



IACUC ASSISTANT

Review Board Administration: Notifications

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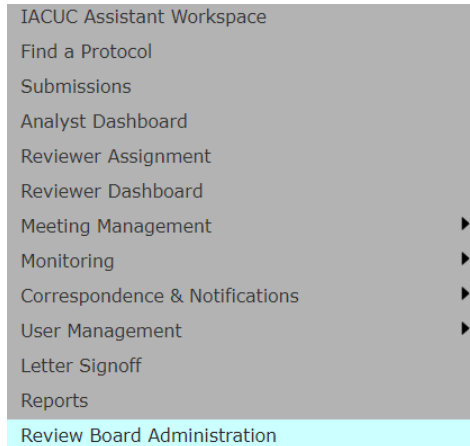
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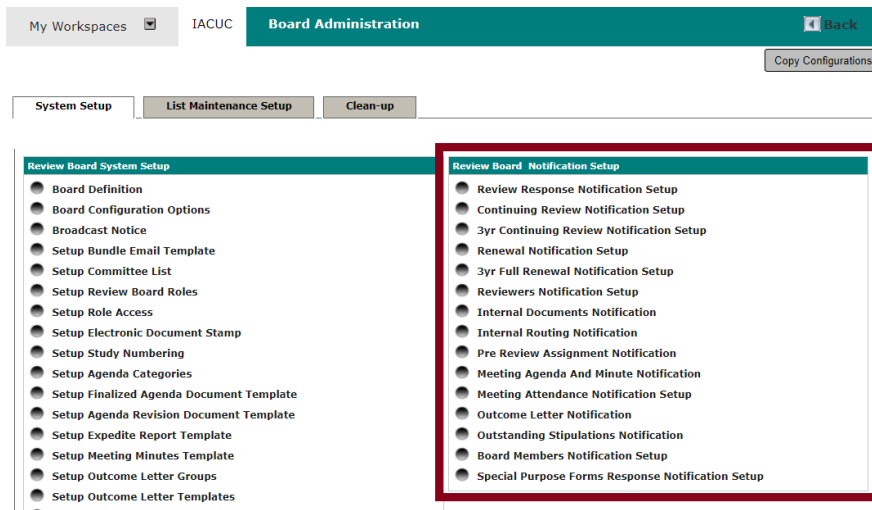
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Introduction

IACUC Review Board Administration, accessed via IACUC Assistant > Review Board Administration, is where the designated Review Board Administrator sets up and manages configuration lists, review board options and roles, various types of document templates and module settings.



This part of the system is also where Review Board Administration (RBA) notifications are configured and managed via links in the **Review Board Notification Setup** panel, as shown in the screenshot below.



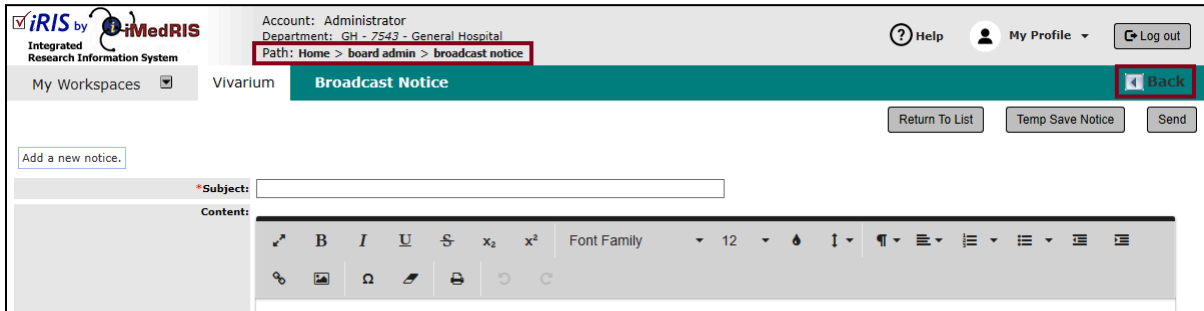
Navigation in iRIS™

iRIS™ includes two standard navigation tools on all pages nested one or more levels beneath the primary Workspace page of the module currently in use (e.g., Study Assistant, Conflict of Interest Assistant, Animal Resource Center, etc.): a Path directory tree, and Back buttons.

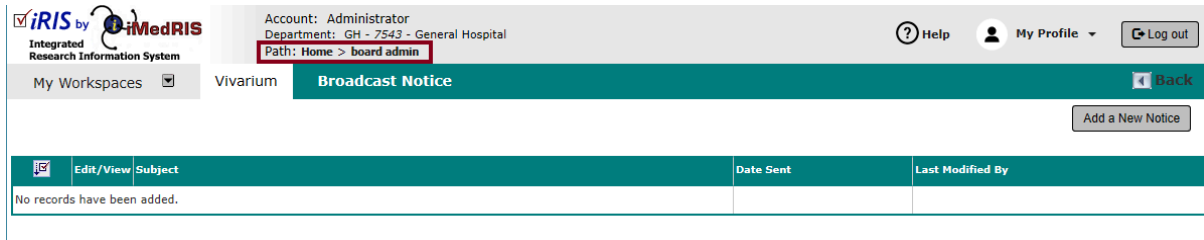
Path Directory Tree

The **Path** item at the upper left of iRIS™ pages provides a hyperlinked menu directory tree, allowing the user to quickly navigate back through the path they followed to get to their current location. **Path** appears on all pages nested at least one level beneath the main workspace

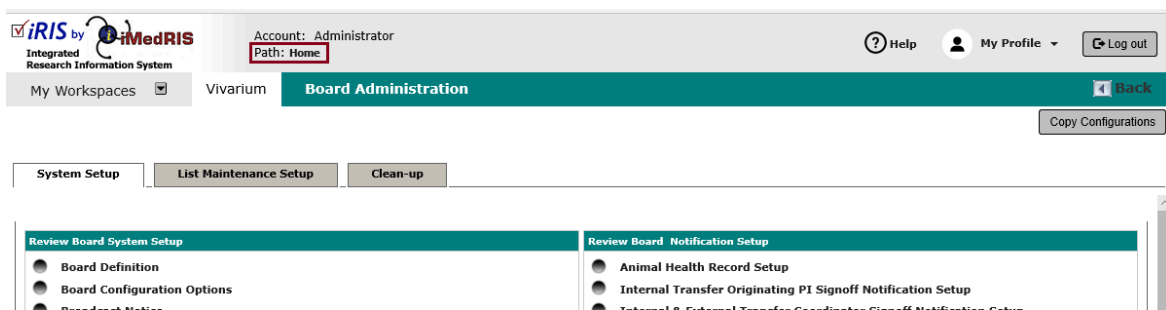
In the example shown the user is viewing the **Broadcast Notice Add a new notice** page. This page is nested three levels beneath the main workspace page, as indicated by the three links available in the **Path** directory tree: **Home, board admin** and **broadcast notice**.



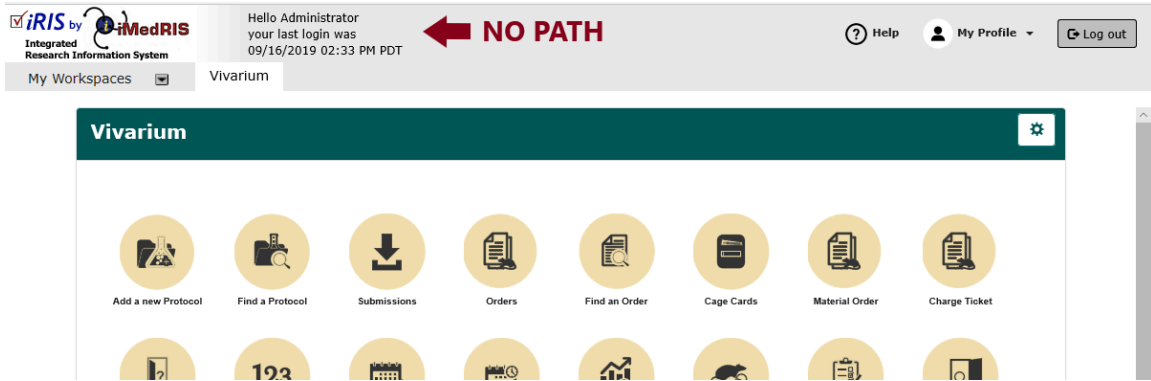
Click on **broadcast notice** in the **Path** to navigate up one level in the directory tree, to the main **Broadcast Notice** page. There are now two levels in the **Path** directory tree: **board admin** and **Home**.



Click on **board admin** in the **Path** to navigate up one level in the directory tree, to the **Board Administration** page. There is now one level in the **Path: Home**.

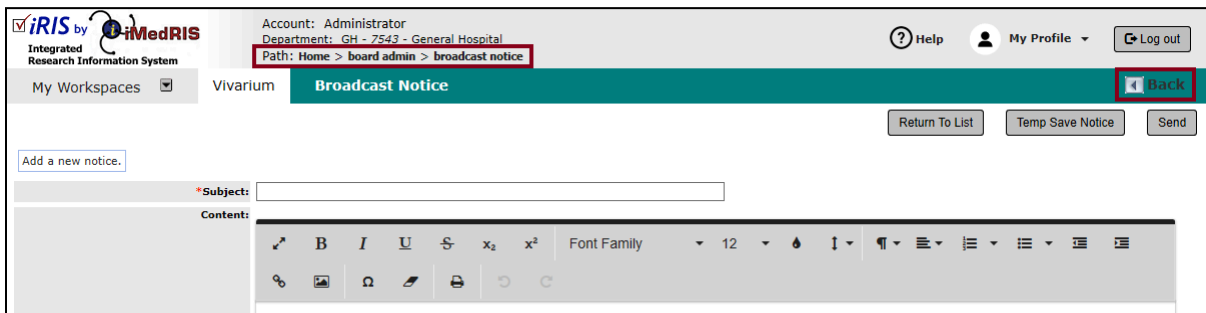


Click on **Home** in the **Path** to navigate up one level in the directory tree, to the main Workspace page. No Path item is displayed here because the user is now at the top-most level of the directory tree.

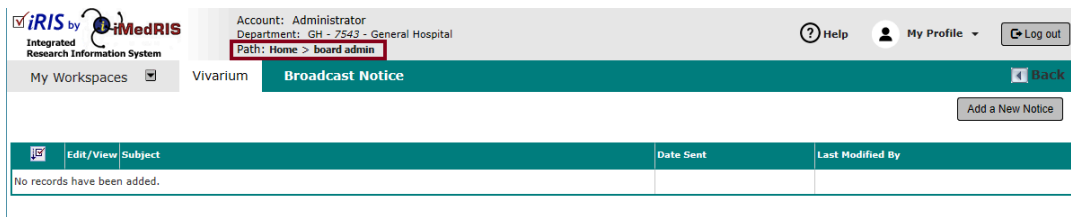


Back Button

The second navigation tool is the **Back** button, which appears on all pages nested at least one level beneath the main workspace. The **Back** button takes the user to the same location as the last link shown in the **Path**.



In the example shown above, both the **Back** button and the **broadcast notice** link in the **Path** return the user to the **Broadcast Notice** page:

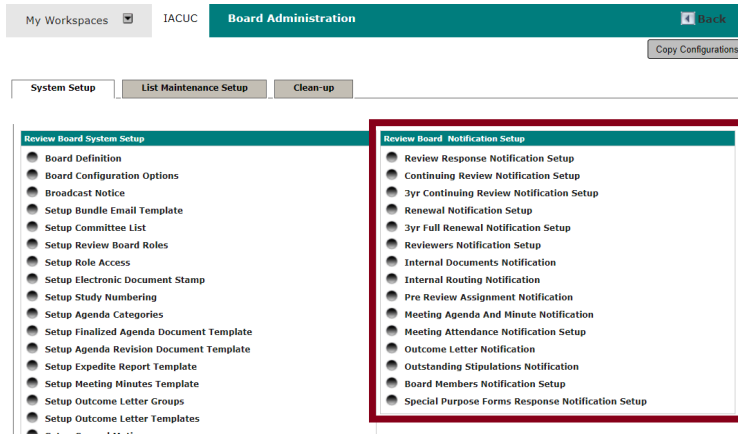


Clicking the **Back** button on the **Broadcast Notice** page returns the user to the Board Administration page, as indicated by the last link in the **Path** directory tree shown in the screenshot above.

*Note that where the **Back** button appears on a page with editable fields or document upload controls, clicking the button before saving changes returns the user to the same location as the last link shown in the **Path** without saving changes.*

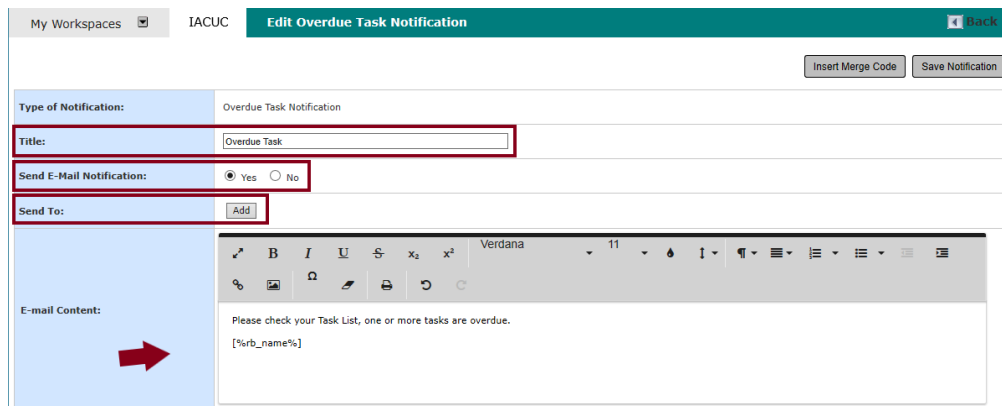
General Notification Setup Process

System Setup is the first tab on the IACUC **Board Administration** page, accessed via IACUC Assistant > Review Board Administration link. RBA notifications are configured via links in the **Review Board Notification Setup** panel, as shown in the screenshot below.



Notifications configured here are automatically sent to applicable personnel when study tasks (e.g., review, signoff, set meeting availability, etc.) are assigned, completed, or overdue.

The general procedure for creating and editing notifications in iRIS™ is the same, regardless of type. A text editor panel is opened for creation and formatting of the notification boilerplate text, and system Merge Codes are optionally inserted to pull system data field values into the notification.



As shown in the example screenshot above:

The **Title** field is used as the subject line in the notification e-mail.

Some notifications include a **Send E-Mail Notification** Yes/No selection field. If “Yes” is selected the notification is sent to the recipient. If “No” is selected the notification is saved to the system for recordkeeping purposes but is not sent. Most notifications are automatically routed to responsible personnel based on their assigned role in the iRIS™ system, but some include an **Add** button for selection of specific iRIS™ users to receive the notification.

The screenshot shows the 'Edit Outstanding Stipulations Notification' form. The 'Notification if within:' field is highlighted with a red box and contains the value '30 in days.'. Other fields include 'Type of Notification: Outstanding Stipulations Notification', 'Title:', 'Send E-Mail Notification: Yes (selected)', and 'Send To: Principal Investigator, Study Contact'. The 'E-mail Content' field is empty with a rich text editor toolbar.

As shown in the screenshot above, some reminder notification types include a **Notification if Within** field, to specify how many days ahead of the task due date the notification is to be sent.

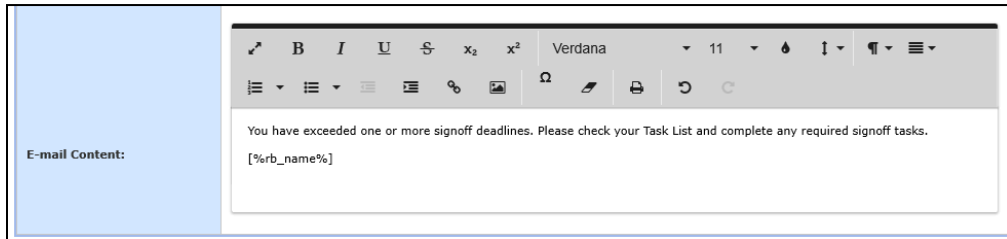
The screenshot shows the 'Setup Internal Transfer Originating PI Signoff Notification' form. The 'Notify every ? Days' field is highlighted with a red box and contains the value '1 in days.'. Other fields include 'Type of Notification: Internal Transfer Originating PI Signoff Reminder Notification', 'Title: PI Signoff Required', 'Send E-Mail Notification: Yes (selected)', and 'E-mail Content: PI signoff is required. Please check your Task List and complete any pending signoff tasks. [%rb_name%]'. The 'E-mail Content' field has a rich text editor toolbar.

As shown in the screenshot above, some reminder notifications include a **Notify every ? Days** field to specify how frequently the reminder is to be re-sent until the assigned task or signoff is complete.

The screenshot shows the 'Setup Internal Transfer Originating PI Signoff Notification' form. The 'Notify when signoff has not been completed within ? Days' field is highlighted with a red box and contains the value '2 in days.'. Other fields include 'Type of Notification: Internal Transfer Originating PI Signoff Exceeded Notification', 'Title: Signoff Deadline Exceeded', 'Send E-Mail Notification: Yes (selected)', and 'E-mail Content: You have exceeded one or more signoff deadlines. Please check your Task List and complete any required signoff tasks. [%rb_name%]'. The 'E-mail Content' field has a rich text editor toolbar.

As shown in the screenshot above, some signoff exceeded notifications include a **Notify when signoff has not been completed within ? Days** field. When a requested signoff is overdue, this field specifies a reminder notification is to be sent ? Days after the due date.

Desired boilerplate text and Merge Codes are entered in the **E-Mail Content** text editor.

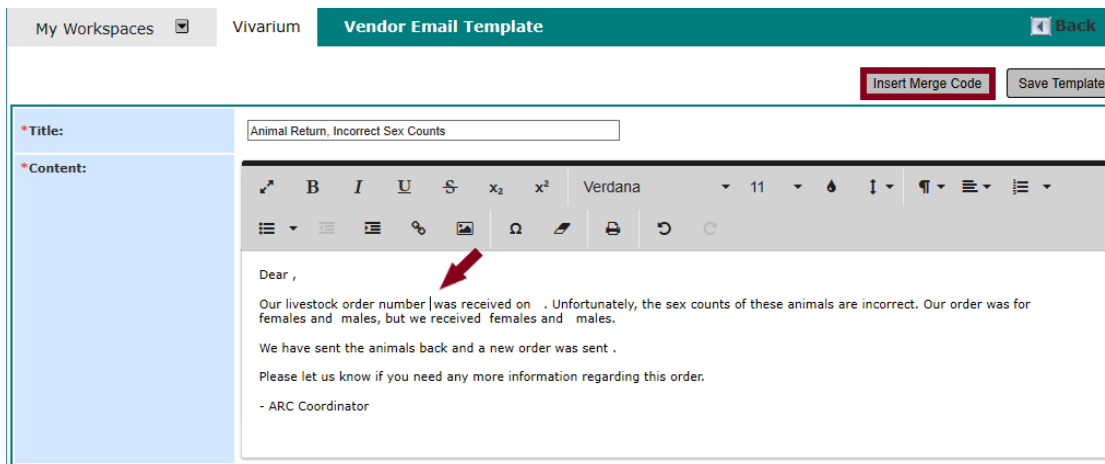


See the *Using Merge Codes in Notifications* section of this manual for more information.

Using Merge Codes in Notifications

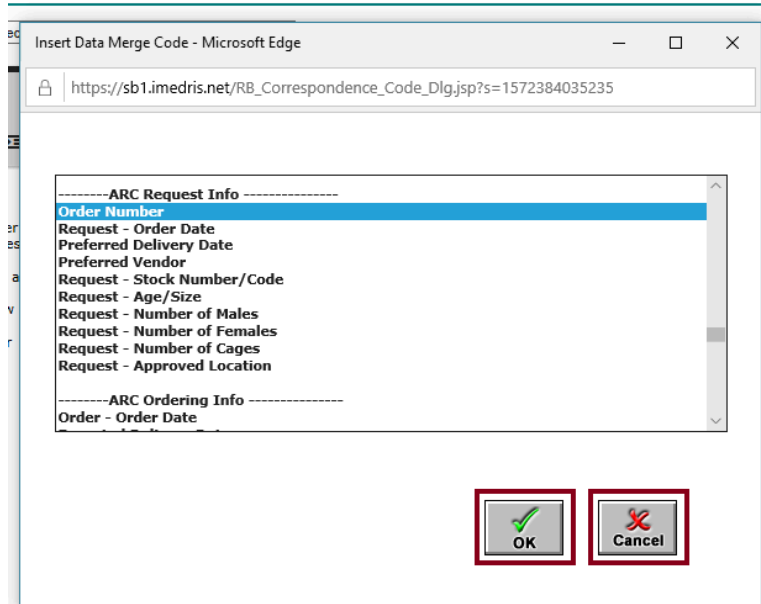
To insert a Merge Code in a document template, place the cursor in the text editor where you want the corresponding data value to appear, then click the **Insert Merge Code** button to open the Merge Codes picklist.

Note that the example shown is taken from the Vivarium/ARC module, but the general process described is the same regardless of the module in use.



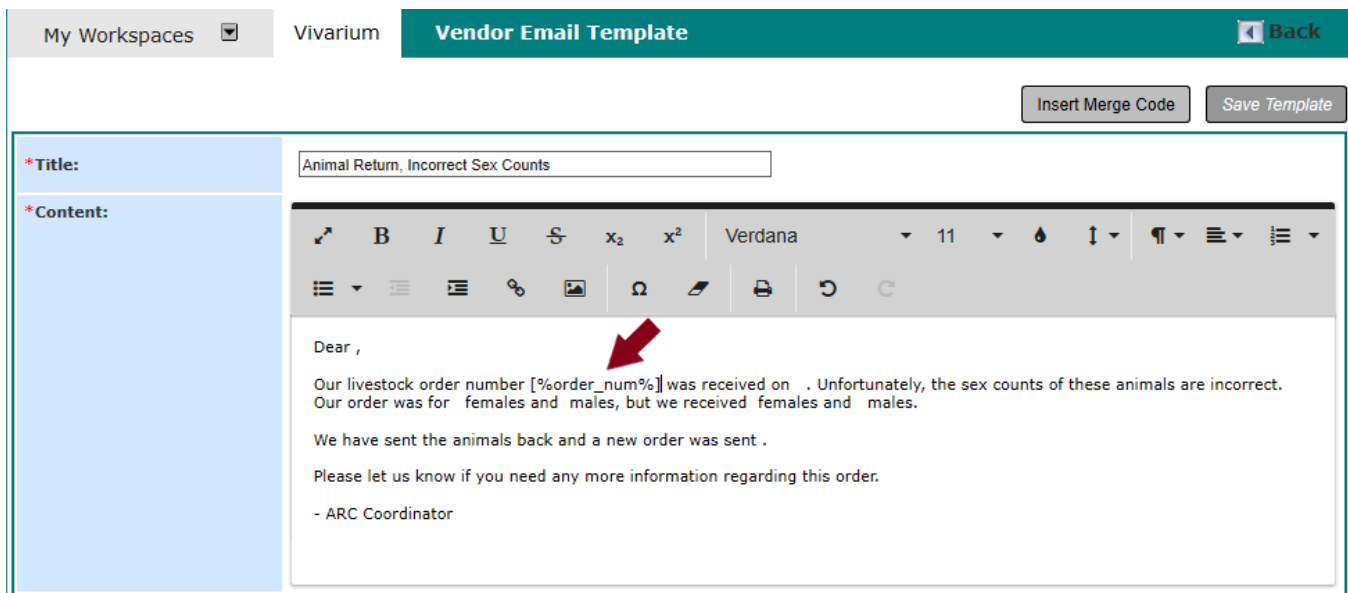
The **Insert Data Merge Code** popup window displays. Scroll down to the sections of the list labeled for ARC and select the desired Merge Code. In this example, the Merge Code for "Order Number" is selected.

Note that the list also includes sections for other modules, such as IRB and IACUC, to use in templates for notifications applicable to those modules. See the Merge Code List subsection of this manual for more information.

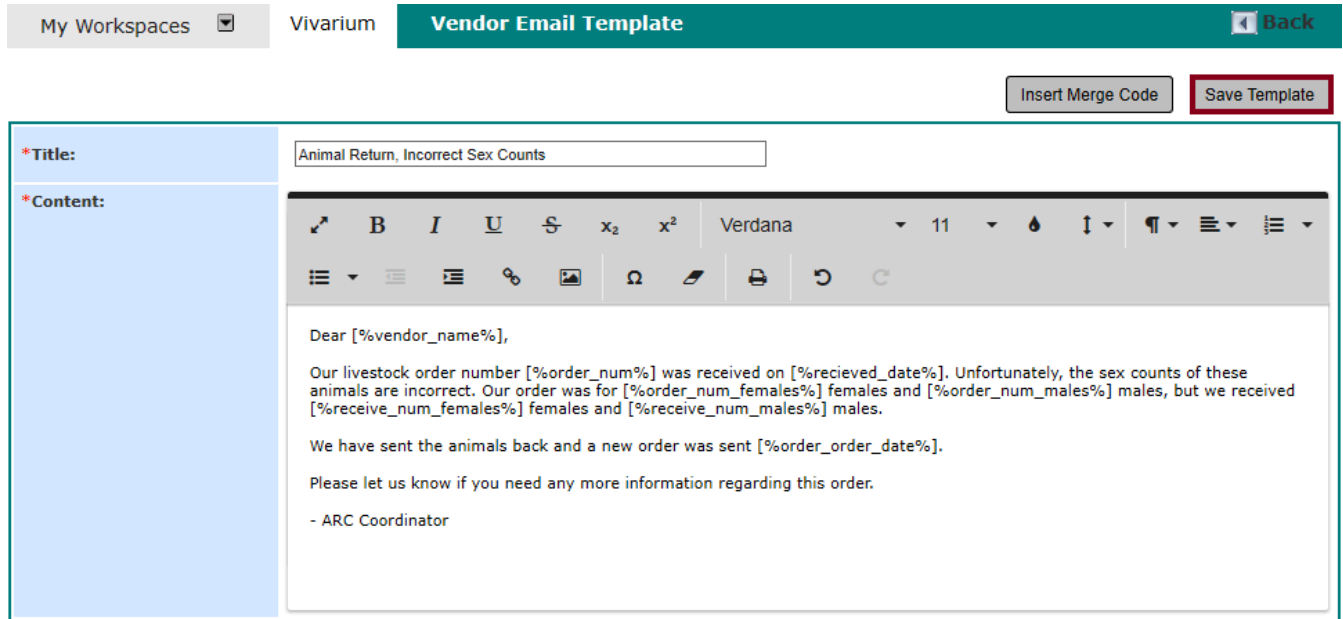


Click the **Cancel** button to close the popup without inserting the Merge Code.

