following column headings can be selected to order the submissions by that type. An icon is displayed next to the column heading indicating that it is being displayed in ascending or descending order. (See below)



Outcome – If a review outcome is determined for this submission, it displays here.

IACUC Number –If an IACUC Number is assigned to the study, it displays here.

Type –The type of submission form.

Principal Investigator – This column displays the Principal Investigator on the study.

Reviewer(s) – If any reviewers are assigned to the submission, they display here along with their reviewer roles.

Date Board Received – The date that the submission first entered the Review Board’s queue.

Meeting Minutes

The Meeting Minutes link allows you to access published meeting minutes for any past meeting. This is an area where board members can go to pull minutes from a past meeting.

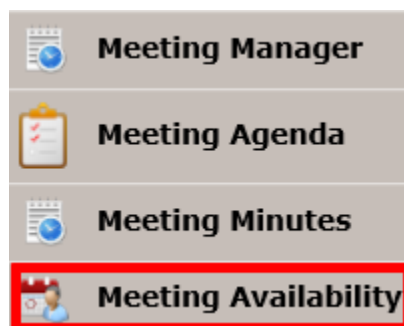


This page displays a link for each board meeting that has been held from newest to oldest. If minutes have been generated and a finalized version has been published, a **View Finalized Minutes** button next to the meeting link. If a Draft version of the minutes has been published the button will read **View Draft Minutes**. If the meeting minutes have not been published yet, no button displays. You can click on the **View Finalized Minutes** or **View Draft Minutes** button to view the PDF document for that meeting. You can also open to the meeting agenda by clicking the words of the meeting and meeting date.

IACUC - Meeting Minutes Archive		Back
IACUC list of meeting minutes		
4 result(s) found...		
Committee 01 meeting held on 07/25/2014	View Draft Minutes	
Committee 01 meeting held on 07/24/2014	View Finalized Minutes	
Committee 01 meeting held on 06/26/2014	View Finalized Minutes	
Committee 01 meeting held on 06/25/2014	View Finalized Minutes	

When you click to view the draft or finalized minutes, they open in a new screen displaying the information entered from the meeting. The fields in the minutes document reflect what was defined in the Meeting Minutes Template. If it is a Draft version of the minutes, a watermark will appear with the word **DRAFT** across the minutes.

Meeting Availability



Meeting Availability allows a user to indicate their availability for any future board meetings.

Meeting Availability			
Back			
Save the availability			
Committee 01 Committee Meeting:		◀ 08/25/2014 ▶	
Members Name	Will be Present	Will Not be Present	Available for Review
Member, Frank	<input type="radio"/>	<input type="radio"/> No Response indicates presence at this meeting	<input checked="" type="radio"/> Yes <input type="radio"/> No
Member, George	<input type="radio"/>	<input type="radio"/> No Response indicates presence at this meeting	<input checked="" type="radio"/> Yes <input type="radio"/> No
Member, Joe	<input type="radio"/>	<input type="radio"/> No Response indicates presence at this meeting	<input checked="" type="radio"/> Yes <input type="radio"/> No
Member, Nancy	<input type="radio"/>	<input type="radio"/> No Response indicates presence at this meeting	<input checked="" type="radio"/> Yes <input type="radio"/> No
Member, Robert	<input type="radio"/>	<input type="radio"/> No Response indicates presence at this	<input checked="" type="radio"/> Yes <input type="radio"/> No

If you log into Meeting Availability as a system administrator, each meeting date appears on a single page. Each member of the board displays on the page with three columns to the right of their name. You can set a member’s availability for a certain meeting date by marking a response in any of the three columns.

Will be Present – Select this if the member will be at the meeting.

Will Not be Present – Select this if the member will not be attending the meeting. If this selection is flagged, the user’s name is also flagged in the Member Attendance section of the Meeting Agenda page as “May not be present” (see the screenshot below).

IACUC - Review 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"/>	Member, Frank, Ph.D. (May not be present)	Board Member	Male	Medical Oncology	Affiliated	Affiliation 1	Scientist	Radiation Safety	
<input type="checkbox"/>	Member, George	Board Member		Orthopaedic Surgery	Affiliated	Affiliation 1	Scientist	Radiation Safety	
<input type="checkbox"/>	Member, Joe	Board Member			Non-Affiliated				
<input type="checkbox"/>	Member, Robert	Board Member			Affiliated	Affiliation 1			

Available for Review – If a member has indicated that he or she will not be available for reviewing assignments, set this from “Yes” to “No.” If this selection is flagged as “No” for a user on a particular meeting date, you are not able to assign them as a reviewer on a submission placed on that meeting date (see the screenshot below).

<input type="radio"/> Not Assigned	
<input checked="" type="radio"/> Assign to Review Committee Agenda	Committee Name: <input type="text" value="Committee 01"/> Upcoming Meeting Date: <input type="text" value="10/23/2014"/>
<input type="radio"/> Expedite	
<input type="radio"/> Designated Reviewer	
<input type="radio"/> Exempt	
<input type="radio"/> Pre-Review changes requested	
<input type="radio"/> Process Administratively	

Assign Reviewers ?

Reviewer Role	Reviewer	Completed ?	Date Notified	Date Completed
Primary	<input type="text" value="--none--"/> <ul style="list-style-type: none"> <input type="text" value="--none--"/> Member, George Member, Joe Member, Nancy Member, Robert Member, Sue 	No		

If you log in to the system with a non-administrative role, you are only allowed to set your availability for upcoming meetings in this page.

Meeting Availability Back				
<input type="button" value="Save the availability"/>				
List of meetings found				
Availability	Will be Present	Will Not be Present	Available for Review	View Calendar
Committee 01 August 25, 2014	<input type="radio"/> No Response indicates your presence at this meeting	<input type="radio"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Committee 01 September 25, 2014	<input type="radio"/> No Response indicates your presence at this meeting	<input type="radio"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Committee 01 October 23, 2014	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Committee 01 November 27, 2014	<input type="radio"/> No Response indicates your presence at this meeting	<input type="radio"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Committee 01 December 25, 2014	<input type="radio"/> No Response indicates your	<input type="radio"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	

Each meeting is listed with the same options: “Will be Present,” “Will Not be Present,” and “Available for Review.” Another column, **View Calendar**, is also available.

December 2013
 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

January 2014

February 2014
 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

Sun	Mon	Tue	Wed	Thu	Fri	Sat
(Week 1)			01	02	03	04
05 (Week 2)	06	07	08	09	10	11
12 (Week 3)	13	14	15	16	17	18
19 (Week 4)	20	21	22	23	24	25
26 (Week 5)	27	28	29	30	31	

Clicking this icon opens a new page with a calendar view displaying the month of the meeting. Click the **Close** button when you are finished viewing the calendar.

After setting your availability for a meeting date, be sure to click the **Save the Availability** button.