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.



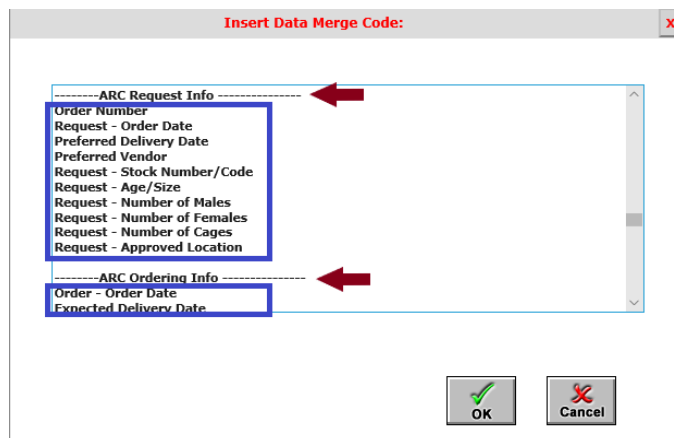
Click the **Save Template** button to save changes.

Merge Code List

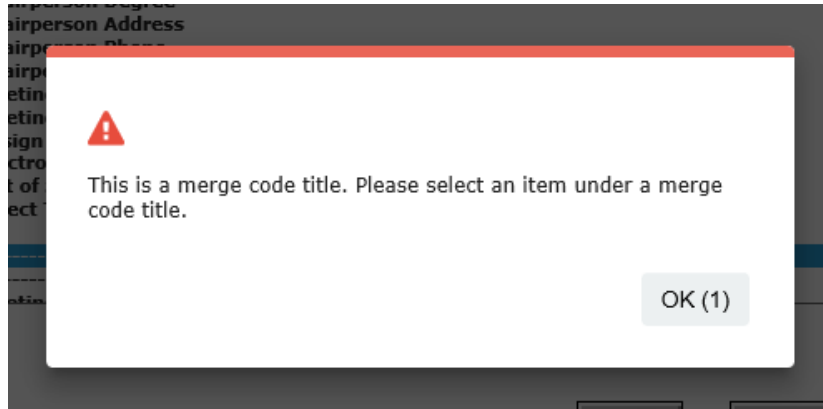
Depending on the user’s data access rights and the institution’s Review Board Administration settings, the Merge Code list can include system data from the following categories:

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 Animal Resource Center (ARC)

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

---ARC Request Info ---	---ARC Ordering Info ---	---ARC Receiving Info ---	---ARC Cage Info ---
Number of Females	Order - Order Date	Date Received	Cage Type
Number of Males	Expected Delivery Date	Purchase Cost	Bar Code
Age Size	Confirmation Number	Service Cost	Cage - Cage ID
Species Name	Method of Ordering	Container OK	Cage - Species
Strain Name	Vendor Name	General Appearance	Cage - Strain
Order Number	Vendor Contact	Eyes, Ears, Nose, Mouth	Cage - Number of Males
Request - Order Date	Vendor Phone	Urogenital, Anus	Cage - Number of Females
Preferred Delivery Date	Vendor Fax	Respiratory	Cage - Number of Unknown Sex
Preferred Vendor	Vendor Email	Hydration	Cage - Cage Card Comments
Request - Stock Number/Code	Order - Species	Receive - Number of Males	Cage - List of Animal IDs
Request - Age/Size	Order - Strain	Receive - Number of Females	
Request - Number of Males	Order - Stock Number/Code	Must go through Quarantine	
Request - Number of Females	Order - Age/Size	Receive - Number of Cages	
Request - Number of Cages	Order - Number of Males	Receive - Approved Location	
Request - Approved Location	Order - Number of Females		
	Order - Number of Cages		
	Order - Approved Location		

Merge Codes Applicable to Meetings

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

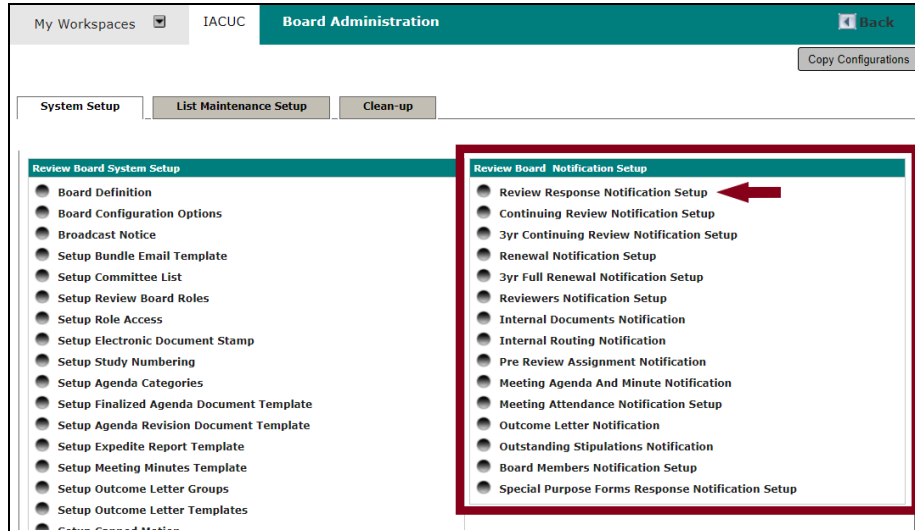
---Review Board Info ---	---Meeting Attendance Codes ---	---Submission Info ---
Review Board Name	Meeting Call to Order	Submission Approval Date
Review Board Committee Name	Meeting New Business	Submission Type
Chairperson Name (Last Name, First Name)	Meeting Old Business	Submission List of all reviewers
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

Review Response Notification Setup

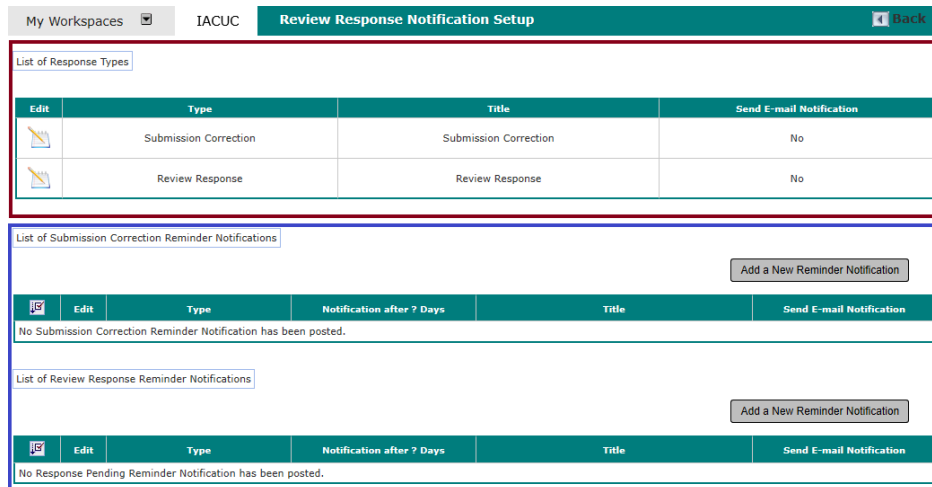
A review response notification is automatically sent to applicable study personnel when the review board returns a response or requests submission changes. Optionally, review response reminder notifications can also be configured to send when the board has not yet received a reply from the study.

Both types of notification are configured on the **Review Response Notification Setup** page.

To access the page, navigate to IACUC Assistant > Review Board Administration > **Review Response Notification Setup** link.



The Review Response Notification Setup page opens.



As indicated by the colored boxes in the screenshot above, two general types of notifications can be configured on this page.

The red box encloses response notifications sent following a board review. Notice that placeholders for these notifications are pre-populated, and while these notification types can be edited, they cannot be deleted. Notice also that no add buttons are provided for these notification types, only one version of each type can be configured.

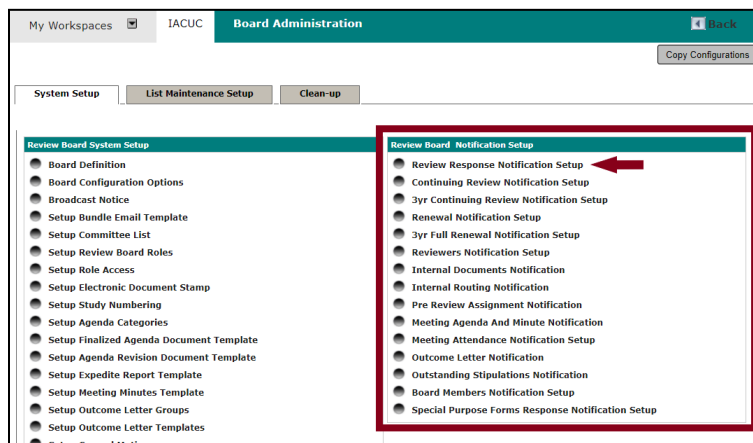
- the “Submission Correction” notification type is sent when the board has completed a submission review and requests one or more specific corrections followed by re-submission
- the “Review Response” notification type is sent when the board has completed a submission review and sends a response *other* than a request for corrections (e.g., request for additional forms, request for Conflict of Interest (COI) documentation, etc.)

The blue box encloses reminder notifications for each of the two response notification types. Unlike response notifications, multiple versions of reminder notifications can be configured.

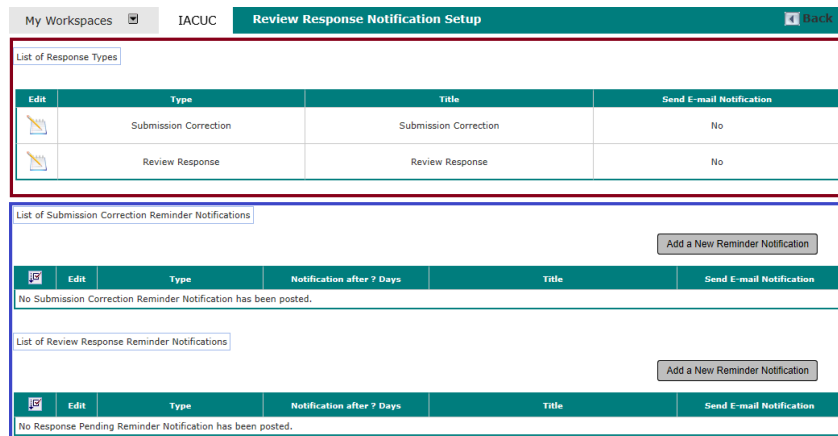
- Submission Correction Reminder notifications are automatically sent when the board has requested corrections and has not yet received a response from the study
- Review Response Reminder notifications are automatically sent when the board has sent a response *other* than a request for corrections and has not yet received a response from the study

Correction / Response Notification Setup

Navigate to IACUC Assistant > Review Board Administration > **Review Response Notification Setup** link.



The **Review Response Notification Setup** page opens.



As indicated by the colored boxes in the screenshot above, two general types of notifications can be configured on this page.

The red box encloses response notifications sent following a board review. Notice that placeholders for these notifications are pre-populated, and while these notification types can be edited, they cannot be deleted. Notice

also that no add buttons are provided for these notification types, only one version of each type can be configured.

- the “Submission Correction” notification type is sent when the board has completed a submission review and requests one or more specific corrections followed by re-submission
- the “Review Response” notification type is sent when the board has completed a submission review and sends a response *other* than a request for corrections (e.g., request for additional forms, request for Conflict of Interest (COI) documentation, etc.)

The blue box encloses reminder notifications for each of the two response notification types.

Click the icon in the **Edit** column for the applicable review response notification.

My Workspaces ▼ IACUC **Review Response Notification Setup** ⏪ Back

List of Response Types

Edit	Type	Title	Send E-mail Notification
	Submission Correction	Submission Correction	No
	Review Response	Review Response	No

List of Submission Correction Reminder Notifications Add a New Reminder Notification

	Edit	Type	Notification after ? Days	Title	Send E-mail Notification
No Submission Correction Reminder Notification has been posted.					

List of Review Response Reminder Notifications Add a New Reminder Notification

	Edit	Type	Notification after ? Days	Title	Send E-mail Notification
No Response Pending Reminder Notification has been posted.					

The notification is opened in a configuration panel.

My Workspaces ▼ IACUC **Edit Submission Notice** ⏪ Back

Insert Merge Code Save Notification

Title:

Send E-Mail Notification: Yes No

Send To: Principal Investigator Study Contact

E-mail Content:

One or more errors have been found in your submission. Please see the specific correction request(s) in your workspace Task List, make the requested corrections and resubmit.

[%b_name%]

In this example a “Submission Correction” notification is being configured, but the configuration panel is the same for a Review Response notification.

Enter the desired subject line of the notification email in the **Title** field.

Select “Yes” or “No” for **Send E-Mail Notification**. If “Yes” is selected the notification is sent to the recipient(s). If “No” is selected the notification is saved to the system for recordkeeping purposes but is not sent.

The **Send To** field is used to specify whether the “Principal Investigator”, “Study Contact”(s), or both will receive the notification.

Enter desired boilerplate text and Merge Codes in the **E-Mail Content** text editor. *See the Using Merge Codes in Notifications section of this manual for more information.*

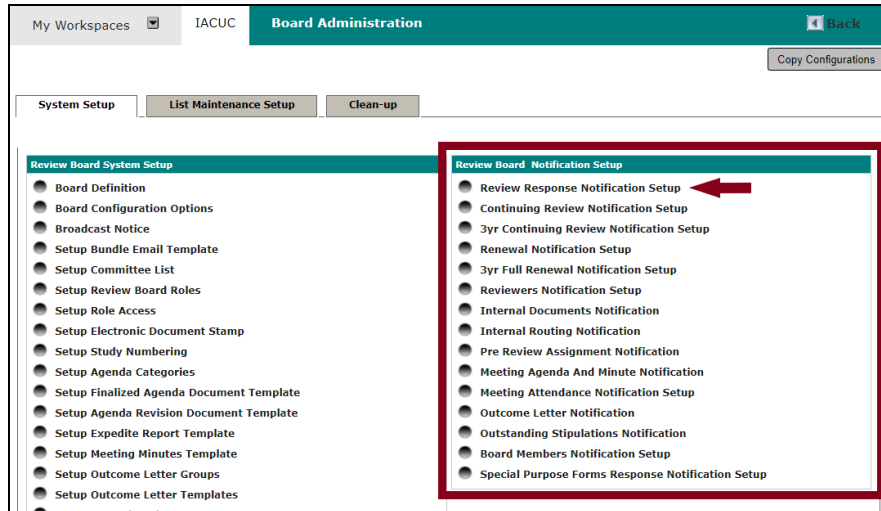
Click the **Save Notification** button to save the notification and close the configuration panel. The notification is configured on the notification setup page.

Correction / Response Reminder Notification Setup

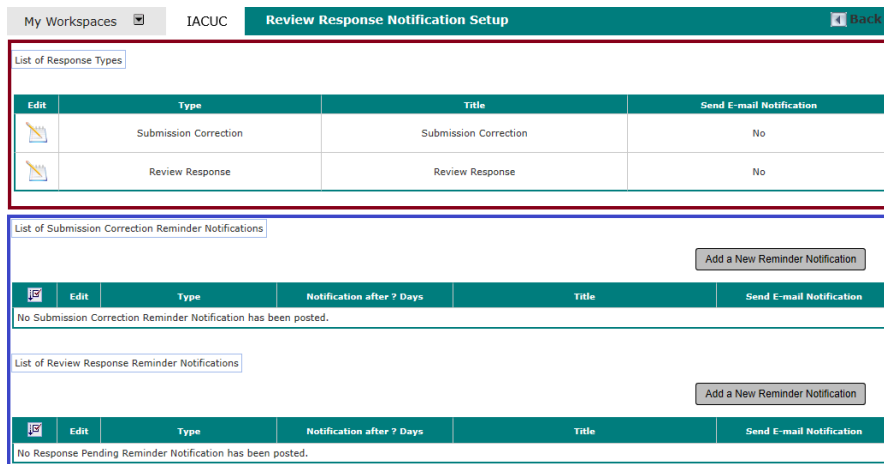
A review response notification is automatically sent to applicable study personnel when the review board returns a response or requests submission changes. Optionally, review response reminder notifications can also be configured to send when the board has not yet received a reply from the study.

Both types of notification are configured on the **Review Response Notification Setup** page.

Navigate to IACUC Assistant > Review Board Administration > **Review Response Notification Setup** link.



The Review Response Notification Setup page opens.



As indicated by the colored boxes in the screenshot above, two general types of notifications can be configured on this page.

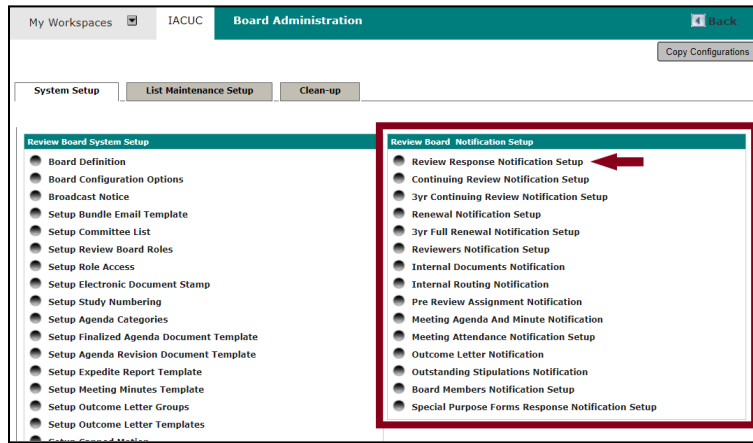
The red box encloses response notifications sent following a board review.

The blue box encloses reminder notifications for each of the two response notification types. Multiple versions of reminder notifications can be configured.

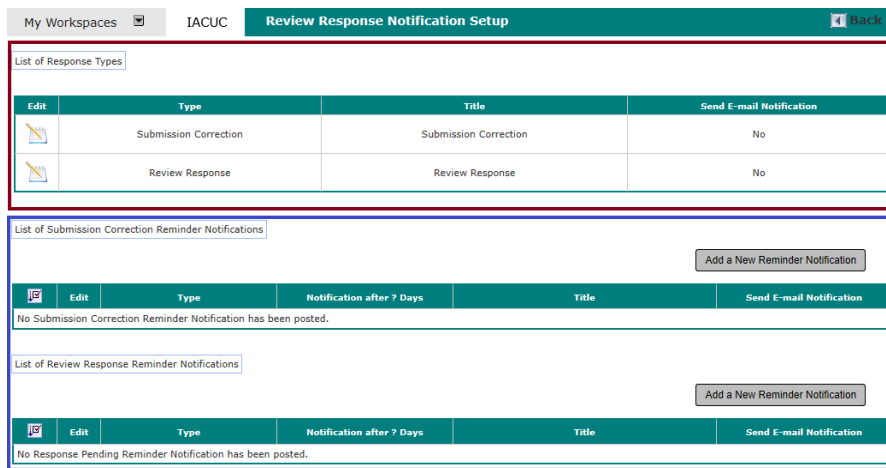
- Submission Correction Reminder notifications are automatically sent when the board has requested corrections and has not yet received a response from the study
- Review Response Reminder notifications are automatically sent when the board has sent a response *other* than a request for corrections and has not yet received a response from the study

Configure Response Reminder Notification

Navigate to IACUC Assistant > Review Board Administration > **Review Response Notification Setup** link.



The **Review Response Notification Setup** page opens.



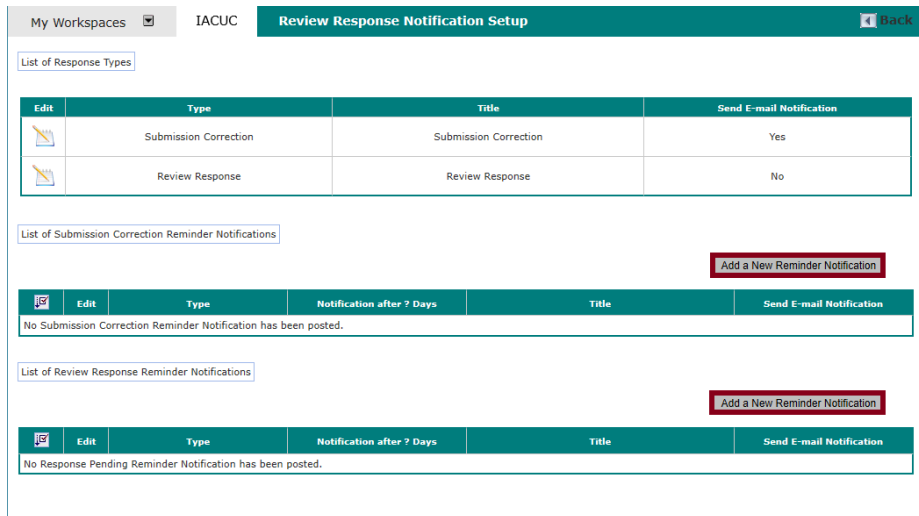
As indicated by the colored boxes in the screenshot above, two general types of notification can be configured on this page.

The red box encloses response notifications sent following a board review.

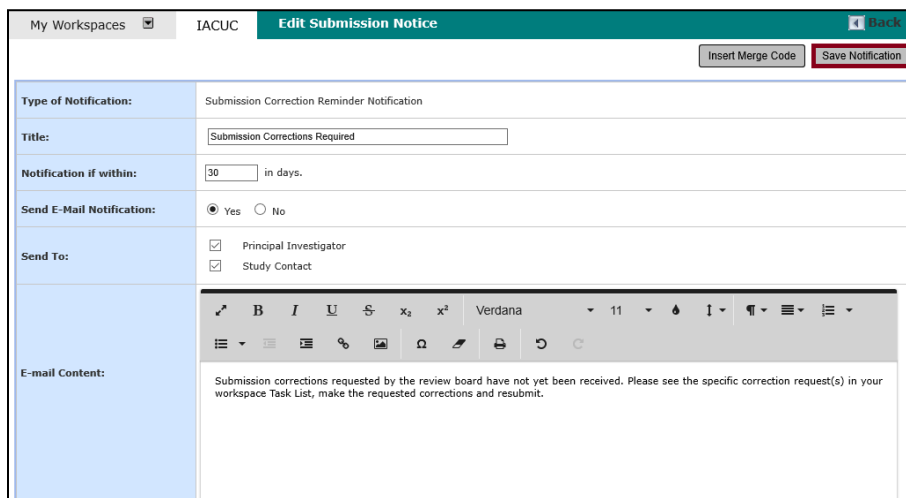
The blue box encloses reminder notifications for each of the two response notification types. Multiple versions of reminder notifications can be configured.

- Submission Correction Reminder notifications are automatically sent when the board has requested corrections and has not yet received a response from the study
- Review Response Reminder notifications are automatically sent when the board has sent a response *other* than a request for corrections and has not yet received a response from the study

Click the **Add a New Reminder Notification** button for the applicable reminder notification.



The notification configuration panel opens. The same configuration form is used for both types of reminder notification.



In this example a “Submission Correction Reminder Notification” is being configured.

Enter the desired subject line of the notification email in the **Title** field.

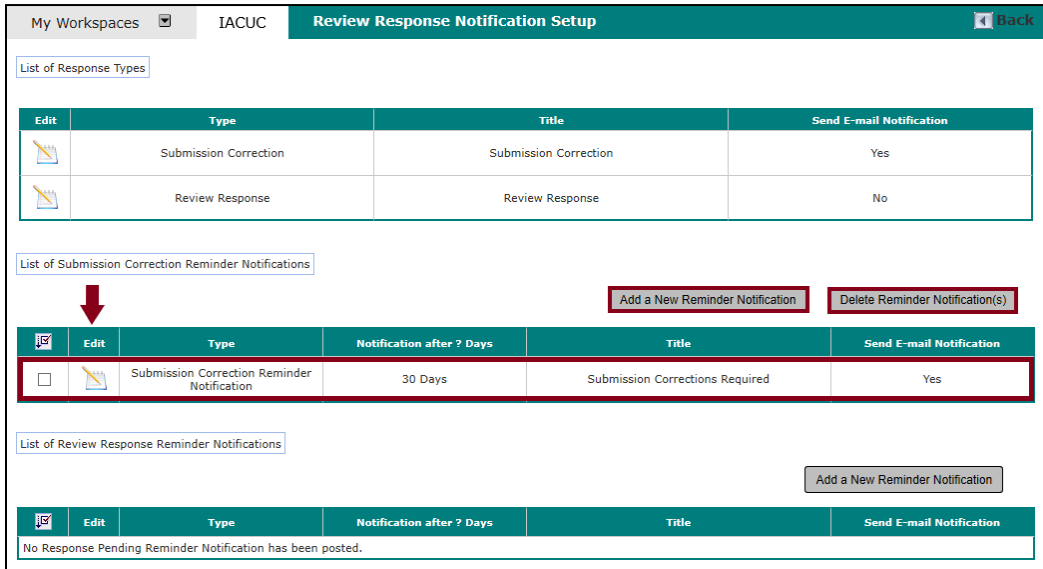
Enter the number of days ahead of the due date the notification is to be sent in the **Notification if Within** field.

Select “Yes” or “No” for **Send E-Mail Notification**. If “Yes” is selected the notification is sent to the recipient(s). If “No” is selected the notification is saved to the system for recordkeeping purposes but is not sent.

The **Send To** field is used to specify whether the “Principal Investigator”, “Study Contact”(s), or both will receive the notification.

Enter desired boilerplate text and Merge Codes in the **E-Mail Content** text editor. See the *Using Merge Codes in Notifications* section of this manual for more information.

Click the **Save Notification** button to save the notification and close the configuration panel. The notification is configured on the notification setup page.

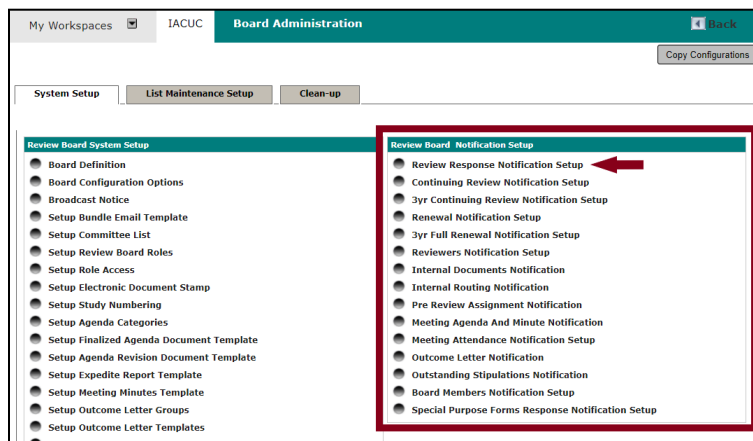


Notice that the **Add a New Reminder Notification** button remains, indicating that additional reminder notifications of this type can be created. This is true for both reminder notification types.

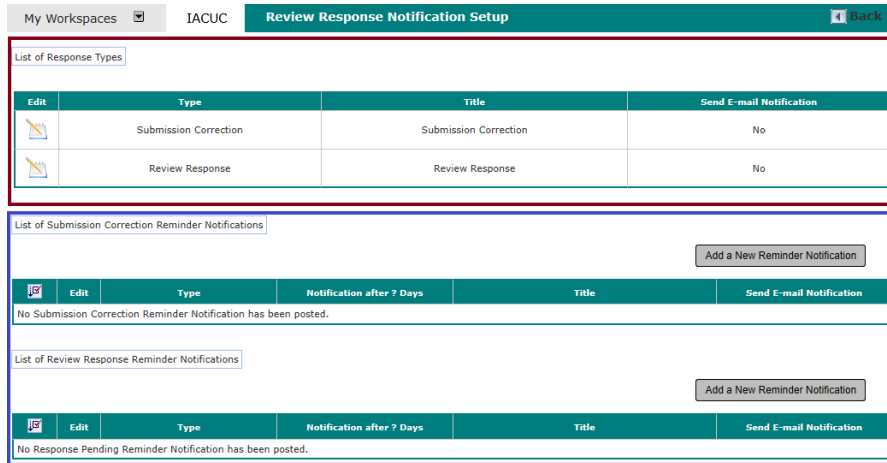
Also notice that an icon is now available in the **Edit** column for the configured reminder, indicating that it can be revised, and a **Delete Reminder Notification** button is now available as well. This is true for both reminder notification types when configured.

Edit Response Reminder Notification

Navigate to IACUC Assistant > Review Board Administration > **Review Response Notification Setup** link.



The **Review Response Notification Setup** page opens.



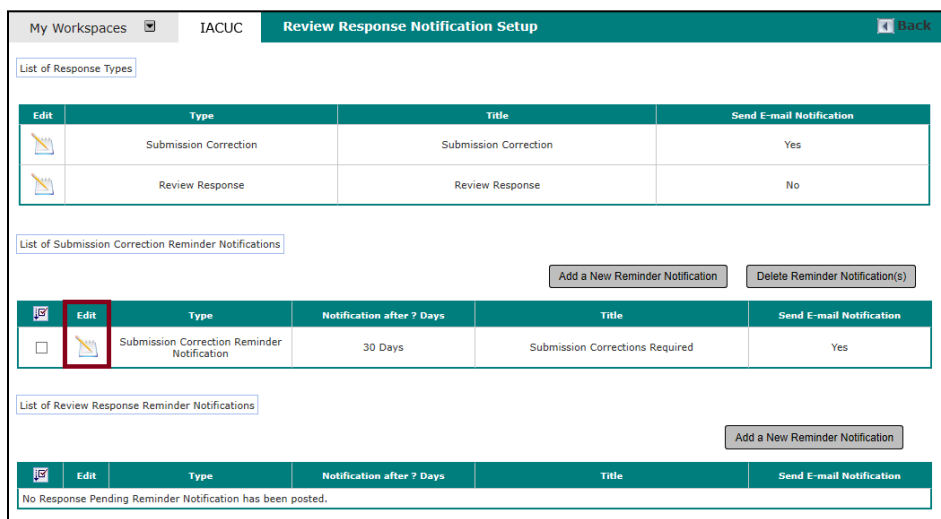
As indicated by the colored boxes in the screenshot above, two general types of notification can be configured on this page.

The red box encloses response notifications sent following a board review.

The blue box encloses reminder notifications for each of the two response notification types. Multiple versions of reminder notifications can be configured.

- Submission Correction Reminder notifications are automatically sent when the board has requested corrections and has not yet received a response from the study
- Review Response Reminder notifications are automatically sent when the board has sent a response *other* than a request for corrections and has not yet received a response from the study

Click the icon in the **Edit** column for the applicable reminder notification.



The notification is opened in a configuration panel.

In this example a “Submission Correction Reminder Notification” is being configured.

Make desired changes to the notification.

The **Title** field is used as the subject line in the notification e-mail.

The **Notification if Within** field specifies how many days ahead of the due date the notification is to be sent.

If “Yes” is selected for **Send E-Mail Notification** the notification is sent to the recipient. If “No” is selected the notification is saved to the system for recordkeeping purposes but is not sent.

Desired boilerplate text and Merge Codes are entered in the **E-Mail Content** text editor. *See the Using Merge Codes in Notifications section of this manual for more information.*

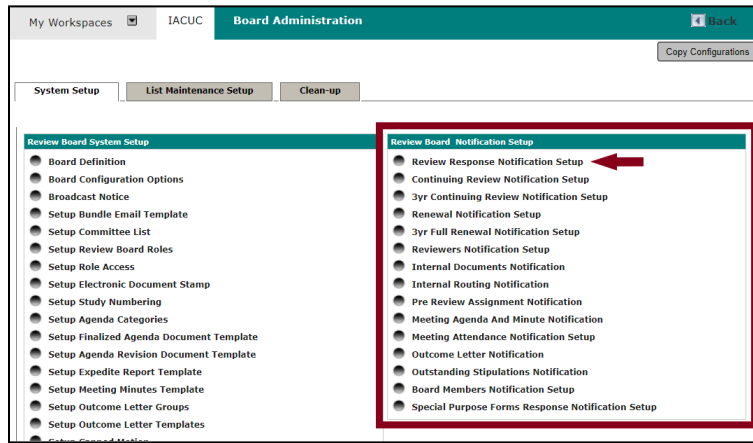
Click the **Save Notification** button to save changes and close the configuration panel. The notification is revised on the notification setup page.

Edit	Type	Title	Send E-mail Notification
	Submission Correction	Submission Correction	Yes
	Review Response	Review Response	No

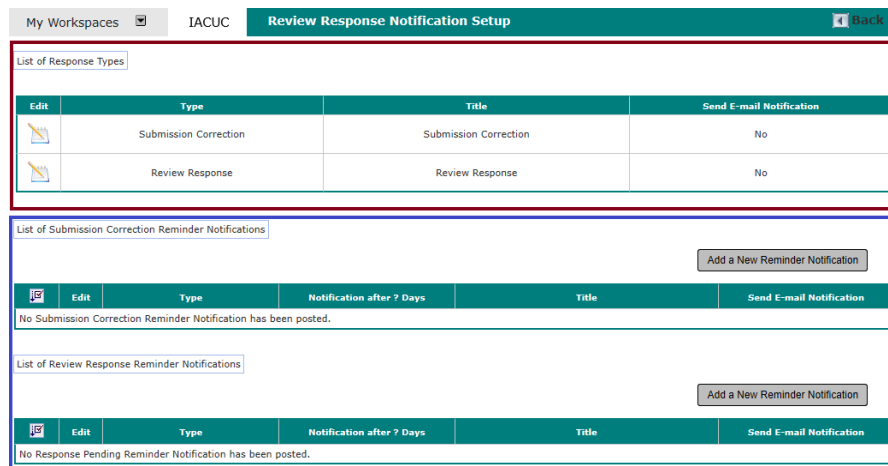
<input type="checkbox"/>	Edit	Type	Notification after ? Days	Title	Send E-mail Notification
<input type="checkbox"/>		Submission Correction Reminder Notification	15 Days	Submission Corrections Required	Yes

Delete Response Reminder Notification

Navigate to IACUC Assistant > Review Board Administration > **Review Response Notification Setup** link.



The **Review Response Notification Setup** page opens.



As indicated by the colored boxes in the screenshot above, two general types of notification can be configured on this page.

The red box encloses response notifications sent following a board review.

The blue box encloses reminder notifications for each of the two response notification types. Multiple versions of reminder notifications can be configured.

- Submission Correction Reminder notifications are automatically sent when the board has requested corrections and has not yet received a response from the study
- Review Response Reminder notifications are automatically sent when the board has sent a response *other* than a request for corrections and has not yet received a response from the study

CAUTION: Deleting a configured notification de-configures the notification. Until the notification is reconfigured, no notifications of this type will be sent.

Select the checkbox in the far-left column for the applicable reminder notification, then click the **Delete Reminder Notification(s)** button.

My Workspaces IACUC Review Response Notification Setup Back

List of Response Types

Edit	Type	Title	Send E-mail Notification
	Submission Correction	Submission Correction	Yes
	Review Response	Review Response	No

List of Submission Correction Reminder Notifications

Add a New Reminder Notification Delete Reminder Notification(s)

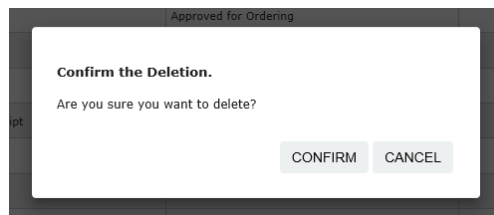
<input checked="" type="checkbox"/>	Edit	Type	Notification after 7 Days	Title	Send E-mail Notification
<input checked="" type="checkbox"/>		Submission Correction Reminder Notification	15 Days	Submission Corrections Required	Yes

List of Review Response Reminder Notifications

Add a New Reminder Notification

<input checked="" type="checkbox"/>	Edit	Type	Notification after 7 Days	Title	Send E-mail Notification
No Response Pending Reminder Notification has been posted.					

A confirmation popup window displays.



Click **CANCEL** to close the popup without deleting the record.

Click **CONFIRM** to delete the record and close the popup. The selected notification type is now unconfigured on the notification setup page.

Edit	Type	Title	Send E-mail Notification
	Submission Correction	Submission Correction	Yes
	Review Response	Review Response	No

ICUC	Edit	Type	Notification after ? Days	Title	Send E-mail Notification
No Submission Correction Reminder Notification has been posted.					

ICUC	Edit	Type	Notification after ? Days	Title	Send E-mail Notification
No Response Pending Reminder Notification has been posted.					

Notice that because no other reminder notifications of this type are configured, the **Delete Reminder Notification(s)** button no longer appears.

Continuing Review Notification Setup

Notifications can be configured to automatically alert applicable study personnel when a study’s expiration date is upcoming, prompting them to approve a continuing review if they wish to renew the study.

Multiple versions of this notification type can be configured in order to automatically re-send the notification at desired intervals before the expiration date until/unless the study is renewed or allowed to expire.

This type of notification is configured on the **Continuing Review Notification Setup** page. To access the page, navigate to IACUC Assistant > Review Board Administration > **Continuing Review Notification Setup** link.

Board Administration

System Setup | List Maintenance Setup | Clean-up

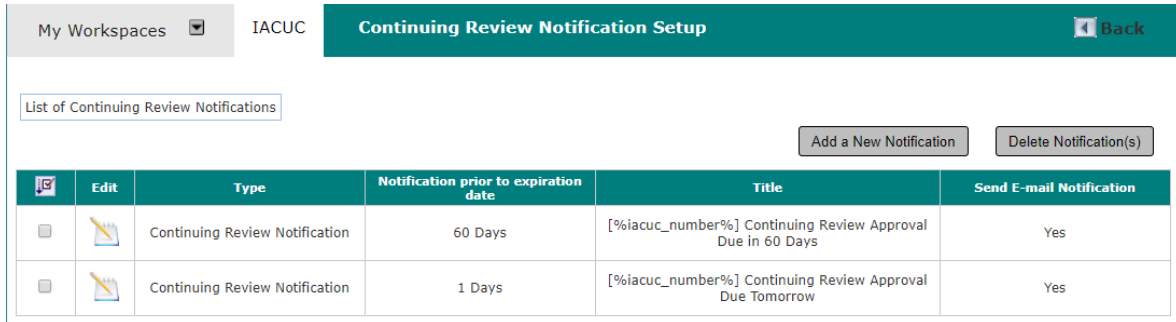
Review Board System Setup

- Board Definition
- Board Configuration Options
- Broadcast Notice
- Setup Bundle Email Template
- Setup Committee List
- Setup Review Board Roles
- Setup Role Access
- Setup Electronic Document Stamp
- Setup Study Numbering
- Setup Agenda Categories
- Setup Finalized Agenda Document Template
- Setup Agenda Revision Document Template
- Setup Expedite Report Template
- Setup Meeting Minutes Template
- Setup Outcome Letter Groups
- Setup Outcome Letter Templates

Review Board Notification Setup

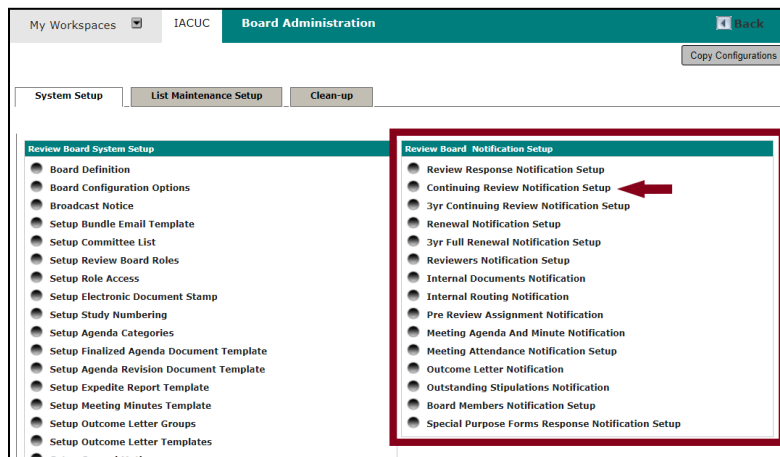
- Review Response Notification Setup
- Continuing Review Notification Setup
- 3yr Continuing Review Notification Setup
- Renewal Notification Setup
- 3yr Full Renewal Notification Setup
- Reviewers Notification Setup
- Internal Documents Notification
- Internal Routing Notification
- Pre Review Assignment Notification
- Meeting Agenda And Minute Notification
- Meeting Attendance Notification Setup
- Outcome Letter Notification
- Outstanding Stipulations Notification
- Board Members Notification Setup
- Special Purpose Forms Response Notification Setup

The **Continuing Review Notification Setup** page is opened.

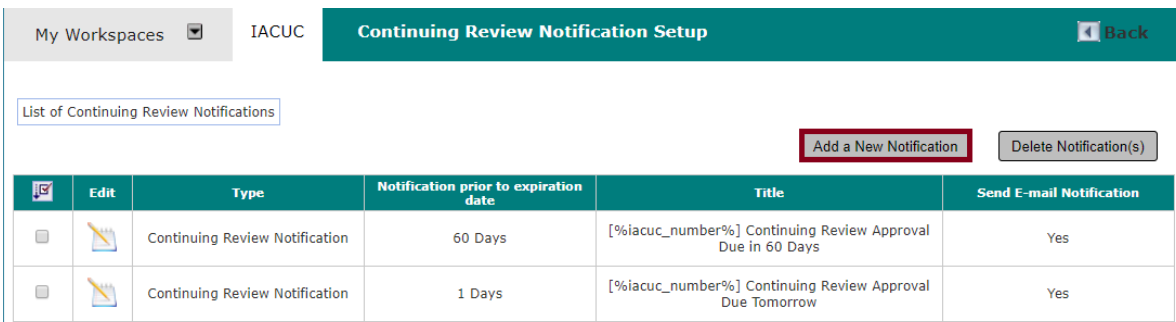


Add Continuing Review Notification

Navigate to IACUC Assistant > Review Board Administration > **Continuing Review Notification Setup** link.



The **Continuing Review Notification Setup** page is opened. Click the **Add a New Notification** button.



The **Edit Continuing Review Notification** page opens. An example of a completed notification is shown below.

The screenshot shows the 'Edit Continuing Review Notification' interface. At the top, there are navigation elements: 'My Workspaces', 'IACUC', and 'Edit Continuing Review Notification' with a 'Back' button. On the right, there are 'Insert Merge Code' and 'Save Notification' buttons. The main form is divided into several sections:

- Type of Notification:** Continuing Review Notification
- Title:** A text field containing '[%iacuc_number%] Continuing Review Approval Due in 30 Days' and an 'Include RB Number' button. A red arrow points to this button.
- Notification if within:** A text field with '30' and 'in days.'
- Send E-Mail Notification:** Radio buttons for 'Yes' (selected) and 'No'.
- Send To:** Checkboxes for 'Principal Investigator' and 'Study Contact', both of which are checked.
- Additional Recipients:** An 'Add' button.
- E-mail Content:** A rich text editor area showing a sample email body with placeholders like [%today%], [%pi_name2%], [%iacuc_number%], [%study_title%], [%iacuc_full_renewal%], [%iacuc_cont_review%], [%pi_name%], and [%iacuc_cont_review%]. The sample text reads: 'This message serves as your notification that the continuing review for the above study must be approved by [%iacuc_cont_review%]. Please submit your continuing review immediately. Thank you!'.

Use the provided fields to create the notification.

The **Title** field is used as the subject line in the notification e-mail. To include the study number in this field, place the cursor where the study number should appear and click the **Include RB Number** button (red arrow in screenshot above).

The **Notification if Within** field specifies how many days ahead of the due date the notification is to be sent.

If “Yes” is selected for **Send E-Mail Notification** the notification is sent to the recipient(s). If “No” is selected the notification is saved to the system for recordkeeping purposes but is not sent.

Select the applicable checkbox(es) in the **Send To** field to send the notification to personnel in PI and/or Study Contact roles. *Note that both roles are selected by default.*

Click the **Add** button to select additional iRIS™ users to receive the notification. The **Search User Directory** page opens for user lookup and selection.

As shown in the screenshot above, the user directory can be searched by full or partial **Last Name** or **First Name**, by **Department**, or by any combination of the three. Enter desired search criteria in the top section of the form and click the **Find** button. Search results display in the lower part of the page.

Check for Multiple	Select User	Training	User Name	Department	Email
<input type="checkbox"/>	<input checked="" type="checkbox"/>		Harper, Jill M, M.D., PhD		JHarp@msc.edu

Click the checkmark icon in the **Select User** column to add a single user to the notification distribution list.

The results list may include multiple names of iRIS™ users to be added to the distribution list. In that case select the checkbox(es) at far left for all applicable users and click the **Save Selected User(s)** button. The selected user(s) are added on the **Setup Internal Document Notification** page.

If a user is added in error, select the checkbox to the left of that user’s name and click the **Delete** button to remove the user from distribution.

Desired boilerplate text and Merge Codes are entered in the **E-Mail Content** text editor. *See the Using Merge Codes in Notifications section of this manual for more information.*

Click the **Save Notification** button to save the notification and close the configuration panel. The new notification is configured on the **Continuing Review Notification Setup** page.

My Workspaces IACUC **Renewal Notification Setup** Back

Add a New Notification Delete Notification(s)

List of Renewal Review Notifications

<input type="checkbox"/>	Edit	Type	Notification prior to due date	Title	Send E-mail Notification
<input type="checkbox"/>		Renewal Notification	10 Days	Study [%iacuc_number%] Expires in 10 Days	Yes
<input type="checkbox"/>		Renewal Notification	5 Days	Study [%iacuc_number%] Expires in 5 Days	Yes
<input type="checkbox"/>		Renewal Notification	1 Days	Study [%iacuc_number%] Expires Tomorrow	Yes

Edit Continuing Review Notification

Navigate to IACUC Assistant > Review Board Administration > **Continuing Review Notification Setup** link.

My Workspaces IACUC **Board Administration** Back

Copy Configurations

System Setup List Maintenance Setup Clean-up

Review Board Notification Setup

- Review Response Notification Setup
- Continuing Review Notification Setup** ←
- 3yr Continuing Review Notification Setup
- Renewal Notification Setup
- 3yr Full Renewal Notification Setup
- Reviewers Notification Setup
- Internal Documents Notification
- Internal Routing Notification
- Pre Review Assignment Notification
- Meeting Agenda And Minute Notification
- Meeting Attendance Notification Setup
- Outcome Letter Notification
- Outstanding Stipulations Notification
- Board Members Notification Setup
- Special Purpose Forms Response Notification Setup

The **Continuing Review Notification Setup** page is opened. Click the icon in the **Edit** column for the applicable notification.

My Workspaces IACUC **Continuing Review Notification Setup** Back

List of Continuing Review Notifications

Add a New Notification Delete Notification(s)

<input type="checkbox"/>	Edit	Type	Notification prior to expiration date	Title	Send E-mail Notification
<input type="checkbox"/>		Continuing Review Notification	60 Days	[%iacuc_number%] Continuing Review Approval Due in 60 Days	Yes
<input type="checkbox"/>		Continuing Review Notification	30 Days	[%iacuc_number%] Continuing Review Approval Due in 30 Days	Yes
<input type="checkbox"/>		Continuing Review Notification	1 Days	[%iacuc_number%] Continuing Review Approval Due Tomorrow	Yes

The notification opens for editing in the **Edit Continuing Review Notification** page.

The screenshot shows the 'Edit Continuing Review Notification' interface. At the top, there are tabs for 'My Workspaces' and 'IACUC', and a 'Back' button. Below these are 'Insert Merge Code' and 'Save Notification' buttons. The main form has several sections:

- Type of Notification:** Continuing Review Notification
- Title:** A text field containing '[%iacuc_number%] Continuing Review Approval Due in 15 Days' and an 'Include RB Number' button. A red arrow points to this button.
- Notification if within:** A text field with '15' and 'in days.'
- Send E-Mail Notification:** Radio buttons for 'Yes' (selected) and 'No'.
- Send To:** Checkboxes for 'Principal Investigator' and 'Study Contact', both checked.
- Additional Recipients:** An 'Add' button.
- E-mail Content:** A rich text editor with a toolbar and the following text:


```
Date: [%today%]
Principal Investigator: [%pi_name2%]
AUP number: [%iacuc_number%]
Title: [%study_title%]
Protocol Expiration Date: [%iacuc_full_renewal%]
Continuing Review Expiration Date: [%iacuc_cont_review%]

[%pi_lname%],
This message serves as your notification that the continuing review for the above study must be approved by [%iacuc_cont_review%]. Please submit your continuing review immediately.

Thank you!
```

Make desired changes to the notification.

The **Title** field is used as the subject line in the notification e-mail. To include the study number in this field, place the cursor where the study number should appear and click the **Include RB Number** button (red arrow in screenshot above).

The **Notification if Within** field specifies how many days ahead of the due date the notification is to be sent.

If “Yes” is selected for **Send E-Mail Notification** the notification is sent to the recipient(s). If “No” is selected the notification is saved to the system for recordkeeping purposes but is not sent.

Select the applicable checkbox(es) in the **Send To** field to send the notification to personnel in PI and/or Study Contact roles.

Click the **Add** button to select additional iRIS™ users to receive the notification. The **Search User Directory** page opens for user lookup and selection.

The screenshot shows the 'Search User Directory' interface. At the top, there are tabs for 'My Workspaces' and 'IACUC', and a 'Back' button. Below these are 'Directory Browse/Find' and 'Find' buttons. The main form has several sections:

- Last Name:** A text field with a placeholder '(You may enter a partial name to search)'.
- First Name:** A text field.
- Department:** A dropdown menu with 'All Departments' selected.
- Find:** A button.
- Search Results:** A large empty box with the text '(search results display here)' centered inside.

As shown in the screenshot above, the user directory can be searched by full or partial **Last Name** or **First Name**, by **Department**, or by any combination of the three. Enter desired search criteria in the top section of the form and click the **Find** button. Search results display in the lower part of the page.

Click the checkmark icon in the **Select User** column to add a single user to the notification distribution list.

The results list may include multiple names of iRIS™ users to be added to the distribution list. In that case select the checkbox(es) at far left for all applicable users and click the **Save Selected User(s)** button. The selected user(s) are added on the **Setup Internal Document Notification** page.

If a user is added in error, select the checkbox to the left of that user’s name and click the **Delete** button to remove the user from distribution.

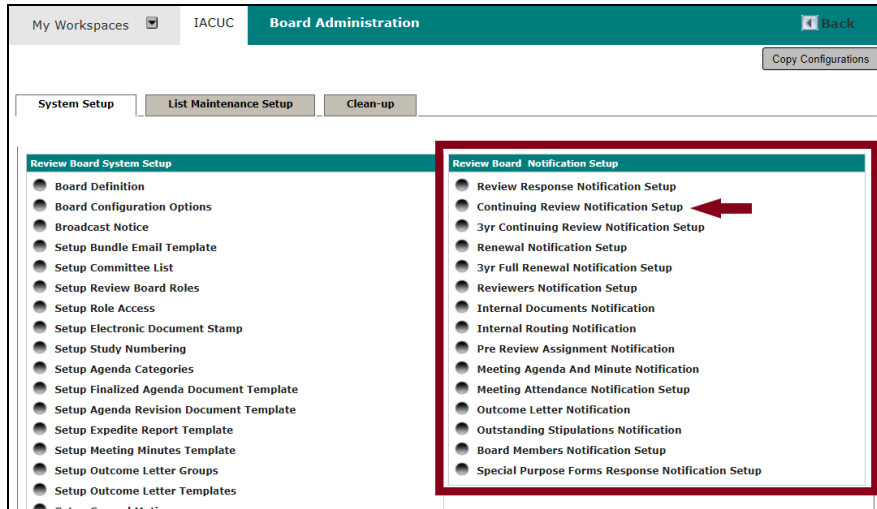
Desired boilerplate text and Merge Codes are entered in the **E-Mail Content** text editor. *See the Using Merge Codes in Notifications section of this manual for more information.*

Click the **Save Notification** button to save the notification and close the configuration panel. The notification is revised on the **Continuing Review Notification Setup** page.

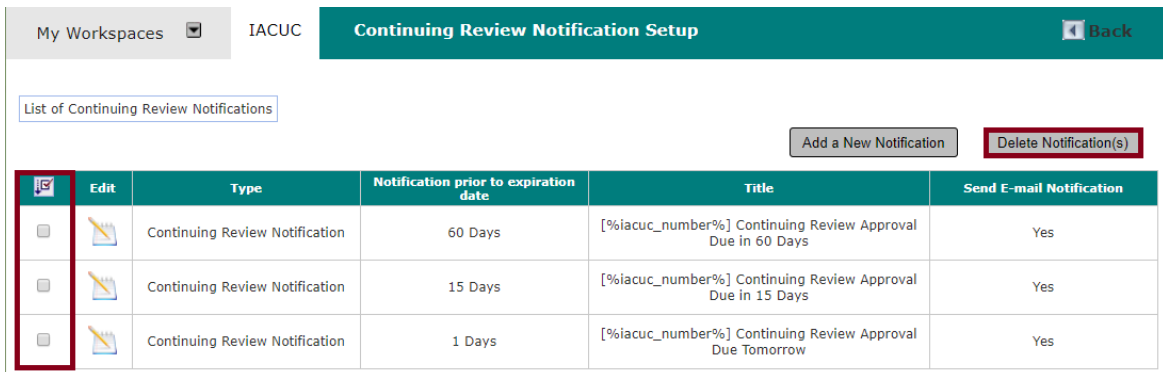
Edit	Type	Notification prior to expiration date	Title	Send E-mail Notification
<input type="checkbox"/>	Continuing Review Notification	60 Days	[%iacuc_number%] Continuing Review Approval Due in 60 Days	Yes
<input type="checkbox"/>	Continuing Review Notification	15 Days	[%iacuc_number%] Continuing Review Approval Due in 15 Days	Yes
<input type="checkbox"/>	Continuing Review Notification	1 Days	[%iacuc_number%] Continuing Review Approval Due Tomorrow	Yes

Delete Continuing Review Notification

Navigate to IACUC Assistant > Review Board Administration > **Continuing Review Notification Setup** link.



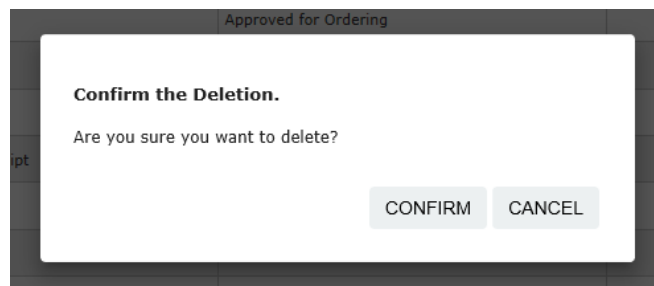
The **Continuing Review Notification Setup** page is opened.



CAUTION: Deleting a configured notification de-configures the notification. Until the notification is reconfigured, no notifications of this type will be sent.

Select the checkbox(es) in the far-left column for the applicable notification(s) and click the **Delete Notification(s)** button.

A confirmation popup window displays.



Click **CANCEL** to close the popup without deleting the record.

Click **CONFIRM** to delete the record and close the popup. The selected notification type is now unconfigured on the notification setup page.

The screenshot displays the 'Continuing Review Notification Setup' page. At the top, there are tabs for 'My Workspaces' and 'IACUC', and a 'Back' button. Below the tabs is a search bar labeled 'List of Continuing Review Notifications'. To the right of the search bar are two buttons: 'Add a New Notification' and 'Delete Notification(s)'. The main content is a table with the following columns: 'Edit', 'Type', 'Notification prior to expiration date', 'Title', and 'Send E-mail Notification'.

Edit	Type	Notification prior to expiration date	Title	Send E-mail Notification
	Continuing Review Notification	60 Days	[%iacuc_number%] Continuing Review Approval Due in 60 Days	Yes
	Continuing Review Notification	1 Days	[%iacuc_number%] Continuing Review Approval Due Tomorrow	Yes

Three Year Review/Renewal Notifications

Where the properties system.use_3yr_continuation_notice and system.use_3yr_full_renewal_notice are set to “Yes” (under My Workspaces > System Administration > System Configuration > Study Default Settings), notifications can be configured to automatically alert applicable study personnel when an IACUC study’s required three (3) year continuing review or full renewal due date is upcoming. The notification prompts recipients to review study documents and status and give their approval if they wish the study to be renewed.

Note that requirements for three year continuing versus full renewal approvals are governed by federal regulations and the institution’s own policies. It is the responsibility of the institution to ensure the correct type of approval is granted for IACUC studies that continue beyond three years from activation date.

Multiple versions of each notification type can be configured to address each different review/renewal form type in use at the institution.

The process and form for creating both types of notification are the same.

*** Review Board:** IACUC

*** Form Type:** --none--

Form Label:

Description:

Form Order: 1

Copy expiring study into new application: Yes No

Use Help Link or Help Text: Help Link Help Text

Help Link:

or Help Text:

To access the applicable setup area, navigate to IACUC Assistant > Review Board Administration > **3yr Continuing Review Notification Setup** link or IACUC Assistant > Review Board Administration > **3yr Full Renewal Notification Setup** link.

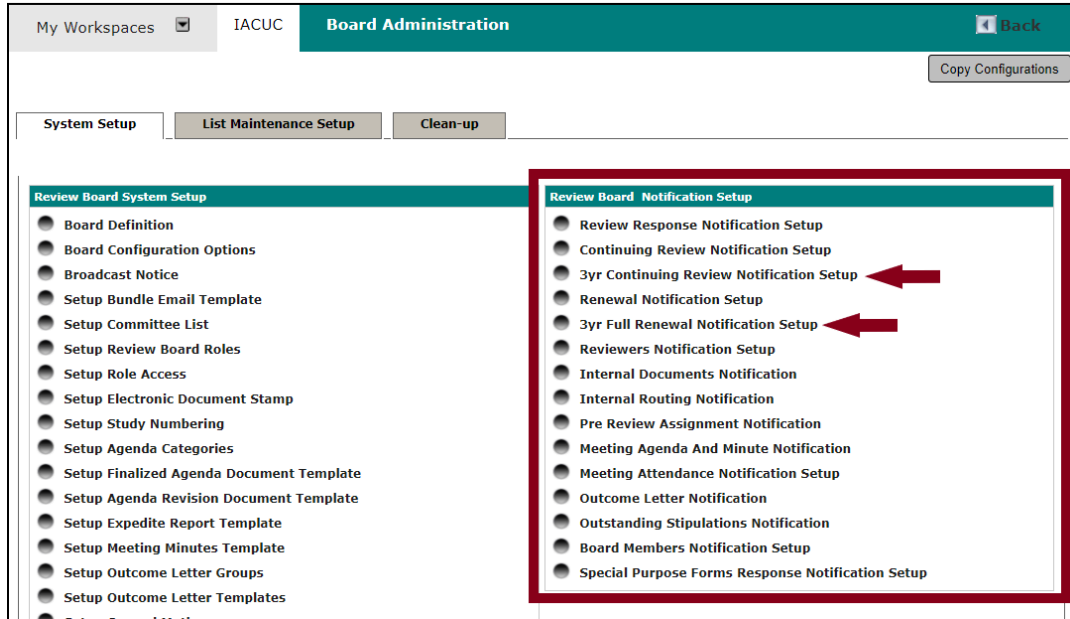
My Workspaces IACUC **Board Administration** [Back](#) [Copy Configurations](#)

System Setup | **List Maintenance Setup** | **Clean-up**

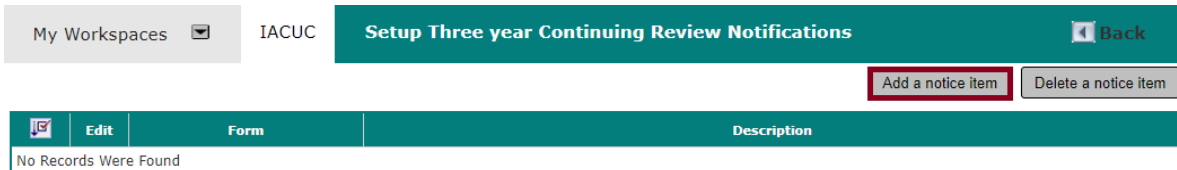
- Review Board System Setup**
 - Board Definition
 - Board Configuration Options
 - Broadcast Notice
 - Setup Bundle Email Template
 - Setup Committee List
 - Setup Review Board Roles
 - Setup Role Access
 - Setup Electronic Document Stamp
 - Setup Study Numbering
 - Setup Agenda Categories
 - Setup Finalized Agenda Document Template
 - Setup Agenda Revision Document Template
 - Setup Expedite Report Template
 - Setup Meeting Minutes Template
 - Setup Outcome Letter Groups
 - Setup Outcome Letter Templates
- Review Board Notification Setup**
 - Review Response Notification Setup
 - Continuing Review Notification Setup
 - **3yr Continuing Review Notification Setup** ←
 - Renewal Notification Setup
 - **3yr Full Renewal Notification Setup** ←
 - Reviewers Notification Setup
 - Internal Documents Notification
 - Internal Routing Notification
 - Pre Review Assignment Notification
 - Meeting Agenda And Minute Notification
 - Meeting Attendance Notification Setup
 - Outcome Letter Notification
 - Outstanding Stipulations Notification
 - Board Members Notification Setup
 - Special Purpose Forms Response Notification Setup

Add Three Year Review/Renewal Notification

To access the applicable setup area, navigate to IACUC Assistant > Review Board Administration > **3yr Continuing Review Notification Setup** link or IACUC Assistant > Review Board Administration > **3yr Full Renewal Notification Setup** link.



The applicable Setup page is opened.

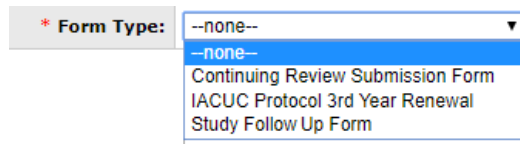


The example above shows the **Setup Three year Continuing Review Notifications** page, but page elements are the same on the companion **Setup Three year Full Renewal Notifications** page. Click the **Add a notice item** button.

An add panel is opened for creation of the notification.

Use the provided fields to create the notification.

Click in the **Form Type** field to open a dropdown picklist of options, then select the applicable item. Note that because forms are configured by the institution, form types and titles shown in this list will vary by institution.



Text entry fields are provided to enter a **Form Label** and **Description**.

Enter a number in the **Form Order** field to indicate this form type’s priority level versus other renewal form types.

Select “Yes” or “No” for **Copy expiring study into new application**, according to the institution’s internal requirements and policies.

The last three fields enable inclusion of additional instructions or information in the notification.

- set the **User Help Link or Help Text** field to “Help Link” and enter the applicable URL in the **Help Link** field to direct notification recipients to an online instruction or information resource
- OR —
- set the **User Help Link or Help Text** field to “Help Text” and enter desired instructions or information in the **or Help Text** text editor

An example of the completed add panel is shown below.

My Workspaces IACUC **Setup Three year Continuing Review Notifications** Back

Save notice

* Review Board:	IACUC
* Form Type:	Continuing Review Submission Form
Form Label:	IACUC 3 Yr Continuing Review Submission Form
Description:	IACUC 3 year continuing review form for board review and renewal
Form Order:	1
Copy expiring study into new application:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Use Help Link or Help Text:	<input checked="" type="radio"/> Help Link <input type="radio"/> Help Text
Help Link:	https://grants.nih.gov/grants/olaw/references/contop96.htm
or Help Text:	

Click the **Save Notice** button to save the notification and close the add panel. The new notification is configured on the **Setup Three year Continuing Review Notifications** page.

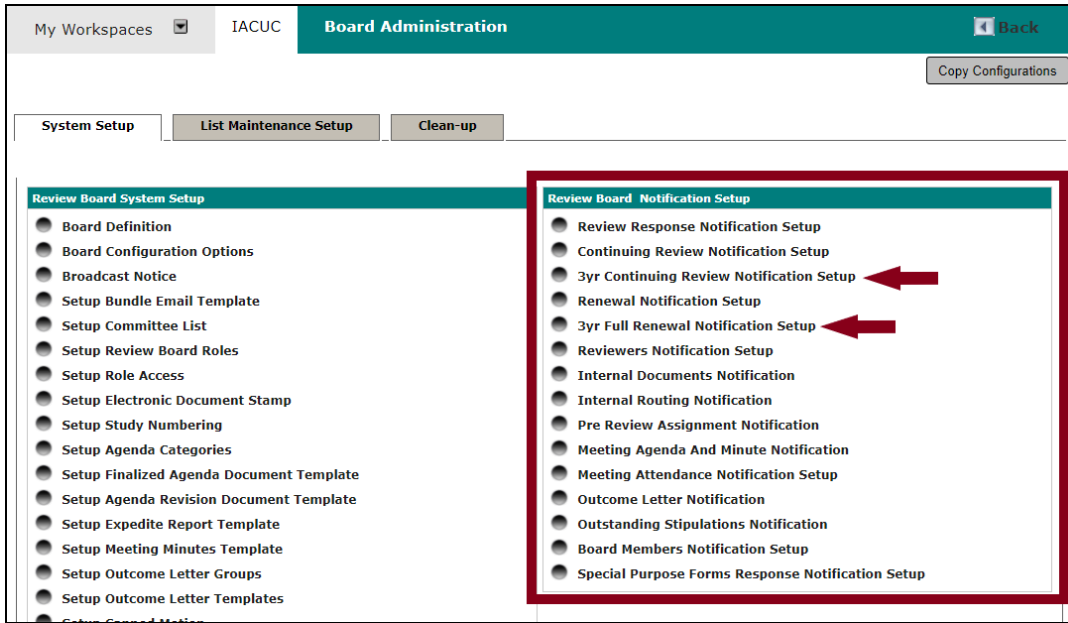
My Workspaces IACUC **Setup Three year Continuing Review Notifications** Back

Add a notice item Delete a notice item

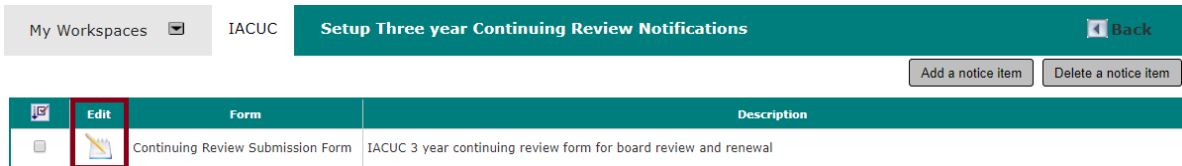
	Edit	Form	Description
		Continuing Review Submission Form	IACUC 3 year continuing review form for board review and renewal

Edit Three Year Review/Renewal Notification

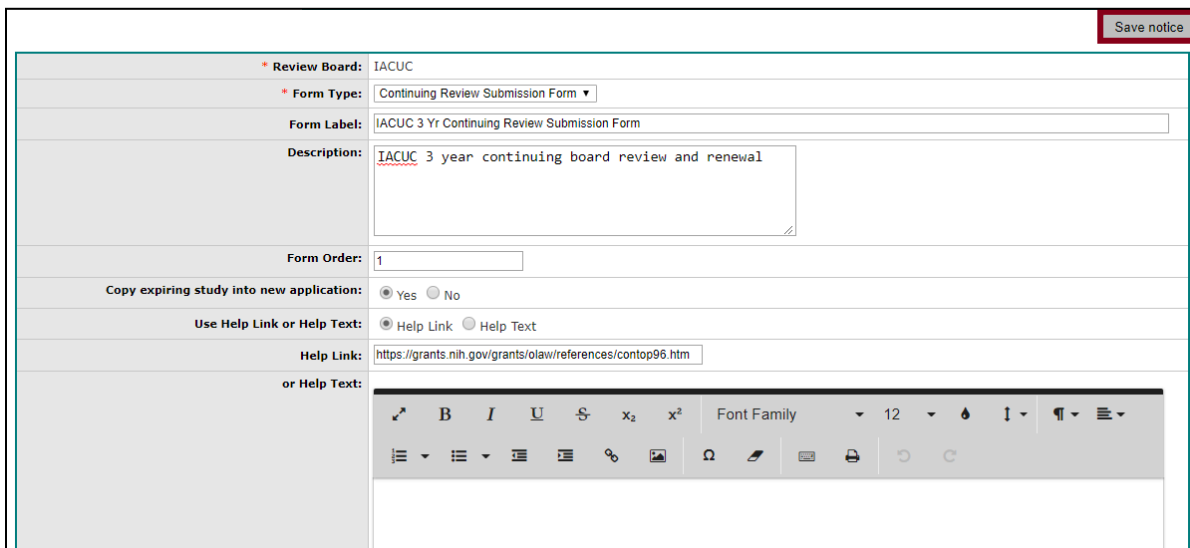
To access the applicable setup area, navigate to IACUC Assistant > Review Board Administration > **3yr Continuing Review Notification Setup** link or IACUC Assistant > Review Board Administration > **3yr Full Renewal Notification Setup** link.



The applicable Setup page is opened.

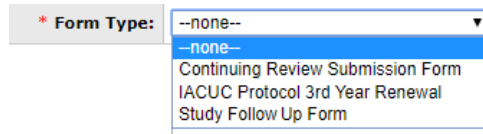


The example above shows the **Setup Three year Continuing Review Notifications** page, but page elements are the same on the companion **Setup Three year Full Renewal Notifications** page. Click the icon in the **Edit** column for the applicable notification. The notification is opened in an edit panel.



Make desired changes to the notification.

Click in the **Form Type** field to open a dropdown picklist of options, then select the applicable item. Note that because forms are configured by the institution, form types and titles shown in this list will vary by institution.



* Form Type: --none--
--none--
Continuing Review Submission Form
IACUC Protocol 3rd Year Renewal
Study Follow Up Form

Text entry fields are provided for **Form Label** and **Description**.

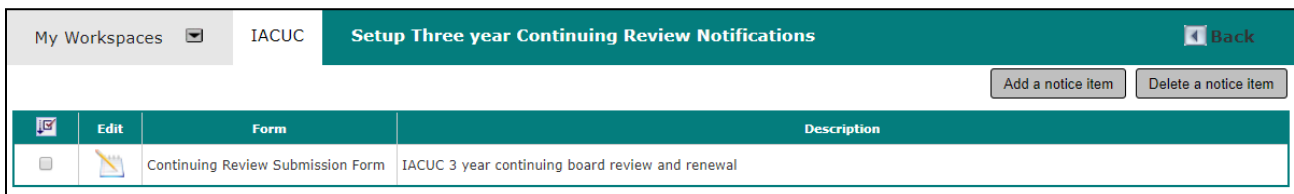
Enter a number in the **Form Order** field to indicate this form type’s priority level versus other renewal form types.

Select “Yes” or “No” for **Copy expiring study into new application**, according to the institution’s internal requirements and policies.

The last three fields enable inclusion of additional instructions or information in the notification.

- set the **User Help Link or Help Text** field to “Help Link” and enter the applicable URL in the **Help Link** field to direct notification recipients to an online instruction or information resource
- OR —
- set the **User Help Link or Help Text** field to “Help Text” and enter desired instructions or information in the **or Help Text** text editor

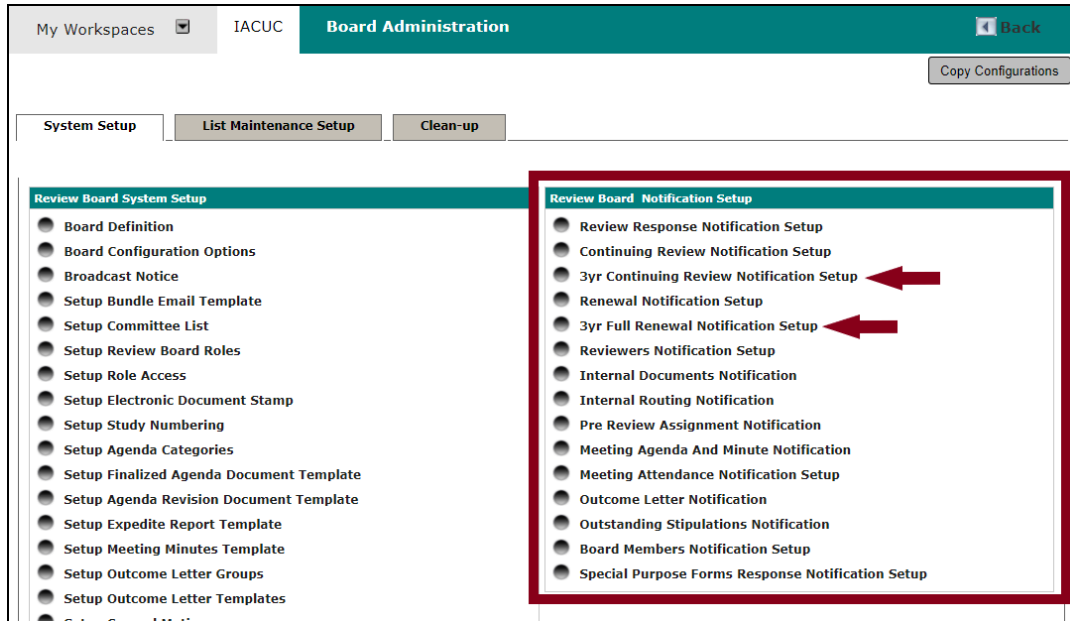
Click the **Save Notice** button to save the notification and close the edit panel. The notification is revised on the **Setup Three year Continuing Review Notifications** page.



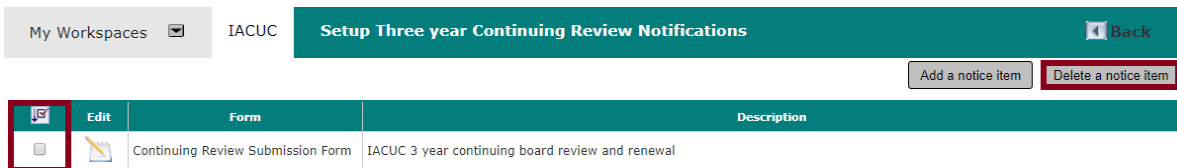
My Workspaces		IACUC		Setup Three year Continuing Review Notifications		Back
Form	Description					
Continuing Review Submission Form	IACUC 3 year continuing board review and renewal					

Delete Three Year Review/Renewal Notification

To access the applicable setup area, navigate to IACUC Assistant > Review Board Administration > **3yr Continuing Review Notification Setup** link or IACUC Assistant > Review Board Administration > **3yr Full Renewal Notification Setup** link.



The applicable Setup page is opened.



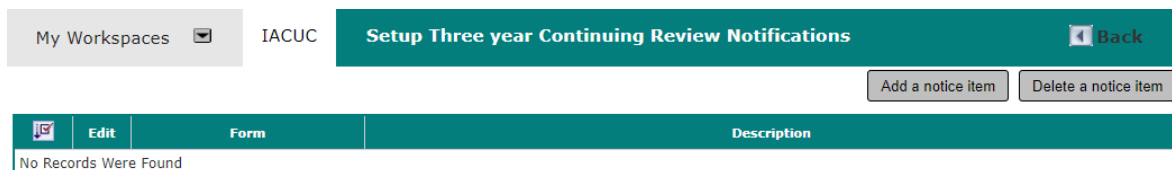
The example above shows the **Setup Three year Continuing Review Notifications** page, but page elements are the same on the companion **Setup Three year Full Renewal Notifications** page.

CAUTION: Deleting a configured notification de-configures the notification. Until the notification is reconfigured, no notifications of this type will be sent.

Select the checkbox(es) in the far-left column for the applicable notification(s) and click the **Delete a notice item** button.

CAUTION: this action will immediately delete the notification, and this action cannot be undone. If a notification is deleted in error, it must be reconfigured using the add function (see the Add 3yr Continuing Review Notification section of this manual).

The selected notification type is now unconfigured on the notification setup page.



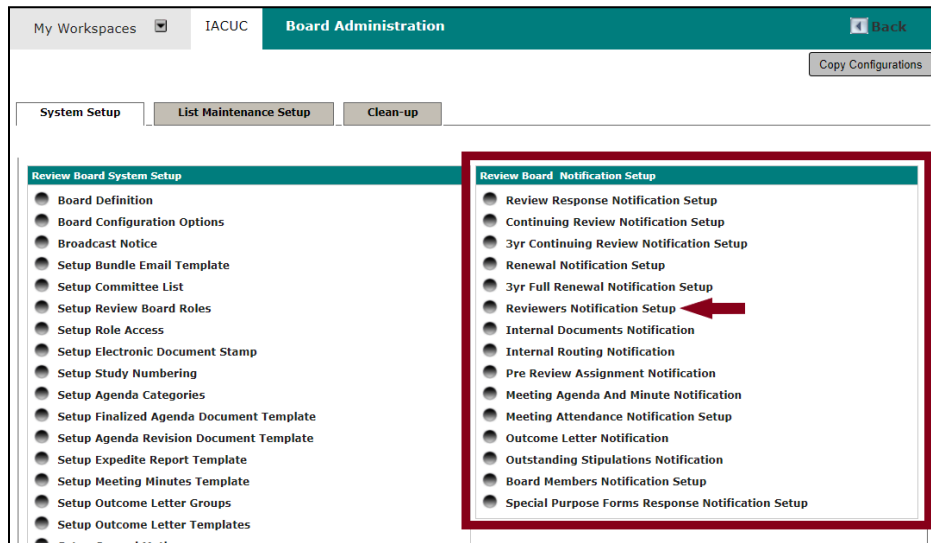
Reviewer Notifications

When configured, a reviewer notification is automatically sent to applicable study personnel when a new assignment is entered for a reviewer, a reviewer task is complete, or a reviewer is un-assigned from a task.

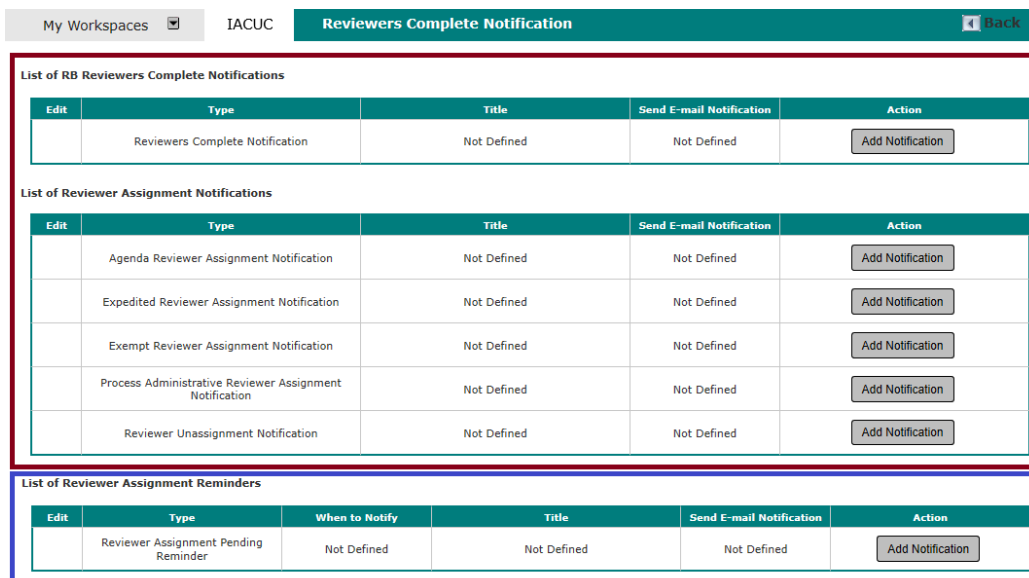
Reviewer reminder notifications can also be configured to automatically send when a reviewer task is assigned but has not yet been completed.

Both types of notification are configured on the **Reviewers Complete Notification** page.

To access the page, navigate to IACUC Assistant > Review Board Administration > **Reviewers Notification Setup** link.



The **Reviewers Complete Notification** page opens.




As indicated by the colored boxes in the screenshot above, two general types of notifications can be configured on this page.

The red box encloses notifications automatically sent to inform various types of reviewers of a task completion status, a new reviewer assignment, or that a reviewer assignment is removed. Notice that placeholders for these notifications are pre-populated, and while these notification types can be edited, they cannot be deleted. Notice also that no add buttons are provided for these notification types, only one version of each of these notifications can be configured at any time.

- the “Reviewers Complete” notification type is sent to the study Assigned Analyst when a review status is changed to complete
- the four “Reviewer Assignment” notification types (“Agenda”, “Expedited”, “Exempt”, “Process Administrative”) are sent to the study Assigned Reviewer(s) when a new task for the applicable review type is assigned
- the “Reviewer Unassignment” notification type is sent to the applicable study Assigned Reviewer when that reviewer’s task is un-assigned

The blue box encloses the “Reviewer Assignment Pending Reminder” notification type. When configured, this notification type is automatically sent when a study reviewer task is assigned but has not yet been completed.

Edit	Type	Title	Send E-mail Notification	Action
	Agenda Reviewer Assignment Notification	Agenda Reviewer Assignment	Yes	Delete Notification
	Expedited Reviewer Assignment Notification	Not Defined	Not Defined	Add Notification
	Exempt Reviewer Assignment Notification	Not Defined	Not Defined	Add Notification
	Process Administrative Reviewer Assignment Notification	Not Defined	Not Defined	Add Notification
	Reviewer Unassignment Notification	Not Defined	Not Defined	Add Notification

As illustrated by the screenshot above:

- only one version of each reviewer complete/assignment/unassignment notification type can be configured, no add button is provided for notification types that are already configured
- until a notification type is configured, its **Title**, **Send E-Mail Notification**, and **When to Notify** (“Reviewer Assignment Pending Reminder” notification type only) fields are set to “Not Defined” and an add button is provided for the notification (red box)
- after a notification type is configured, its **Title**, **Send E-Mail Notification**, and **When to Notify** (“Reviewer Assignment Pending Reminder” notification type only) fields are populated and an **Edit** icon and **Delete** button are provided for the notification (red arrows)

The same configuration panel is used for all six (6) of the reviewer complete/assignment/unassignment notification types.

The **Title** field is used as the subject line in the notification e-mail.

If “Yes” is selected for **Send E-Mail Notification** the notification is sent to the recipient. If “No” is selected the notification is saved to the system for recordkeeping purposes but is not sent.

Desired boilerplate text and Merge Codes are entered in the **E-Mail Content** text editor. *See the Using Merge Codes in Notifications section of this manual for more information.*

Configure Reviewer Notification

Navigate to IACUC Assistant > Review Board Administration > **Reviewers Notification Setup** link.

The **Reviewers Complete Notification** page opens.

My Workspaces IACUC Reviewers Complete Notification Back

List of RB Reviewers Complete Notifications

Edit	Type	Title	Send E-mail Notification	Action
	Reviewers Complete Notification	Not Defined	Not Defined	Add Notification

List of Reviewer Assignment Notifications

Edit	Type	Title	Send E-mail Notification	Action
	Agenda Reviewer Assignment Notification	Not Defined	Not Defined	Add Notification
	Expedited Reviewer Assignment Notification	Not Defined	Not Defined	Add Notification
	Exempt Reviewer Assignment Notification	Not Defined	Not Defined	Add Notification
	Process Administrative Reviewer Assignment Notification	Not Defined	Not Defined	Add Notification
	Reviewer Unassignment Notification	Not Defined	Not Defined	Add Notification


List of Reviewer Assignment Reminders

Edit	Type	When to Notify	Title	Send E-mail Notification	Action
	Reviewer Assignment Pending Reminder	Not Defined	Not Defined	Not Defined	Add Notification

As indicated by the colored boxes in the screenshot above, two general types of notifications can be configured on this page.

The red box encloses notifications automatically sent to inform various types of reviewers of a task completion status, a new reviewer assignment, or that a reviewer assignment is removed.

The blue box encloses the “Reviewer Assignment Pending Reminder” notification type.

Edit	Type	Title	Send E-mail Notification	Action
	Agenda Reviewer Assignment Notification	Agenda Reviewer Assignment	Yes	Delete Notification
	Expedited Reviewer Assignment Notification	Not Defined	Not Defined	Add Notification
	Exempt Reviewer Assignment Notification	Not Defined	Not Defined	Add Notification
	Process Administrative Reviewer Assignment Notification	Not Defined	Not Defined	Add Notification
	Reviewer Unassignment Notification	Not Defined	Not Defined	Add Notification

As illustrated by the screenshot above:

- only one version of each reviewer complete/assignment/unassignment notification type can be configured, no add button is provided for notification types that are already configured
- until a notification type is configured, its **Title** and **Send E-Mail Notification** fields are set to “Not Defined” and an add button is provided for the notification (red box)
- after a notification type is configured, its **Title** and **Send E-Mail Notification** fields are populated and an **Edit** icon and **Delete** button are provided for the notification (red arrows)

In the screenshot below, no notifications are configured. Click the applicable **Add Notification** button.

My Workspaces ▾ IACUC Reviewers Complete Notification Back

List of RB Reviewers Complete Notifications

Edit	Type	Title	Send E-mail Notification	Action
	Reviewers Complete Notification	Not Defined	Not Defined	Add Notification

List of Reviewer Assignment Notifications

Edit	Type	Title	Send E-mail Notification	Action
	Agenda Reviewer Assignment Notification	Not Defined	Not Defined	Add Notification
	Expedited Reviewer Assignment Notification	Not Defined	Not Defined	Add Notification
	Exempt Reviewer Assignment Notification	Not Defined	Not Defined	Add Notification
	Process Administrative Reviewer Assignment Notification	Not Defined	Not Defined	Add Notification
	Reviewer Unassignment Notification	Not Defined	Not Defined	Add Notification

List of Reviewer Assignment Reminders

Edit	Type	When to Notify	Title	Send E-mail Notification	Action
	Reviewer Assignment Pending Reminder	Not Defined	Not Defined	Not Defined	Add Notification

A notification configuration panel opens. The same configuration panel is used for all six (6) of the reviewer notification types enclosed by the red box in the screenshot above.

My Workspaces ▾ IACUC Back

Insert Merge Code Save Notification

Type of Notification: Agenda Reviewer Assignment Notification

Title: Agenda Reviewer Assignment

Send E-Mail Notification: Yes No

E-mail Content:

Be advised you have been assigned a reviewer task. Please see your workspace Task List for details of the assigned task.

In this example an “Agenda Reviewer Assignment Notification” is being configured.

Enter the desired subject line of the notification email in the **Title** field.

Select “Yes” or “No” for **Send E-Mail Notification**. If “Yes” is selected the notification is sent to the recipient(s). If “No” is selected the notification is saved to the system for recordkeeping purposes but is not sent.

Enter desired boilerplate text and Merge Codes in the **E-Mail Content** text editor. *See the Using Merge Codes in Notifications section of this manual for more information.*

Click the **Save Notification** button to save the notification and close the configuration panel. The notification is configured on the notification setup page.

My Workspaces ▾ IACUC **Reviewers Complete Notification** [Back](#)

List of RB Reviewers Complete Notifications

Edit	Type	Title	Send E-mail Notification	Action
	Reviewers Complete Notification	Not Defined	Not Defined	<input type="button" value="Add Notification"/>

List of Reviewer Assignment Notifications

Edit	Type	Title	Send E-mail Notification	Action
	Agenda Reviewer Assignment Notification	Agenda Reviewer Assignment	Yes	<input type="button" value="Delete Notification"/>
	Expedited Reviewer Assignment Notification	Not Defined	Not Defined	<input type="button" value="Add Notification"/>
	Exempt Reviewer Assignment Notification	Not Defined	Not Defined	<input type="button" value="Add Notification"/>
	Process Administrative Reviewer Assignment Notification	Not Defined	Not Defined	<input type="button" value="Add Notification"/>
	Reviewer Unassignment Notification	Not Defined	Not Defined	<input type="button" value="Add Notification"/>

List of Reviewer Assignment Reminders

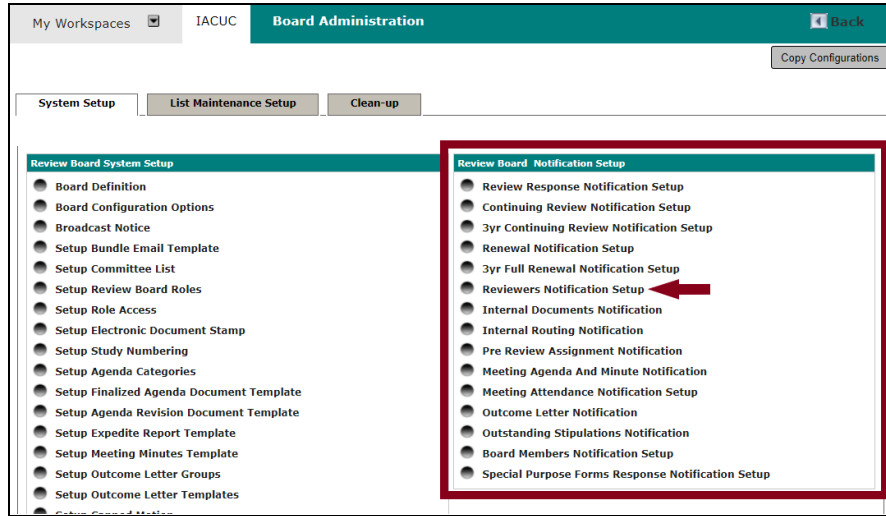
Edit	Type	When to Notify	Title	Send E-mail Notification	Action
	Reviewer Assignment Pending Reminder	Not Defined	Not Defined	Not Defined	<input type="button" value="Add Notification"/>

Notice that a **Delete Notification** button now appears in place of the **Add Notification** button, indicating that no additional versions of this notification type can be created. This is the case for all reviewer complete/assignment/unassignment notification types when configured.

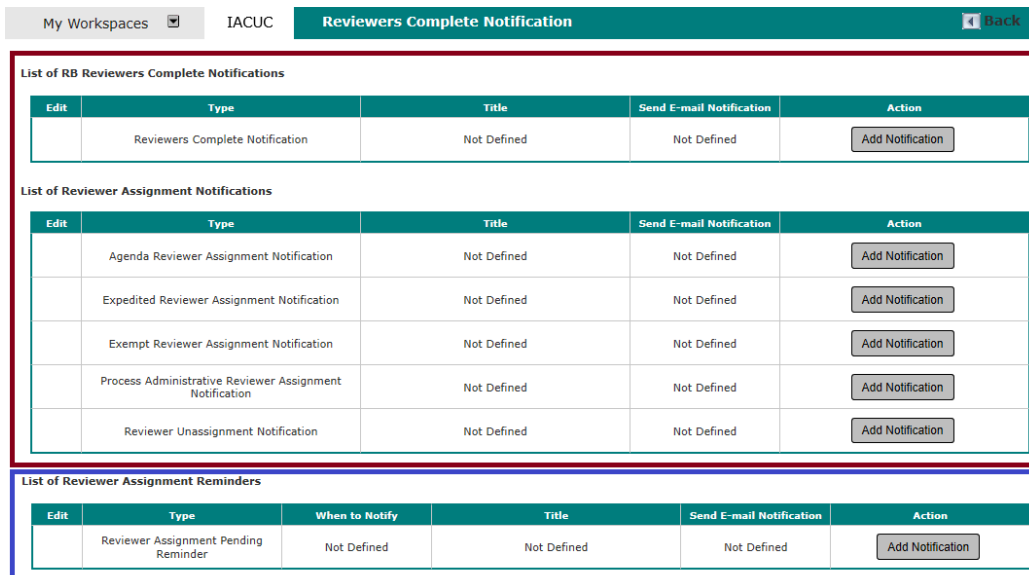
Also notice that an icon is now available in the **Edit** column for the configured notification, indicating that it can be revised. This is the case for all reviewer complete/assignment/unassignment notification types when configured.

Edit Reviewer Notification

Navigate to IACUC Assistant > Review Board Administration > **Reviewers Notification Setup** link.




The Reviewers Complete Notification page opens.



As indicated by the colored boxes in the screenshot above, two general types of notifications can be configured on this page.

The red box encloses notifications automatically sent to inform various types of reviewers of a task completion status, a new reviewer assignment, or that a reviewer assignment is removed.

The blue box encloses the “Reviewer Assignment Pending Reminder” notification type.


Edit	Type	Title	Send E-mail Notification	Action
	Agenda Reviewer Assignment Notification	Agenda Reviewer Assignment	Yes	Delete Notification
	Expedited Reviewer Assignment Notification	Not Defined	Not Defined	Add Notification
	Exempt Reviewer Assignment Notification	Not Defined	Not Defined	Add Notification
	Process Administrative Reviewer Assignment Notification	Not Defined	Not Defined	Add Notification
	Reviewer Unassignment Notification	Not Defined	Not Defined	Add Notification

As illustrated by the screenshot above:

- only one version of each reviewer complete/assignment/unassigned notification type can be configured, no add button is provided for notification types that are already configured
- until a notification type is configured, its **Title** and **Send E-Mail Notification** fields are set to “Not Defined” and an add button is provided for the notification (red box)
- after a notification type is configured, its **Title**, **Send E-Mail Notification**, and **When to Notify** (where applicable) fields are populated and an **Edit** icon and **Delete** button are provided for the notification (red arrows)

Click the icon in the **Edit** column for the applicable notification type.

List of Reviewer Assignment Notifications

Edit	Type	Title	Send E-mail Notification	Action
	Agenda Reviewer Assignment Notification	Agenda Reviewer Assignment	Yes	Delete Notification
	Expedited Reviewer Assignment Notification	Not Defined	Not Defined	Add Notification
	Exempt Reviewer Assignment Notification	Not Defined	Not Defined	Add Notification
	Process Administrative Reviewer Assignment Notification	Not Defined	Not Defined	Add Notification
	Reviewer Unassignment Notification	Not Defined	Not Defined	Add Notification

The notification is opened in a configuration panel. The same configuration panel is used for all reviewer complete/assignment/unassignment notifications.

The screenshot shows a web-based form titled "Edit Reviewer Assignment Notifications" within the "IACUC" workspace. At the top right, there are two buttons: "Insert Merge Code" and "Save Notification", with the latter being highlighted in red. The form is divided into several sections:

- Type of Notification:** A dropdown menu currently set to "Agenda Reviewer Assignment Notification".
- Title:** A text input field containing "Agenda Reviewer Assignment Notification".
- Send E-Mail Notification:** Radio buttons for "Yes" (selected) and "No".
- E-mail Content:** A rich text editor with a toolbar (bold, italic, underline, strikethrough, subscript, superscript, font face, font size, color, background color, bulleted list, numbered list, link, unlink, image, link icon, unlink icon, undo, redo) and the text: "Be advised you have been assigned a reviewer task. Please see your workspace Task List for details of the assigned task."

In this example an “Agenda Reviewer Assignment Notification” is being revised. Make desired changes to the notification.

The **Title** field is used as the subject line in the notification e-mail.

If “Yes” is selected for **Send E-Mail Notification** the notification is sent to the recipient. If “No” is selected the notification is saved to the system for recordkeeping purposes but is not sent.

Desired boilerplate text and Merge Codes are entered in the **E-Mail Content** text editor. *See the Using Merge Codes in Notifications section of this manual for more information.*

Click the **Save Notification** button to save the notification and close the configuration panel. The notification is revised on the notification setup page.

My Workspaces IACUC **Reviewers Complete Notification** Back

List of RB Reviewers Complete Notifications

Edit	Type	Title	Send E-mail Notification	Action
	Reviewers Complete Notification	Not Defined	Not Defined	Add Notification

List of Reviewer Assignment Notifications

Edit	Type	Title	Send E-mail Notification	Action
	Agenda Reviewer Assignment Notification	Agenda Reviewer Assignment Notification	Yes	Delete Notification
	Expedited Reviewer Assignment Notification	Not Defined	Not Defined	Add Notification
	Exempt Reviewer Assignment Notification	Not Defined	Not Defined	Add Notification
	Process Administrative Reviewer Assignment Notification	Not Defined	Not Defined	Add Notification
	Reviewer Unassignment Notification	Not Defined	Not Defined	Add Notification

List of Reviewer Assignment Reminders

Edit	Type	When to Notify	Title	Send E-mail Notification	Action
	Reviewer Assignment Pending Reminder	Not Defined	Not Defined	Not Defined	Add Notification

Delete Reviewer Notification

Navigate to IACUC Assistant > Review Board Administration > **Reviewers Notification Setup** link.

My Workspaces IACUC **Board Administration** Back

Copy Configurations

System Setup List Maintenance Setup Clean-up

Review Board System Setup

- Board Definition
- Board Configuration Options
- Broadcast Notice
- Setup Bundle Email Template
- Setup Committee List
- Setup Review Board Roles
- Setup Role Access
- Setup Electronic Document Stamp
- Setup Study Numbering
- Setup Agenda Categories
- Setup Finalized Agenda Document Template
- Setup Agenda Revision Document Template
- Setup Expedite Report Template
- Setup Meeting Minutes Template
- Setup Outcome Letter Groups
- Setup Outcome Letter Templates

Review Board Notification Setup

- Review Response Notification Setup
- Continuing Review Notification Setup
- 3yr Continuing Review Notification Setup
- Renewal Notification Setup
- 3yr Full Renewal Notification Setup
- Reviewers Notification Setup
- Internal Documents Notification
- Internal Routing Notification
- Pre Review Assignment Notification
- Meeting Agenda And Minute Notification
- Meeting Attendance Notification Setup
- Outcome Letter Notification
- Outstanding Stipulations Notification
- Board Members Notification Setup
- Special Purpose Forms Response Notification Setup

The **Reviewers Complete Notification** page opens.

My Workspaces IACUC Reviewers Complete Notification Back

List of RB Reviewers Complete Notifications

Edit	Type	Title	Send E-mail Notification	Action
	Reviewers Complete Notification	Not Defined	Not Defined	Add Notification

List of Reviewer Assignment Notifications

Edit	Type	Title	Send E-mail Notification	Action
	Agenda Reviewer Assignment Notification	Not Defined	Not Defined	Add Notification
	Expedited Reviewer Assignment Notification	Not Defined	Not Defined	Add Notification
	Exempt Reviewer Assignment Notification	Not Defined	Not Defined	Add Notification
	Process Administrative Reviewer Assignment Notification	Not Defined	Not Defined	Add Notification
	Reviewer Unassignment Notification	Not Defined	Not Defined	Add Notification

List of Reviewer Assignment Reminders

Edit	Type	When to Notify	Title	Send E-mail Notification	Action
	Reviewer Assignment Pending Reminder	Not Defined	Not Defined	Not Defined	Add Notification

As indicated by the colored boxes in the screenshot above, two general types of notifications can be configured on this page.

The red box encloses notifications automatically sent to inform various types of reviewers of a task completion status, a new reviewer assignment, or that a reviewer assignment is removed.

The blue box encloses the “Reviewer Assignment Pending Reminder” notification type.

CAUTION: Deleting a configured notification de-configures the notification. Until the notification is reconfigured, no notifications of this type will be sent.

Click the **Delete Notification** button for the applicable notification.

My Workspaces IACUC Reviewers Complete Notification Back

List of RB Reviewers Complete Notifications

Edit	Type	Title	Send E-mail Notification	Action
	Reviewers Complete Notification	Not Defined	Not Defined	Add Notification

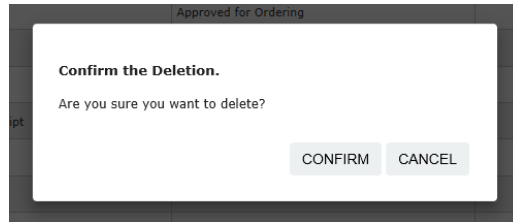
List of Reviewer Assignment Notifications

Edit	Type	Title	Send E-mail Notification	Action
	Agenda Reviewer Assignment Notification	Agenda Reviewer Assignment Notification	Yes	Delete Notification
	Expedited Reviewer Assignment Notification	Not Defined	Not Defined	Add Notification
	Exempt Reviewer Assignment Notification	Not Defined	Not Defined	Add Notification
	Process Administrative Reviewer Assignment Notification	Not Defined	Not Defined	Add Notification
	Reviewer Unassignment Notification	Not Defined	Not Defined	Add Notification

List of Reviewer Assignment Reminders

Edit	Type	When to Notify	Title	Send E-mail Notification	Action
	Reviewer Assignment Pending Reminder	Not Defined	Not Defined	Not Defined	Add Notification

A confirmation popup window displays.



Click **CANCEL** to close the popup without deleting the record.

Click **CONFIRM** to delete the record and close the popup. The selected notification type is now unconfigured on the notification setup page.

My Workspaces IACUC Reviewers Complete Notification [Back](#)

List of RB Reviewers Complete Notifications

Edit	Type	Title	Send E-mail Notification	Action
	Reviewers Complete Notification	Not Defined	Not Defined	Add Notification

List of Reviewer Assignment Notifications

Edit	Type	Title	Send E-mail Notification	Action
	Agenda Reviewer Assignment Notification	Not Defined	Not Defined	Add Notification
	Expedited Reviewer Assignment Notification	Not Defined	Not Defined	Add Notification
	Exempt Reviewer Assignment Notification	Not Defined	Not Defined	Add Notification
	Process Administrative Reviewer Assignment Notification	Not Defined	Not Defined	Add Notification
	Reviewer Unassignment Notification	Not Defined	Not Defined	Add Notification

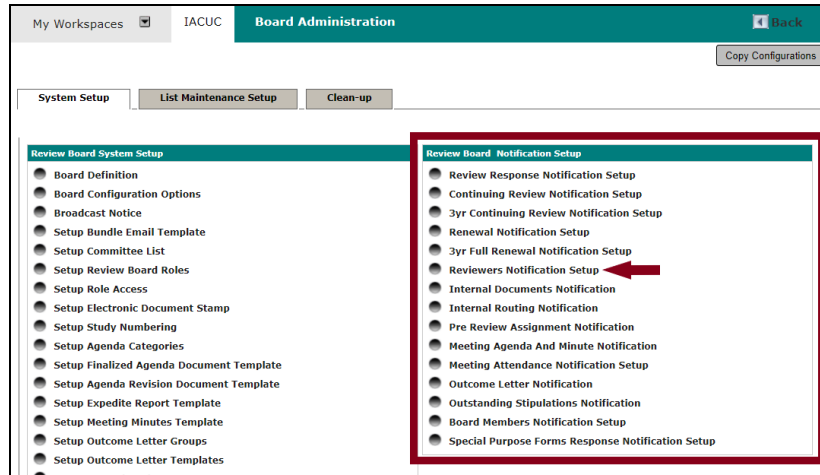
List of Reviewer Assignment Reminders

Edit	Type	When to Notify	Title	Send E-mail Notification	Action
	Reviewer Assignment Pending Reminder	Not Defined	Not Defined	Not Defined	Add Notification

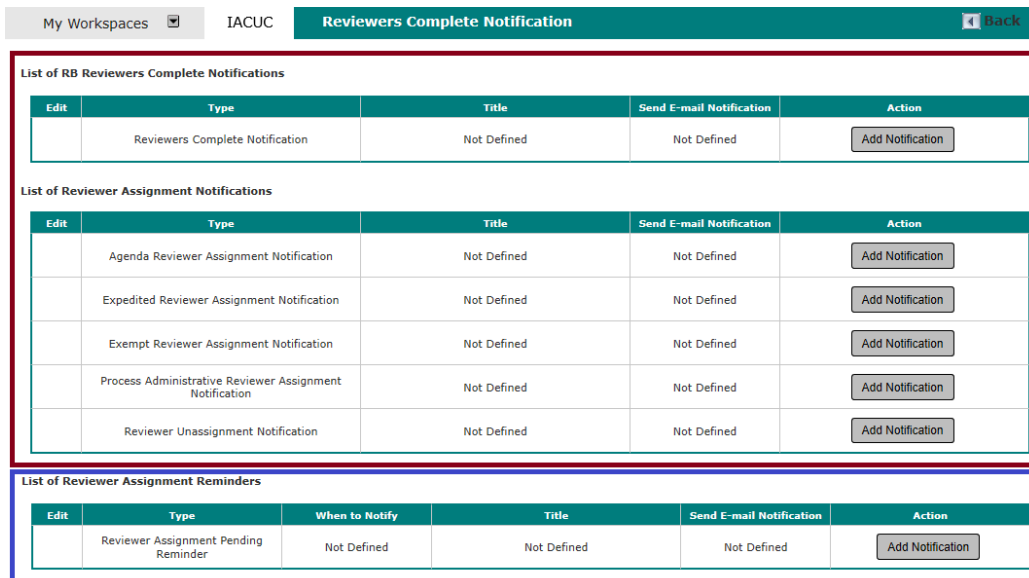
Notice that the **Edit** icon and **Delete Notification** button no longer appear, and an **Add Notification** button is provided for the now-unconfigured notification type.

Configure Reviewer Reminder

Navigate to IACUC Assistant > Review Board Administration > **Reviewers Notification Setup** link.



The Reviewers Complete Notification page opens.



As indicated by the colored boxes in the screenshot above, two general types of notifications can be configured on this page.

The red box encloses notifications automatically sent to inform various types of reviewers of a task completion status, a new reviewer assignment, or that a reviewer assignment is removed.

The blue box encloses the “Reviewer Assignment Pending Reminder” notification type.

My Workspaces ▾ IACUC **Reviewers Complete Notification** [Back](#)

List of RB Reviewers Complete Notifications

Edit	Type	Title	Send E-mail Notification	Action
	Reviewers Complete Notification	Not Defined	Not Defined	Add Notification

List of Reviewer Assignment Notifications

Edit	Type	Title	Send E-mail Notification	Action
	Agenda Reviewer Assignment Notification	Not Defined	Not Defined	Add Notification
	Expedited Reviewer Assignment Notification	Not Defined	Not Defined	Add Notification
	Exempt Reviewer Assignment Notification	Not Defined	Not Defined	Add Notification
	Process Administrative Reviewer Assignment Notification	Not Defined	Not Defined	Add Notification
	Reviewer Unassignment Notification	Not Defined	Not Defined	Add Notification

List of Reviewer Assignment Reminders

Edit	Type	When to Notify	Title	Send E-mail Notification	Action
	Reviewer Assignment Pending Reminder	Not Defined	Not Defined	Not Defined	Add Notification

Click the “Reviewer Assignment Pending Reminder” **Add Notification** button. The notification configuration panel opens.

My Workspaces ▾ IACUC **Edit Reviewer Assignment Notifications** [Back](#)

[Insert Merge Code](#) [Save Notification](#)

Type of Notification: Reviewer Assignment Pending Reminder

Title:

Notify every ? Days: in days.

Send E-Mail Notification: Yes No

E-mail Content:

Be advised you have an incomplete reviewer task. Please see your workspace Task List for details of the assigned task.

Enter the desired subject line of the notification email in the **Title** field.

Enter how frequently, in number of days, the reminder is to be re-sent until the review task is complete in the **Notify every ? Days** field.

Select “Yes” or “No” for **Send E-Mail Notification**. If “Yes” is selected the notification is sent to the recipient(s). If “No” is selected the notification is saved to the system for recordkeeping purposes but is not sent.

Enter desired boilerplate text and Merge Codes in the **E-Mail Content** text editor. *See the Using Merge Codes in Notifications section of this manual for more information.*

Click the **Save Notification** button to save the notification and close the configuration panel. The notification is configured on the notification setup page.

Edit	Type	Title	Send E-mail Notification	Action
	Reviewers Complete Notification	Not Defined	Not Defined	Add Notification

Edit	Type	Title	Send E-mail Notification	Action
	Agenda Reviewer Assignment Notification	Not Defined	Not Defined	Add Notification
	Expedited Reviewer Assignment Notification	Not Defined	Not Defined	Add Notification
	Exempt Reviewer Assignment Notification	Not Defined	Not Defined	Add Notification
	Process Administrative Reviewer Assignment Notification	Not Defined	Not Defined	Add Notification
	Reviewer Unassignment Notification	Not Defined	Not Defined	Add Notification

Edit	Type	When to Notify	Title	Send E-mail Notification	Action
	Reviewer Assignment Pending Reminder	Notify every 30 Days	Incomplete Reviewer Assignment	Yes	Delete Notification

Notice that a **Delete Notification** button now appears in place of the **Add Notification** button, indicating that no additional versions of this notification type can be created.

Also notice that an icon is now available in the **Edit** column for the configured notification, indicating that it can be revised.

Edit Reviewer Reminder

Navigate to IACUC Assistant > Review Board Administration > **Reviewers Notification Setup** link.

Review Board System Setup	Review Board Notification Setup
<ul style="list-style-type: none"> Board Definition Board Configuration Options Broadcast Notice Setup Bundle Email Template Setup Committee List Setup Review Board Roles Setup Role Access Setup Electronic Document Stamp Setup Study Numbering Setup Agenda Categories Setup Finalized Agenda Document Template Setup Agenda Revision Document Template Setup Expedite Report Template Setup Meeting Minutes Template Setup Outcome Letter Groups Setup Outcome Letter Templates 	<ul style="list-style-type: none"> Review Response Notification Setup Continuing Review Notification Setup 3yr Continuing Review Notification Setup Renewal Notification Setup 3yr Full Renewal Notification Setup Reviewers Notification Setup ← Internal Documents Notification Internal Routing Notification Pre Review Assignment Notification Meeting Agenda And Minute Notification Meeting Attendance Notification Setup Outcome Letter Notification Outstanding Stipulations Notification Board Members Notification Setup Special Purpose Forms Response Notification Setup

The Reviewers Complete Notification page opens.

The screenshot shows the 'Reviewers Complete Notification' page with three tables:

- List of RB Reviewers Complete Notifications:** Contains one row with 'Reviewers Complete Notification', 'Not Defined' title, 'Not Defined' email, and an 'Add Notification' button.
- List of Reviewer Assignment Notifications:** Contains five rows for 'Agenda Reviewer Assignment Notification', 'Expedited Reviewer Assignment Notification', 'Exempt Reviewer Assignment Notification', 'Process Administrative Reviewer Assignment Notification', and 'Reviewer Unassignment Notification', each with 'Not Defined' details and an 'Add Notification' button.
- List of Reviewer Assignment Reminders:** Contains one row for 'Reviewer Assignment Pending Reminder' with 'Not Defined' details, 'Not Defined' email, and an 'Add Notification' button.

As indicated by the colored boxes in the screenshot above, two general types of notifications can be configured on this page.

The red box encloses notifications automatically sent to inform various types of reviewers of a task completion status, a new reviewer assignment, or that a reviewer assignment is removed.

The blue box encloses the “Reviewer Assignment Pending Reminder” notification type.

Click the **Edit** icon in the far-left column for the “Reviewer Assignment Pending Reminder” notification type (shown in screenshot below).

This is a close-up of the 'Reviewer Assignment Pending Reminder' row in the 'List of Reviewer Assignment Reminders' table:

Edit	Type	When to Notify	Title	Send E-mail Notification	Action
	Reviewer Assignment Pending Reminder	Notify every 30 Days	Incomplete Reviewer Assignment	Yes	Delete Notification

The notification is opened in a configuration panel.

Make desired changes to the notification.

The **Title** field is used as the subject line in the notification e-mail.

The **Notify every ? Days** field specifies how frequently the reminder is to be re-sent until the task is complete.

Select “Yes” or “No” for **Send E-Mail Notification**. If “Yes” is selected the notification is sent to the recipient(s). If “No” is selected the notification is saved to the system for recordkeeping purposes but is not sent.

Enter desired boilerplate text and Merge Codes in the **E-Mail Content** text editor. *See the Using Merge Codes in Notifications section of this manual for more information.*

Click the **Save Notification** button to save the notification and close the configuration panel. The notification is revised on the notification setup page.

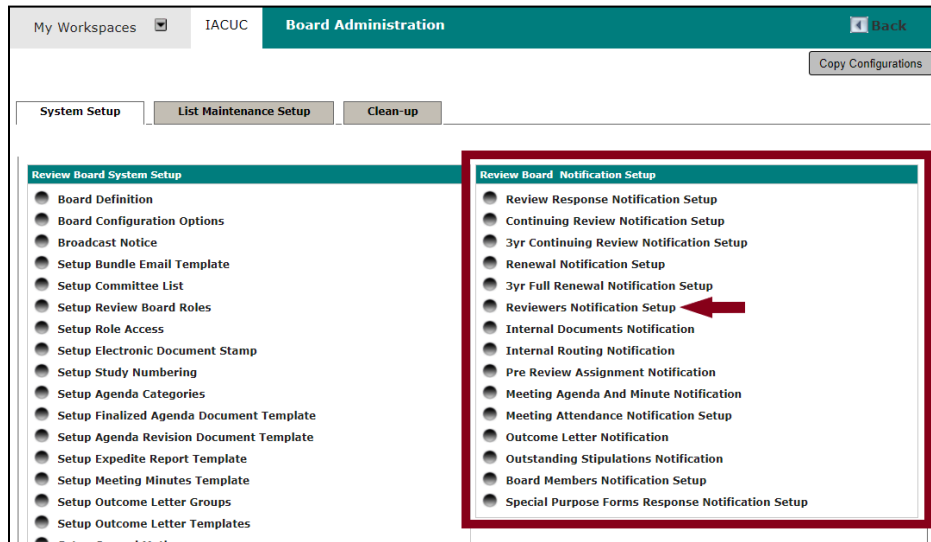
Edit	Type	Title	Send E-mail Notification	Action
	Reviewers Complete Notification	Not Defined	Not Defined	Add Notification

Edit	Type	Title	Send E-mail Notification	Action
	Agenda Reviewer Assignment Notification	Not Defined	Not Defined	Add Notification
	Expedited Reviewer Assignment Notification	Not Defined	Not Defined	Add Notification
	Exempt Reviewer Assignment Notification	Not Defined	Not Defined	Add Notification
	Process Administrative Reviewer Assignment Notification	Not Defined	Not Defined	Add Notification
	Reviewer Unassignment Notification	Not Defined	Not Defined	Add Notification

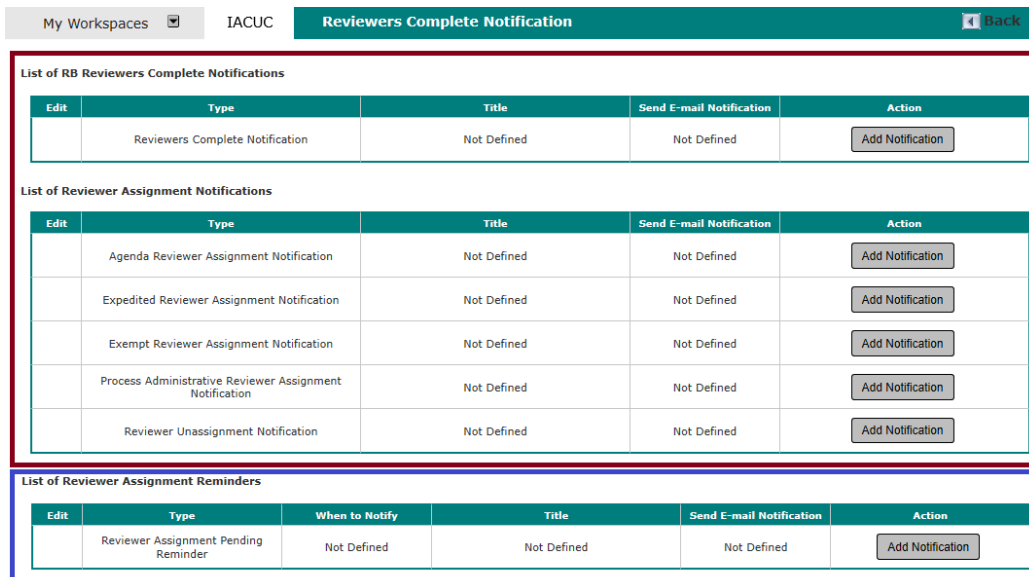
Edit	Type	When to Notify	Title	Send E-mail Notification	Action
	Reviewer Assignment Pending Reminder	Notify every 15 Days	Incomplete Reviewer Assignment	Yes	Delete Notification

Delete Reviewer Reminder

Navigate to IACUC Assistant > Review Board Administration > **Reviewers Notification Setup** link.



The **Reviewers Complete Notification** page opens.



As indicated by the colored boxes in the screenshot above, two general types of notifications can be configured on this page.

The red box encloses notifications automatically sent to inform various types of reviewers of a task completion status, a new reviewer assignment, or that a reviewer assignment is removed.

The blue box encloses the “Reviewer Assignment Pending Reminder” notification type.

CAUTION: Deleting a configured notification de-configures the notification. Until the notification is reconfigured, no notifications of this type will be sent.

Click the “Reviewer Assignment Pending Reminder” **Delete Notification** button (shown in screenshot below).

My Workspaces ▾ IACUC **Reviewers Complete Notification** [Back](#)

List of RB Reviewers Complete Notifications

Edit	Type	Title	Send E-mail Notification	Action
	Reviewers Complete Notification	Not Defined	Not Defined	<input type="button" value="Add Notification"/>

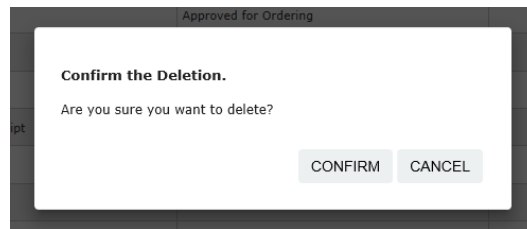
List of Reviewer Assignment Notifications

Edit	Type	Title	Send E-mail Notification	Action
	Agenda Reviewer Assignment Notification	Not Defined	Not Defined	<input type="button" value="Add Notification"/>
	Expedited Reviewer Assignment Notification	Not Defined	Not Defined	<input type="button" value="Add Notification"/>
	Exempt Reviewer Assignment Notification	Not Defined	Not Defined	<input type="button" value="Add Notification"/>
	Process Administrative Reviewer Assignment Notification	Not Defined	Not Defined	<input type="button" value="Add Notification"/>
	Reviewer Unassignment Notification	Not Defined	Not Defined	<input type="button" value="Add Notification"/>

List of Reviewer Assignment Reminders

Edit	Type	When to Notify	Title	Send E-mail Notification	Action
	Reviewer Assignment Pending Reminder	Notify every 15 Days	Incomplete Reviewer Assignment	Yes	<input type="button" value="Delete Notification"/>

A confirmation popup window displays.



Click **CANCEL** to close the popup without deleting the record.

Click **CONFIRM** to delete the record and close the popup. The selected notification type is now unconfigured on the notification setup page.

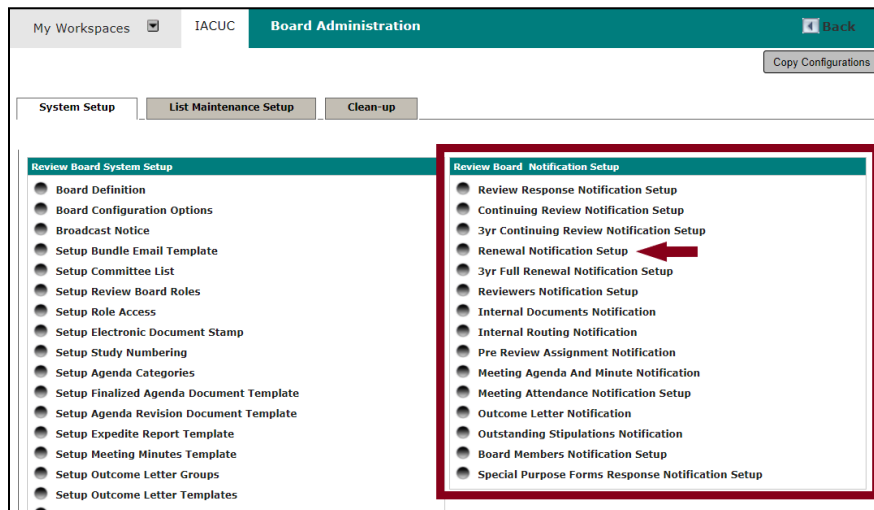
My Workspaces		IACUC		Reviewers Complete Notification		Back
List of RB Reviewers Complete Notifications						
Edit	Type	Title	Send E-mail Notification	Action		
	Reviewers Complete Notification	Not Defined	Not Defined	Add Notification		
List of Reviewer Assignment Notifications						
Edit	Type	Title	Send E-mail Notification	Action		
	Agenda Reviewer Assignment Notification	Not Defined	Not Defined	Add Notification		
	Expedited Reviewer Assignment Notification	Not Defined	Not Defined	Add Notification		
	Exempt Reviewer Assignment Notification	Not Defined	Not Defined	Add Notification		
	Process Administrative Reviewer Assignment Notification	Not Defined	Not Defined	Add Notification		
	Reviewer Unassignment Notification	Not Defined	Not Defined	Add Notification		
List of Reviewer Assignment Reminders						
Edit	Type	When to Notify	Title	Send E-mail Notification	Action	
	Reviewer Assignment Pending Reminder	Not Defined	Not Defined	Not Defined	Add Notification	

Notice that the **Edit** icon and **Delete Notification** button no longer appear, and an **Add Notification** button is provided for the now-unconfigured notification type.

Renewal Notification

Renewal notifications can be configured to automatically alert applicable study personnel when a study is about to expire. Multiple versions of this notification type can be configured in order to automatically re-send the notification at desired intervals before the study expiration date until/unless the study is renewed.

This type of notification is configured on the **Renewal Notification Setup** page. To access the page, navigate to IACUC Assistant > Review Board Administration > **Renewal Notification Setup** link.



The **Renewal Notification Setup** page is opened.

My Workspaces ▾ IACUC **Renewal Notification Setup** [Back](#)

[Add a New Notification](#) [Delete Notification\(s\)](#)

List of Renewal Review Notifications

<input type="checkbox"/>	Edit	Type	Notification prior to due date	Title	Send E-mail Notification
<input type="checkbox"/>		Renewal Notification	5 Days	Study [%iacuc_number%] Expires in 5 Days	Yes
<input type="checkbox"/>		Renewal Notification	1 Days	Study [%iacuc_number%] Expires Tomorrow	Yes

Add Renewal Notification

Navigate to IACUC Assistant > Review Board Administration > **Renewal Notification Setup** link.

My Workspaces ▾ IACUC **Board Administration** [Back](#)

[Copy Configurations](#)

System Setup **List Maintenance Setup** Clean-up

Review Board System Setup

- Board Definition
- Board Configuration Options
- Broadcast Notice
- Setup Bundle Email Template
- Setup Committee List
- Setup Review Board Roles
- Setup Role Access
- Setup Electronic Document Stamp
- Setup Study Numbering
- Setup Agenda Categories
- Setup Finalized Agenda Document Template
- Setup Agenda Revision Document Template
- Setup Expedite Report Template
- Setup Meeting Minutes Template
- Setup Outcome Letter Groups
- Setup Outcome Letter Templates

Review Board Notification Setup

- Review Response Notification Setup
- Continuing Review Notification Setup
- 3yr Continuing Review Notification Setup
- **Renewal Notification Setup** ←
- 3yr Full Renewal Notification Setup
- Reviewers Notification Setup
- Internal Documents Notification
- Internal Routing Notification
- Pre Review Assignment Notification
- Meeting Agenda And Minute Notification
- Meeting Attendance Notification Setup
- Outcome Letter Notification
- Outstanding Stipulations Notification
- Board Members Notification Setup
- Special Purpose Forms Response Notification Setup

The **Renewal Notification Setup** page is opened. Click the **Add a New Notification** button.

My Workspaces ▾ IACUC **Renewal Notification Setup** [Back](#)

[Add a New Notification](#) [Delete Notification\(s\)](#)

List of Renewal Review Notifications

<input type="checkbox"/>	Edit	Type	Notification prior to due date	Title	Send E-mail Notification
<input type="checkbox"/>		Renewal Notification	5 Days	Study [%iacuc_number%] Expires in 5 Days	Yes
<input type="checkbox"/>		Renewal Notification	1 Days	Study [%iacuc_number%] Expires Tomorrow	Yes

The **Edit Renewal Notification** page opens. An example of a completed notification is shown below.

The screenshot shows the 'Edit Renewal Notification' configuration panel. At the top, there are tabs for 'My Workspaces' and 'IACUC', and a title bar 'Edit Renewal Notification' with a 'Back' button. Below the title bar are two buttons: 'Insert Merge Code' and 'Save Notification'. The main configuration area is divided into several sections:

- Type of Notification:** Renewal Notification
- Title:** A text input field containing 'Study [%iacuc_number%] Expires in 10 Days' and an 'Include RB Number' button. A red arrow points to this button.
- Notification if within:** A text input field containing '10' followed by 'in days.'
- Send E-Mail Notification:** Radio buttons for 'Yes' (selected) and 'No'.
- E-mail Content:** A rich text editor with a toolbar and the following text:


```
[%today%]
Dear [%lead_pi_name1%]
The study referenced in the subject line of this email will expire in ten days. Please login to the IRIS system to renew the study.
```

The **Title** field is used as the subject line in the notification e-mail. To include the study number in this field, place the cursor where the study number should appear and click the **Include RB Number** button (red arrow in screenshot above).

The **Notification if Within** field specifies how many days ahead of the due date the notification is to be sent.

If “Yes” is selected for **Send E-Mail Notification** the notification is sent to the recipient(s). If “No” is selected the notification is saved to the system for recordkeeping purposes but is not sent.

Desired boilerplate text and Merge Codes are entered in the **E-Mail Content** text editor. *See the Using Merge Codes in Notifications section of this manual for more information.*

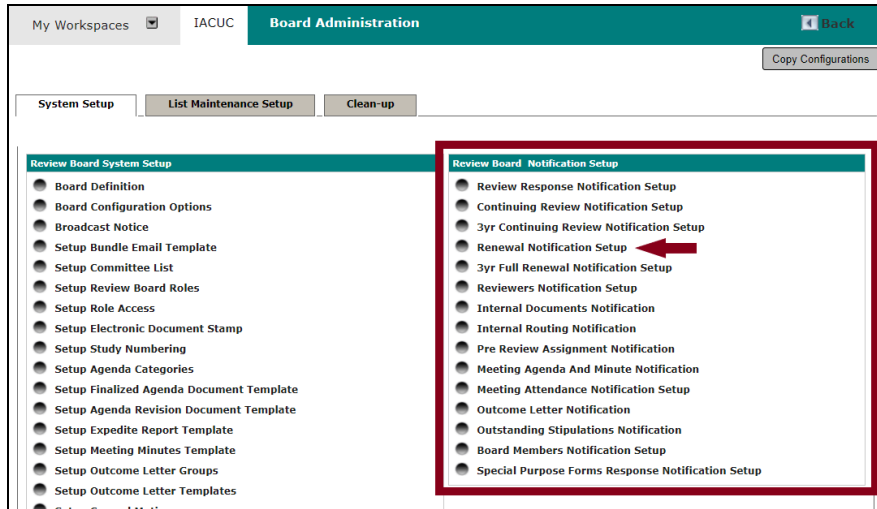
Click the **Save Notification** button to save the notification and close the configuration panel. The new notification is configured on the **Renewal Notification Setup** page.

The screenshot shows the 'Renewal Notification Setup' page. At the top, there are tabs for 'My Workspaces' and 'IACUC', and a title bar 'Renewal Notification Setup' with a 'Back' button. Below the title bar are two buttons: 'Add a New Notification' and 'Delete Notification(s)'. Below these buttons is a section titled 'List of Renewal Review Notifications' containing a table:

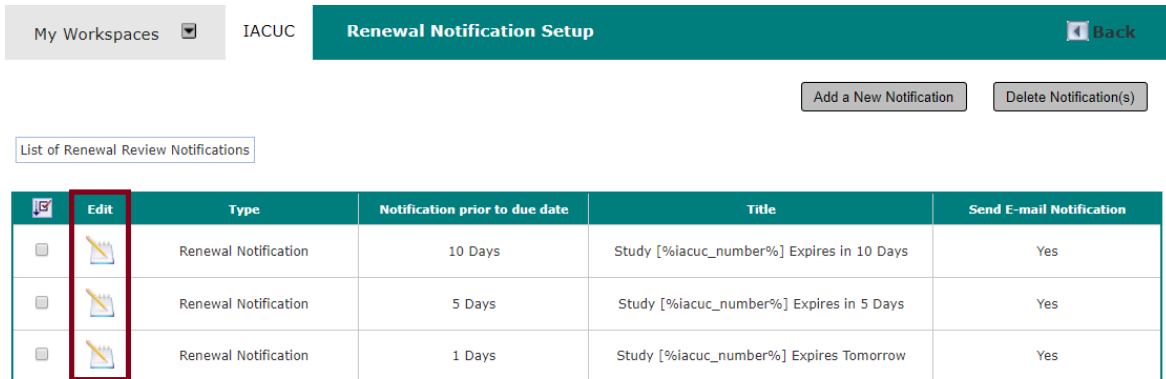
	Edit	Type	Notification prior to due date	Title	Send E-mail Notification
<input type="checkbox"/>		Renewal Notification	10 Days	Study [%iacuc_number%] Expires in 10 Days	Yes
<input type="checkbox"/>		Renewal Notification	5 Days	Study [%iacuc_number%] Expires in 5 Days	Yes
<input type="checkbox"/>		Renewal Notification	1 Days	Study [%iacuc_number%] Expires Tomorrow	Yes

Edit Renewal Notification

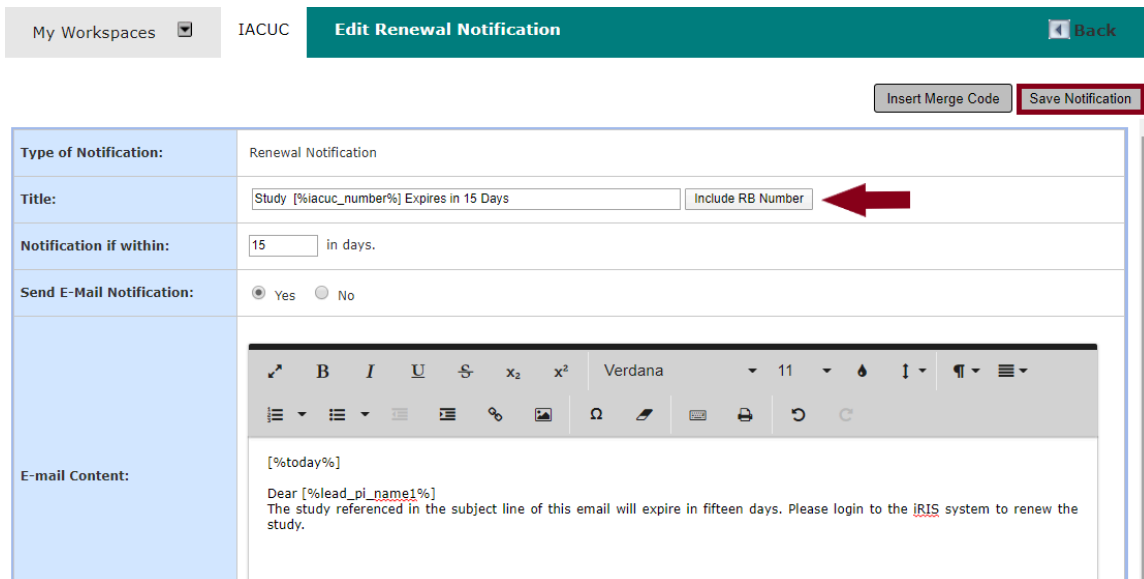
Navigate to IACUC Assistant > Review Board Administration > **Renewal Notification Setup** link.



The **Renewal Notification Setup** page is opened. Click the icon in the **Edit** column for the applicable notification.



The notification opens for editing in the **Edit Renewal Notification** page.



Make desired changes to the notification.

The **Title** field is used as the subject line in the notification e-mail. To include the study number in this field, place the cursor where the study number should appear and click the **Include RB Number** button (red arrow in screenshot above).

The **Notification if Within** field specifies how many days ahead of the due date the notification is to be sent.

If “Yes” is selected for **Send E-Mail Notification** the notification is sent to the recipient(s). If “No” is selected the notification is saved to the system for recordkeeping purposes but is not sent.

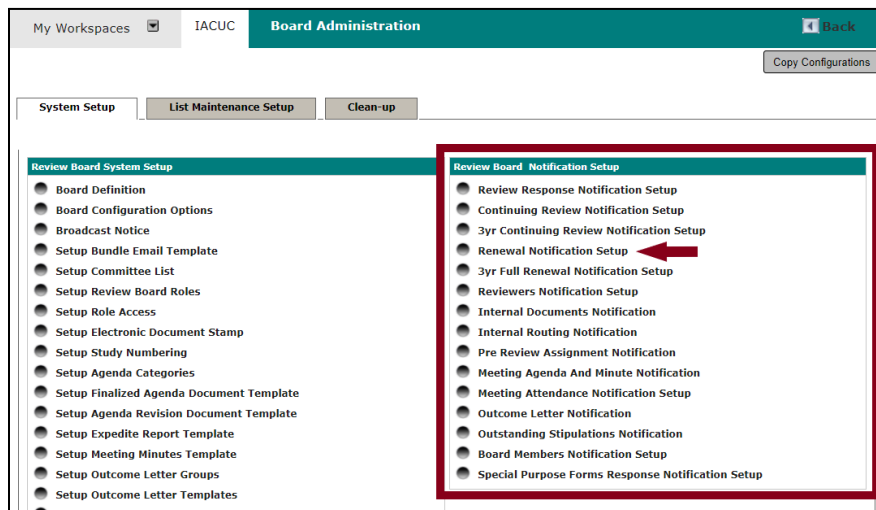
Desired boilerplate text and Merge Codes are entered in the **E-Mail Content** text editor. *See the Using Merge Codes in Notifications section of this manual for more information.*

Click the **Save Notification** button to save the notification and close the configuration panel. The notification is revised on the **Renewal Notification Setup** page.

<input type="checkbox"/>	Edit	Type	Notification prior to due date	Title	Send E-mail Notification
<input type="checkbox"/>		Renewal Notification	10 Days	Study [%iacuc_number%] Expires in 10 Days	Yes
<input type="checkbox"/>		Renewal Notification	5 Days	Study [%iacuc_number%] Expires in 5 Days	Yes
<input type="checkbox"/>		Renewal Notification	1 Days	Study [%iacuc_number%] Expires Tomorrow	Yes

Delete Renewal Notification

Navigate to IACUC Assistant > Review Board Administration > **Renewal Notification Setup** link.

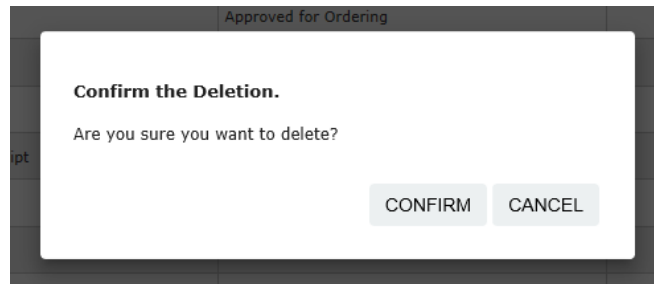


The **Renewal Notification Setup** page is opened.

CAUTION: Deleting a configured notification de-configures the notification. Until the notification is reconfigured, no notifications of this type will be sent.

Select the checkbox(es) in the far-left column for the applicable notification(s) and click the **Delete Notification(s)** button.

A confirmation popup window displays.



Click **CANCEL** to close the popup without deleting the record.

Click **CONFIRM** to delete the record and close the popup. The selected notification type is now unconfigured on the notification setup page.

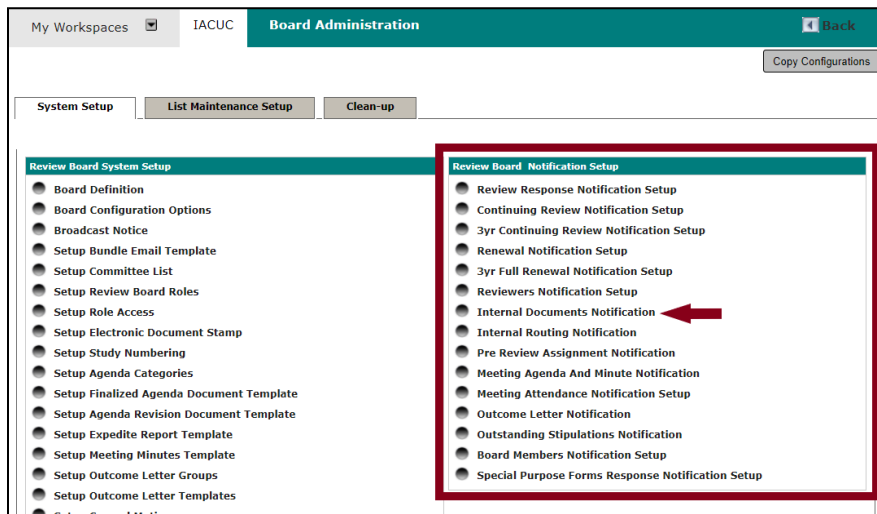
Internal Documents Notification

The review board can upload study documents internal to the review board and optionally, can send uploaded documents to specific iRIS™ users for review or response.

When configured, internal documents notifications are automatically sent to applicable study personnel to inform them they have been selected by the board to receive and/or review an internal board document.

This type of notification is configured on the **Setup Internal Document Notification** page.

To access the page, navigate to IACUC Assistant > Review Board Administration > **Internal Documents Notification Setup** link.

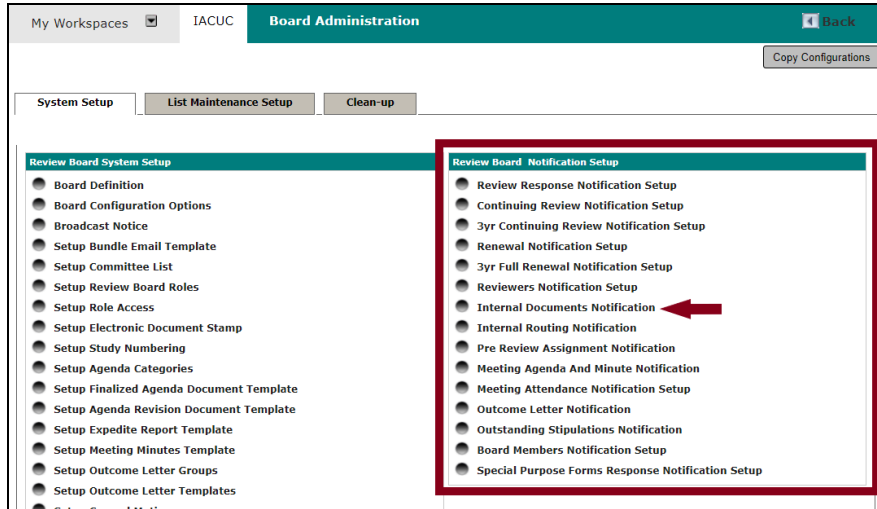


The **Setup Internal Document Notification** page opens.

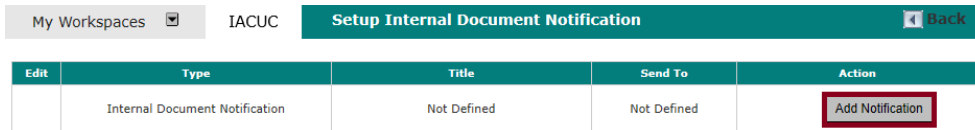
My Workspaces IACUC Setup Internal Document Notification Back				
Edit	Type	Title	Send To	Action
	Internal Document Notification	Not Defined	Not Defined	Add Notification

Add Internal Documents Notification

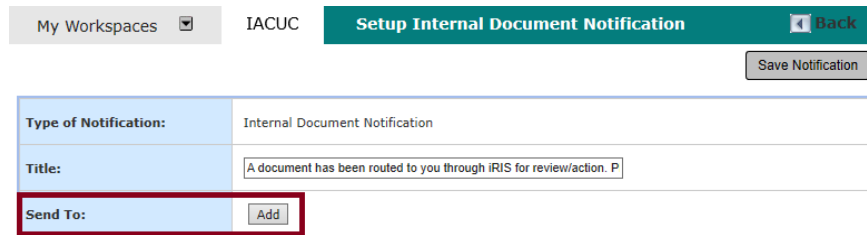
Navigate to IACUC Assistant > Review Board Administration > **Internal Documents Notification Setup** link.



The **Setup Internal Document Notification** page opens.



Click the **Add Notification** button. A configuration panel opens.



This notification type does not have a content field. Text entered in the **Title** field doubles as the notification text. Bear this in mind when entering **Title** field text. In the example above the full text entered in the **Title** field is, “A document has been routed to you through iRIS for review/action. Please log in for details.”

*Note that the **Title** field has an eighty (80) character limit, including spaces.*

If there are specific iRIS™ users who typically need to be included in distribution of internal board documents, they can be added to the distribution list from this page. Later, when an internal board document is uploaded, if the board member elects to distribute the uploaded document additional study personnel and specific iRIS™ users can be added to the distribution list without altering the distribution list specified here.

Click the **Add** button to select specific iRIS™ users to receive the notification. The **Search User Directory** page opens for user lookup and selection.


As shown in the screenshot above, the user directory can be searched by full or partial **Last Name** or **First Name**, by **Department**, or by any combination of the three. Enter desired search criteria in the top section of the form and click the **Find** button. Search results display in the lower part of the page.

Click the checkmark icon in the **Select User** column to add a single user to the notification distribution list.

The results list may include multiple names of iRIS™ users to be added to the distribution list. In that case select the checkbox(es) at far left for all applicable users and click the **Save Selected User(s)** button. The selected user(s) are added on the **Setup Internal Document Notification** page.

If a user is added in error, select the checkbox to the left of that user’s name and click the **Delete** button to remove the user from distribution.

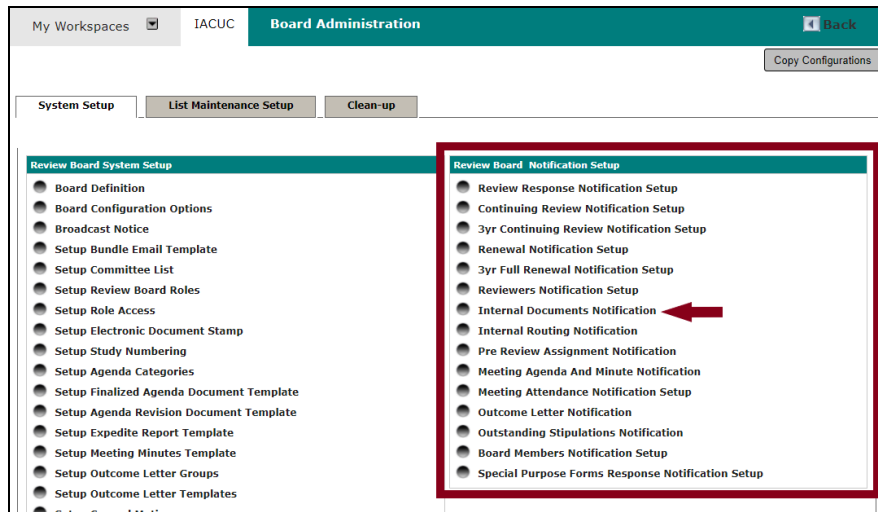
Click the **Save Notification** button. The notification is configured on the **Setup Internal Document Notification** page.

My Workspaces		IACUC		Setup Internal Document Notification		Back
Edit	Type	Title	Send To	Action		
	Internal Document Notification	A document has been routed to you through iRIS for review/action. Please log in for details.	Harper, Jill M, M.D., PhD	Delete Notification		

Notice that the **Add Notification** button has been replaced with a **Delete Notification** button, an Edit icon has been added for the notification, and the full **Title** field text is displayed.


Edit Internal Documents Notification

Navigate to IACUC Assistant > Review Board Administration > **Internal Documents Notification Setup** link.



The screenshot shows the 'Board Administration' interface. Under 'Review Board System Setup', there is a 'Review Board Notification Setup' section. This section contains a list of notification types, with 'Internal Documents Notification' highlighted by a red box and a red arrow pointing to it.

The **Setup Internal Document Notification** page opens.

My Workspaces		IACUC		Setup Internal Document Notification		Back
Edit	Type	Title	Send To	Action		
	Internal Document Notification	A document has been routed to you through iRIS for review/action. Please log in for details.	Harper, Jill M, M.D., PhD	Delete Notification		

Click the icon in the **Edit** column. The notification is opened in a configuration panel.

My Workspaces | IACUC | Setup Internal Document Notification | Back

Save Notification

Type of Notification:	Internal Document Notification
Title:	A document has been routed to you through iRIS for review/action. P
Send To:	Add

Make desired changes in the configuration panel.

Text entered in the **Title** field doubles as the notification text. Bear this in mind when revising **Title** field text. In the example above text entered in the **Title** field is revised to say, "A document has been routed to you through iRIS for review or action. Please log in for details."

Note that the **Title** field has an eighty (80) character limit, including spaces.

If there are specific iRIS™ users who typically need to be included in distribution of internal board documents, they can be added to the distribution list from this page. Later, when an internal board document is uploaded, if the board member elects to distribute the uploaded document additional study personnel and specific iRIS™ users can be added to the distribution list without altering the distribution list specified here.

Click the **Add** button to select specific iRIS™ users to receive the notification. The **Search User Directory** page opens for user lookup and selection.

My Workspaces IACUC Search User Directory Back

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

(search results display here)

As shown in the screenshot above, the user directory can be searched by full or partial **Last Name** or **First Name**, by **Department**, or by any combination of the three. Enter desired search criteria in the top section of the form and click the **Find** button. Search results display in the lower part of the page.

My Workspaces IACUC Search User Directory Back Save Selected User(s)

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

Check for Multiple	Select User	Training	User Name	Department	Email
<input type="checkbox"/>	<input checked="" type="checkbox"/>		Harper, Jill M, M.D., PhD		JHarp@msc.edu

↑ ↑

Click the checkmark icon in the **Select User** column to add a single user to the notification distribution list.

The results list may include multiple names of iRIS™ users to be added to the distribution list. In that case select the checkbox(es) at far left for all applicable users and click the **Save Selected User(s)** button. The selected user(s) are added on the **Setup Internal Document Notification** page.

My Workspaces IACUC Setup Internal Document Notification Back

Save Notification

Type of Notification: Internal Document Notification

Title: uted to you through iRIS for review or action. Please log in for deta x

Send To: Add Delete Harper, Jill M, M.D., PhD

If a user is added in error, select the checkbox to the left of that user’s name and click the **Delete** button to remove the user from distribution.

Click the **Save Notification** button. The notification is revised on the **Setup Internal Document Notification** page.

Edit	Type	Title	Send To	Action
	Internal Document Notification	A document has been routed to you through iRIS for review or action. Please log in for details.	Harper, Jill M, M.D., PhD	Delete Notification

Notice that on this page, the full **Title** field text is displayed.

Delete Internal Documents Notification

Navigate to IACUC Assistant > Review Board Administration > **Internal Documents Notification Setup** link.

My Workspaces IACUC Board Administration Back Copy Configurations

System Setup List Maintenance Setup Clean-up


Review Board System Setup

- Board Definition
- Board Configuration Options
- Broadcast Notice
- Setup Bundle Email Template
- Setup Committee List
- Setup Review Board Roles
- Setup Role Access
- Setup Electronic Document Stamp
- Setup Study Numbering
- Setup Agenda Categories
- Setup Finalized Agenda Document Template
- Setup Agenda Revision Document Template
- Setup Expedite Report Template
- Setup Meeting Minutes Template
- Setup Outcome Letter Groups
- Setup Outcome Letter Templates

Review Board Notification Setup

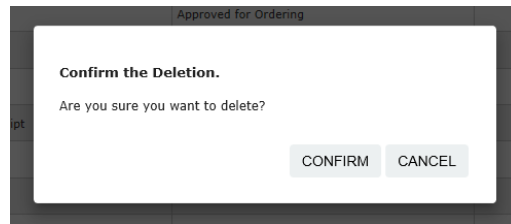
- Review Response Notification Setup
- Continuing Review Notification Setup
- 3yr Continuing Review Notification Setup
- Renewal Notification Setup
- 3yr Full Renewal Notification Setup
- Reviewers Notification Setup
- Internal Documents Notification
- Internal Routing Notification
- Pre Review Assignment Notification
- Meeting Agenda And Minute Notification
- Meeting Attendance Notification Setup
- Outcome Letter Notification
- Outstanding Stipulations Notification
- Board Members Notification Setup
- Special Purpose Forms Response Notification Setup

The **Setup Internal Document Notification** page opens.

My Workspaces ▾		IACUC			Setup Internal Document Notification		⏪ Back
Edit	Type	Title	Send To	Action			
	Internal Document Notification	A document has been routed to you through iRIS for review or action. Please log in for details.	Harper, Jill M, M.D., PhD	Delete Notification			

CAUTION: Deleting the configured internal document notification de-configures the notification and removes its future association from any internal board documents. Until the notification is reconfigured, no notification will be sent when internal board documents previously associated with the now-unconfigured notification are sent.

Click the **Delete Notification** button. A confirmation popup window displays.



Click **CANCEL** to close the popup without deleting the record.

Click **CONFIRM** to delete the record and close the popup. The notification is now unconfigured on the **Setup Internal Document Notification** page.

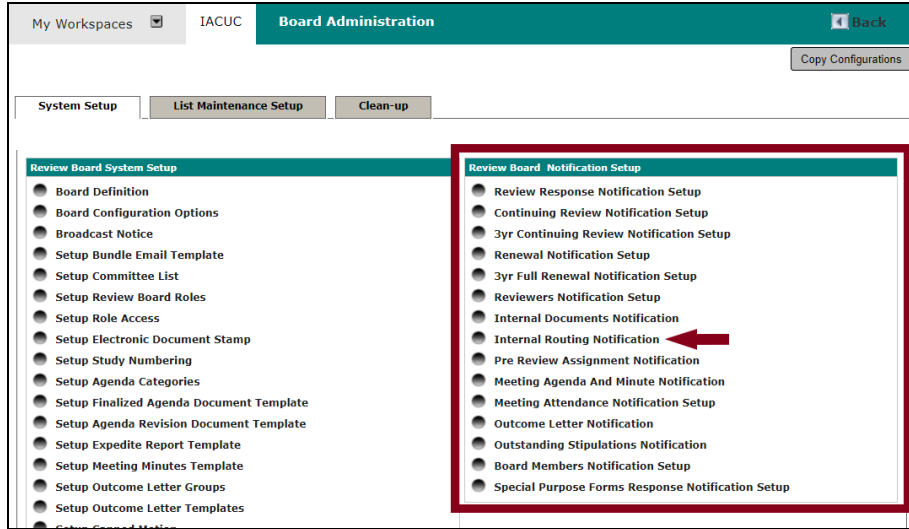
My Workspaces ▾		IACUC			Setup Internal Document Notification		⏪ Back
Edit	Type	Title	Send To	Action			
	Internal Document Notification	Not Defined	Not Defined	Add Notification			

Notice that the **Edit** icon and **Delete Notification** button no longer appear, and an **Add Notification** button is provided for the now-unconfigured notification.

Internal Routing Notification

Internal submission routing signoff notifications can be configured in the iRIS™ system via a submission routing signoff notification setup page. When configured, these notifications are automatically sent to applicable study personnel when a transfer signoff task is initially assigned or completed. This type of notification is configured on the **Internal Routing Notification** page.

To access the page, navigate to IACUC Assistant > Review Board Administration > **Internal Routing Notification** link.



The **Internal Routing Notification** page opens.

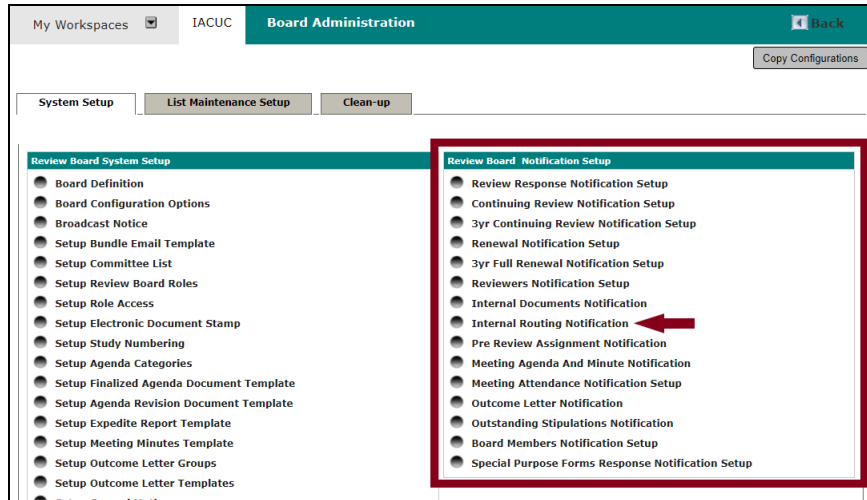
My Workspaces IACUC Internal Routing Notification Back				
Edit	Type	Title	Send E-mail Notification	Action
	RB Internal Submission Routing Signoff Notification	Internal Submission Routing Signoff	Yes	Delete Notification
	RB Internal Routing Complete Notification	Not Defined	Not Defined	Add Notification

As shown in the screenshot above:

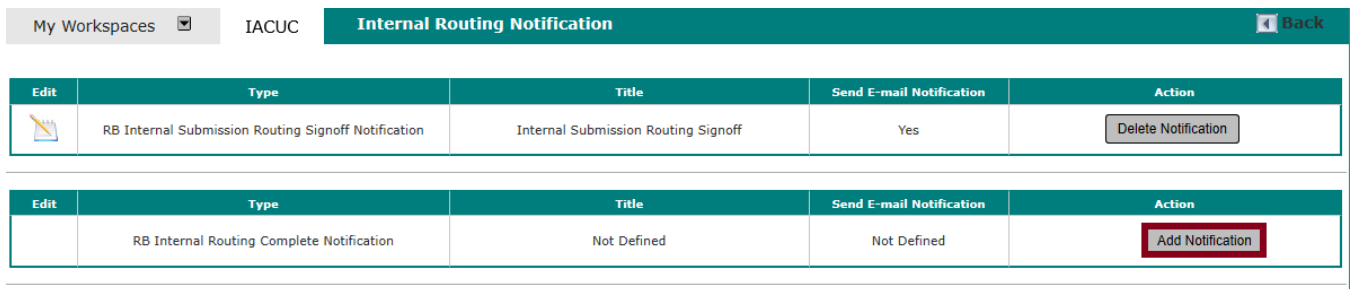
- only one version of each notification type can be configured, no add button is provided for notification types that are already configured
- until a notification type is configured its **Title** and **Send E-Mail Notification** fields are set to “Not Defined” and an add button is provided for the notification (red box)
- after a notification type is configured its **Title** and **Send E-Mail Notification** fields are populated and an **Edit** icon and **Delete** button are provided for the notification (red arrows)

Add Internal Routing Notification

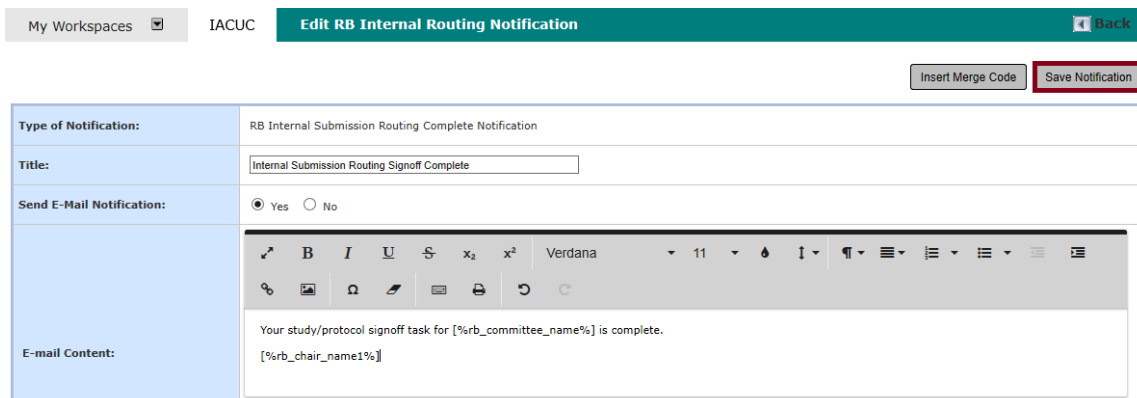
Navigate to IACUC Assistant > Review Board Administration > **Internal Routing Notification** link.



The **Internal Routing Notification** page opens.



Click the applicable **Add Notification** button. In this example, the **RB Internal Routing Complete Notification** is being configured.





Enter the desired subject line of the notification email in the **Title** field.

Select “Yes” or “No” for **Send E-Mail Notification**. If “Yes” is selected the notification is sent to the applicable recipient(s) whose signoff/review task is complete. If “No” is selected the notification is saved to the system for recordkeeping purposes but is not sent.

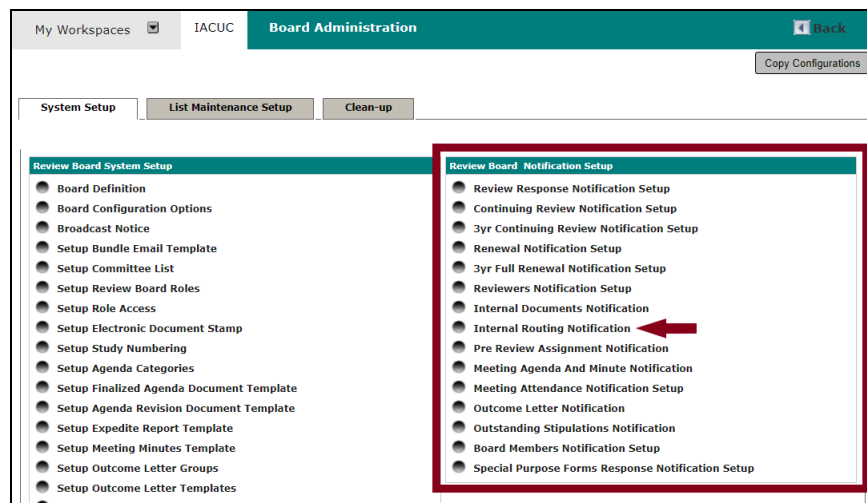
Enter desired boilerplate text and Merge Codes in the **E-Mail Content** text editor. See the *Using Merge Codes in Notifications* section of this manual for more information.

Click the **Save Notification** button to save the notification and close the configuration panel. The notification is configured on the notification setup page.



My Workspaces ▾ IACUC Internal Routing Notification ← Back				
Edit	Type	Title	Send E-mail Notification	Action
	RB Internal Submission Routing Signoff Notification	Internal Submission Routing Signoff	Yes	Delete Notification
	RB Internal Submission Routing Complete Notification	Internal Submission Routing Signoff Complete	Yes	Delete Notification

Edit Internal Routing Notification

Navigate to IACUC Assistant > Review Board Administration > **Internal Routing Notification** link.



The **Internal Routing Notification** page opens.

My Workspaces ▾ IACUC Internal Routing Notification ← Back				
Edit	Type	Title	Send E-mail Notification	Action
	RB Internal Submission Routing Signoff Notification	Internal Submission Routing Signoff	Yes	Delete Notification
	RB Internal Submission Routing Complete Notification	Internal Submission Routing Signoff Complete	Yes	Delete Notification

Click the icon in the **Edit** column for the applicable notification. In this example, the **RB Internal Routing Signoff Notification** is being revised.

My Workspaces ▾ IACUC **Edit RB Internal Routing Notification** [Back](#)

Type of Notification:	RB Internal Submission Routing Signoff Notification
Title:	<input type="text" value="Internal Submission Routing Signoff Task"/>
Send E-Mail Notification:	<input checked="" type="radio"/> Yes <input type="radio"/> No
E-mail Content:	<div style="border: 1px solid #ccc; padding: 5px;"> <p>The board has assigned an internal routing signoff task. Please review your Task List and complete any outstanding signoff tasks.</p> <p>[%rb_name%]</p> </div>

Make desired changes to the subject line of the notification email in the **Title** field.

Select “Yes” or “No” for **Send E-Mail Notification**. If “Yes” is selected the notification is sent to the applicable recipient(s) whose signoff/review task is complete. If “No” is selected the notification is saved to the system for recordkeeping purposes but is not sent.

Make desired changes to boilerplate text and Merge Codes in the **E-Mail Content** text editor. *See the Using Merge Codes in Notifications section of this manual for more information.*

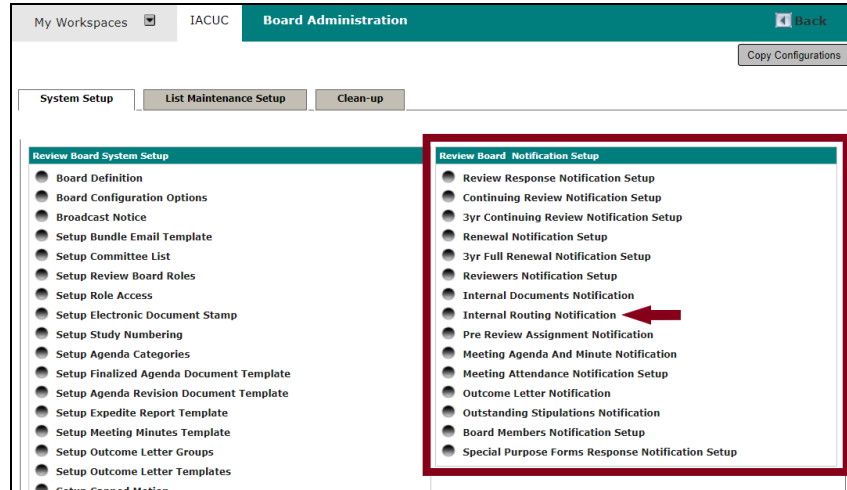
Click the **Save Notification** button to save the notification and close the configuration panel. The notification is revised on the notification setup page.

My Workspaces ▾ IACUC **Internal Routing Notification** [Back](#)

Edit	Type	Title	Send E-mail Notification	Action
	RB Internal Submission Routing Signoff Notification	Internal Submission Routing Signoff Task	Yes	<input type="button" value="Delete Notification"/>
	RB Internal Submission Routing Complete Notification	Internal Submission Routing Signoff Complete	Yes	<input type="button" value="Delete Notification"/>

Delete Internal Routing Notification

Navigate to IACUC Assistant > Review Board Administration > **Internal Routing Notification** link.



The **Internal Routing Notification** page opens.

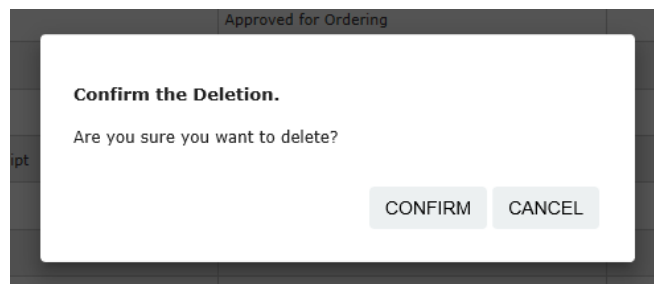
The screenshot shows the 'Internal Routing Notification' page. It contains a table with the following data:

Edit	Type	Title	Send E-mail Notification	Action
	RB Internal Submission Routing Signoff Notification	Internal Submission Routing Signoff Task	Yes	Delete Notification
	RB Internal Submission Routing Complete Notification	Internal Submission Routing Signoff Complete	Yes	Delete Notification

CAUTION: Deleting the configured internal routing notification de-configures the notification. Until the notification is reconfigured, no notification will be sent when internal submission routing tasks are completed.


Click the applicable **Delete Notification** button. In this example the “RB Internal Submission Routing Complete Notification” is being deleted.

A confirmation popup window displays.



Click **CANCEL** to close the popup without deleting the record.

Click **CONFIRM** to delete the record and close the popup. The notification is now unconfigured on the **Setup Internal Routing Notification** page.

My Workspaces ▾		IACUC		Internal Routing Notification		Back
Edit	Type	Title	Send E-mail Notification	Action		
	RB Internal Submission Routing Signoff Notification	Internal Submission Routing Signoff Task	Yes	Delete Notification		
	RB Internal Routing Complete Notification	Not Defined	Not Defined	Add Notification		

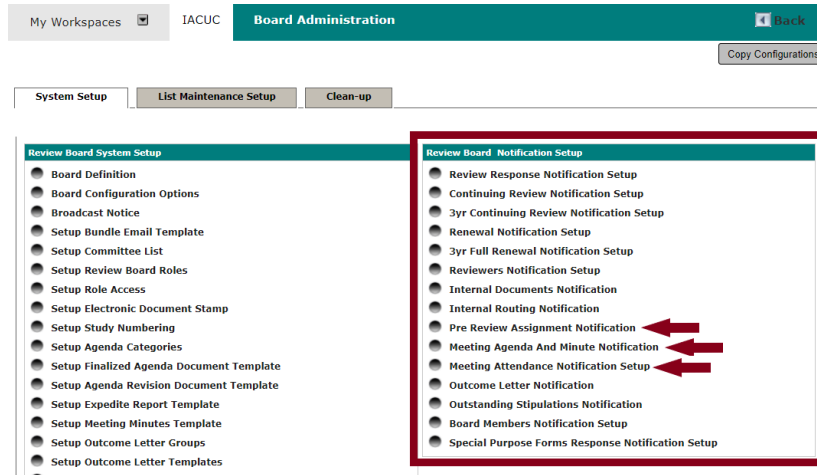
Notice that the **Edit** icon and **Delete Notification** button no longer appear, and an **Add Notification** button is provided for the now-unconfigured notification.

Meeting Notifications

The iRIS™ system allows for configuration of four (4) general categories of notification related to review board meetings:

- Pre Review notifications alert attendees who must complete a review task before the meeting, and are automatically sent to intended attendees when the meeting is scheduled
- Meeting Agenda notifications inform intended attendees a revised or finalized copy of the agenda is available, and are automatically sent when changes are saved to the agenda
- Meeting Minute notifications inform attendees a draft or finalized copy of meeting minutes is available, and are automatically sent when draft meeting minutes are saved
- Meeting Attendance notifications either request that intended attendees set their meeting availability (automatically sent to intended attendees when the meeting is scheduled) or inform the Coordinator that an intended attendee has changed their availability (automatically sent to Coordinator when the intended attendee takes that action)

The configuration pages for these notification types are accessed via IACUC Assistant > Review Board Administration > [applicable notification link].

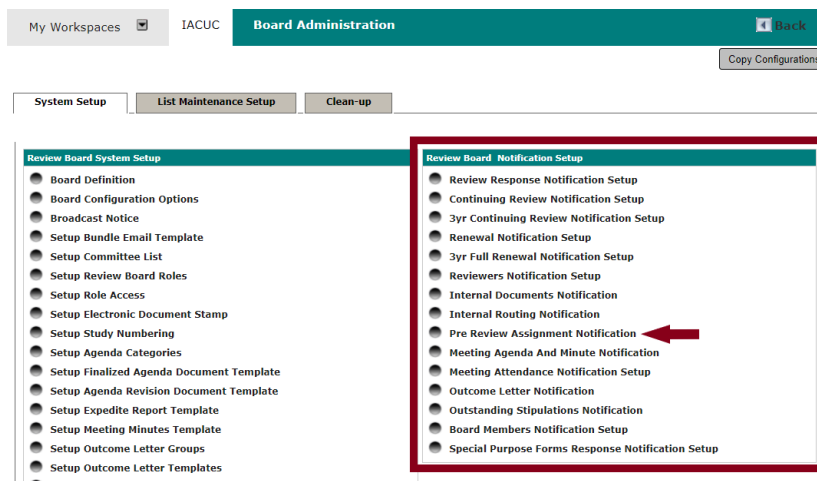


Pre Review Notification

Pre Review notifications can be configured to automatically alert review board meeting attendees who must complete a prereview task prior to attending the meeting. Up to four (4) different prereview notification types are available for configuration (depending on the institution’s review board settings), each for a different review type:

- Prereview Agenda Assignment Notification, for full board reviews
- Prereview Expedite Notification, for expedited reviews
- Prereview Exempt Notification, for exempt reviews
- Prereview Administrative Notification, for administrative reviews

All four (4) of these notification types are configured via the **Prereview Notification Setup** page. To access the page, navigate to IACUC Assistant > Review Board Administration > **Pre Review Assignment Notification** link.



The **Prereview Notification Setup** page opens.

Edit	Type	Title	Send E-mail Notification	Action
	Prereview Agenda Assignment Notification	Not Defined	Not Defined	<button>Add Notification</button>
	Prereview Expedite Notification	Not Defined	Not Defined	<button>Add Notification</button>
	Prereview Exempt Notification	Not Defined	Not Defined	<button>Add Notification</button>
	Prereview Administrative Notification	Not Defined	Not Defined	<button>Add Notification</button>

The configuration form for all four (4) of these notification types is the same.

My Workspaces ▾
IACUC
Edit Prereview Notification
Back

Insert Merge Code
Save Notification

Type of Notification:	Prereview Agenda Assignment Notification
Title:	<input type="text" value="Prereview Agenda Assignment"/>
Send E-Mail Notification:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Send To:	<input checked="" type="checkbox"/> Principal Investigator <input checked="" type="checkbox"/> Study Contact
E-mail Content:	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <div style="font-size: 0.8em; border-bottom: 1px solid #ccc; padding-bottom: 5px;"> Font Family 12 </div> <div style="padding-top: 5px;"> <p>Be advised that you have been assigned a prereview agenda task for the [%rb_meeting_date%] review board meeting. Please review your workspace Task List and complete the assigned task before the meeting.</p> <p>[%rb_name%]</p> </div> </div>

The **Title** field is used as the subject line in the notification e-mail.

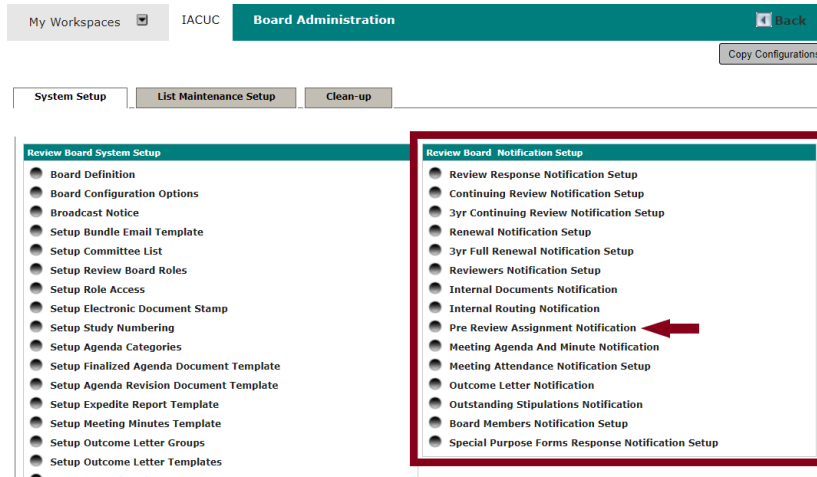
If “Yes” is selected for **Send E-Mail Notification** the notification is sent to the recipient. If “No” is selected the notification is saved to the system for recordkeeping purposes but is not sent.

The **Send To** field specifies whether the “Principal Investigator”, “Study Contact”(s), or both will receive the notification.

Desired boilerplate text and Merge Codes are entered in the **E-Mail Content** text editor. *See the Using Merge Codes in Notifications section of this manual for more information.*

Add Pre Review Notification

Navigate to IACUC Assistant > Review Board Administration > **Pre Review Assignment Notification** link.



The **Prereview Notification Setup** page opens.

Edit	Type	Title	Send E-mail Notification	Action
	Prereview Agenda Assignment Notification	Not Defined	Not Defined	Add Notification
	Prereview Expedite Notification	Not Defined	Not Defined	Add Notification
	Prereview Exempt Notification	Not Defined	Not Defined	Add Notification
	Prereview Administrative Notification	Not Defined	Not Defined	Add Notification

Click the **Add Notification** button for the applicable notification type. The **Edit Prereview Notification** page opens for configuration of the notification. The same configuration form is used for all four (4) prereview notification types.

The screenshot shows the 'Edit Prereview Notification' configuration page. It includes fields for 'Type of Notification', 'Title', 'Send E-Mail Notification', and 'Send To'. The 'E-mail Content' field contains a template message with merge codes. Buttons for 'Insert Merge Code' and 'Save Notification' are visible at the top right.

Type of Notification:	Prereview Agenda Assignment Notification
Title:	Prereview Agenda Assignment
Send E-Mail Notification:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Send To:	<input checked="" type="checkbox"/> Principal Investigator <input checked="" type="checkbox"/> Study Contact
E-mail Content:	Be advised that you have been assigned a prereview agenda task for the [%rb_meeting_date%] review board meeting. Please review your workspace Task List and complete the assigned task before the meeting. [%rb_name%]

Enter the desired subject line of the notification email in the **Title** field.


Select “Yes” or “No” for **Send E-Mail Notification**. If “Yes” is selected the notification is sent to the recipient(s). If “No” is selected the notification is saved to the system for recordkeeping purposes but is not sent.

Select the checkbox for “Principal Investigator”, “Study Contact” or both to specify which study personnel should receive the notification in the **Send To** field.

Enter desired boilerplate text and Merge Codes in the **E-Mail Content** text editor. *See the Using Merge Codes in Notifications section of this manual for more information.*

Click the **Save Notification** button to save the notification and close the **Edit Prereview Notification** page. The notification is configured on the notification setup page.

My Workspaces ▾ IACUC **Prereview Notification Setup** [Back](#)

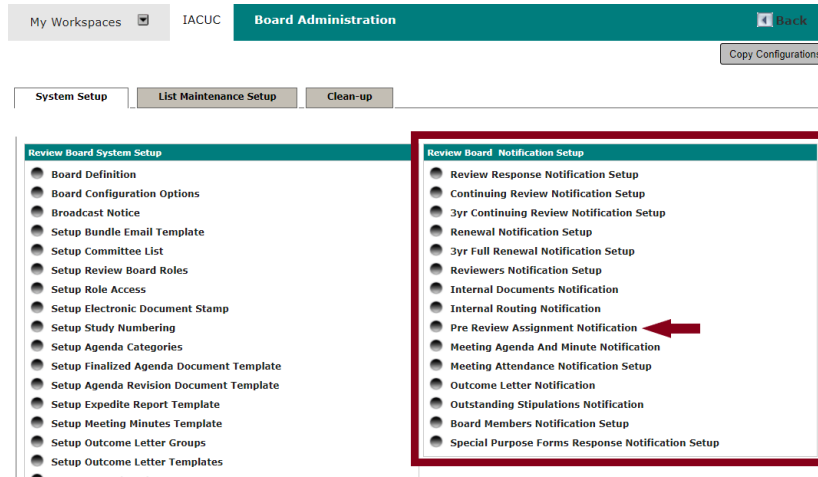
Edit	Type	Title	Send E-mail Notification	Action
	Prereview Agenda Assignment Notification	Prereview Agenda Assignment	Yes	Delete Notification
	Prereview Expedite Notification	Not Defined	Not Defined	Add Notification
	Prereview Exempt Notification	Not Defined	Not Defined	Add Notification
	Prereview Administrative Notification	Not Defined	Not Defined	Add Notification

Notice that a **Delete Notification** button now appears in place of the **Add Notification** button, indicating that no additional versions of this notification type can be created. This is the case for all prereview notifications when configured.

Also notice that an icon is now available in the **Edit** column for the configured notification, indicating that it can be revised.


Edit Pre Review Notification

Navigate to IACUC Assistant > Review Board Administration > **Pre Review Assignment Notification** link.



The **Prereview Notification Setup** page opens.

The screenshot shows the 'Prereview Notification Setup' page. It features a table with columns for 'Edit', 'Type', 'Title', 'Send E-mail Notification', and 'Action'. The 'Edit' column contains icons for each row, with the first icon (a pencil) highlighted by a red box. The 'Action' column contains buttons for 'Delete Notification' or 'Add Notification'.

Edit	Type	Title	Send E-mail Notification	Action
	Prereview Agenda Assignment Notification	Prereview Agenda Assignment	Yes	Delete Notification
	Prereview Expedite Notification	Not Defined	Not Defined	Add Notification
	Prereview Exempt Notification	Not Defined	Not Defined	Add Notification
	Prereview Administrative Notification	Not Defined	Not Defined	Add Notification

Click the icon in the **Edit** column for the applicable notification type. The notification is opened in the **Edit Prereview Notification** page. The same configuration form is used for all four (4) prereview notification types.

My Workspaces IACUC **Edit Prereview Notification** Back

Insert Merge Code **Save Notification**

Type of Notification:	Prereview Agenda Assignment Notification
Title:	<input type="text" value="Prereview Agenda Assignment Notification"/>
Send E-Mail Notification:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Send To:	<input checked="" type="checkbox"/> Principal Investigator <input checked="" type="checkbox"/> Study Contact
E-mail Content:	<div style="border: 1px solid gray; padding: 5px;"> <p>Be advised that you have been assigned a prereview agenda task for the [%rb_meeting_date%] review board meeting. Please review your workspace Task List and complete the assigned task before the meeting.</p> <p>[%rb_name%]</p> </div>

Make desired changes to the **Title** field, which is used as the subject line in the notification e-mail.

If “Yes” is selected for **Send E-Mail Notification** the notification is sent to the recipient. If “No” is selected the notification is saved to the system for recordkeeping purposes but is not sent.

Select the checkbox for “Principal Investigator”, “Study Contact” or both to specify which study personnel should receive the notification in the **Send To** field.

Make desired changes to the boilerplate text and Merge Codes entered in the **E-Mail Content** text editor. *See the Using Merge Codes in Notifications section of this manual for more information.*

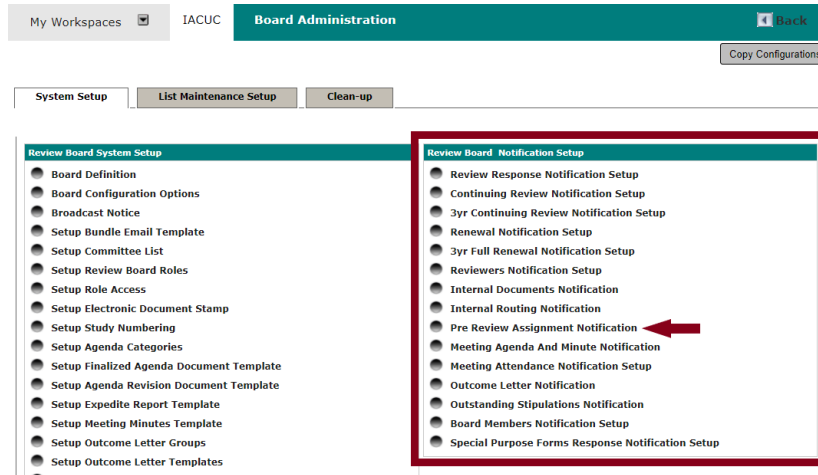
Click the **Save Notification** button to save the notification and close the **Edit Prereview Notification** page. The notification is revised on the notification setup page.

My Workspaces IACUC **Prereview Notification Setup** Back

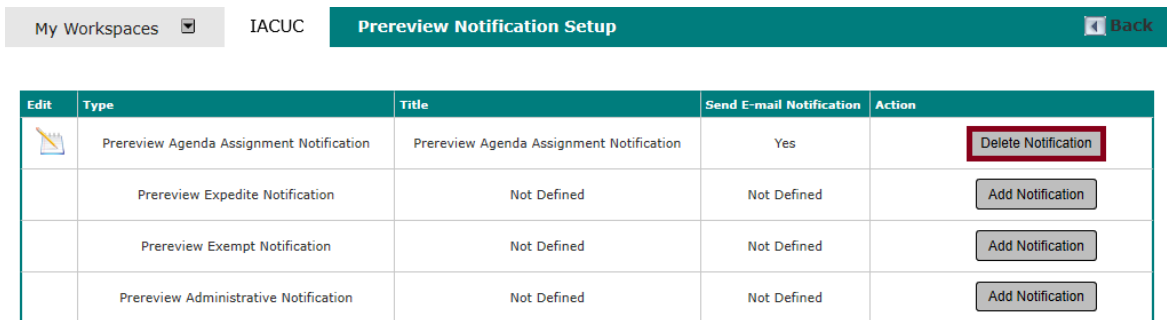
Edit	Type	Title	Send E-mail Notification	Action
	Prereview Agenda Assignment Notification	Prereview Agenda Assignment Notification	Yes	<input type="button" value="Delete Notification"/>
	Prereview Expedite Notification	Not Defined	Not Defined	<input type="button" value="Add Notification"/>
	Prereview Exempt Notification	Not Defined	Not Defined	<input type="button" value="Add Notification"/>
	Prereview Administrative Notification	Not Defined	Not Defined	<input type="button" value="Add Notification"/>

Delete Pre Review Notification

Navigate to IACUC Assistant > Review Board Administration > **Pre Review Assignment Notification** link.

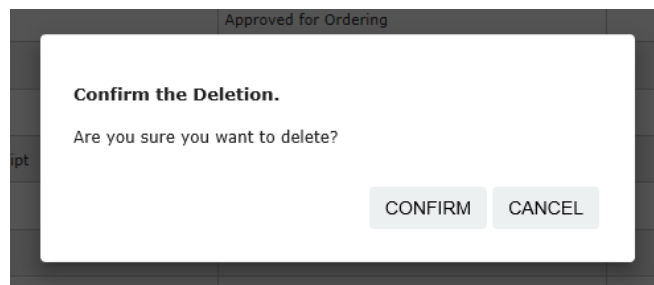


The **Prereview Notification Setup** page opens.



CAUTION: Deleting a configured notification de-configures the notification. Until the notification is reconfigured, no notifications of this type will be sent.

Click the **Delete Notification** button for the applicable notification type. A confirmation popup window displays.



Click **CANCEL** to close the popup without deleting the record.

Click **CONFIRM** to delete the record and close the popup. The selected notification type is now unconfigured on the notification setup page.

My Workspaces ▾ IACUC **Prereview Notification Setup** Back

Edit	Type	Title	Send E-mail Notification	Action
	Prereview Agenda Assignment Notification	Not Defined	Not Defined	<input type="button" value="Add Notification"/>
	Prereview Expedite Notification	Not Defined	Not Defined	<input type="button" value="Add Notification"/>
	Prereview Exempt Notification	Not Defined	Not Defined	<input type="button" value="Add Notification"/>
	Prereview Administrative Notification	Not Defined	Not Defined	<input type="button" value="Add Notification"/>

Meeting Agenda And Minute Notifications

Four different types of meeting agenda and minute notifications can be configured to automatically alert attendees to changes in agenda and minutes status:

- Revised Meeting Agenda Notification, sent to all committee members when the agenda is revised
- Final Meeting Agenda Notification, sent to all committee members when the agenda is finalized
- Draft Meeting Minute Notification, sent to attendees marked “present” during the meeting when draft minutes are prepared
- Final Meeting Minute Notification, sent to attendees marked “present” during the meeting when finalized minutes are published

All four (4) of these notification types are configured via the **Meeting Agenda and Minute Notification Setup** page. To access the page, navigate to IACUC Assistant > Review Board Administration > **Meeting Agenda And Minute Notification Setup** link.

My Workspaces ▾ IACUC **Board Administration** Back

System Setup | **List Maintenance Setup** | Clean-up

Review Board System Setup

- Board Definition
- Board Configuration Options
- Broadcast Notice
- Setup Bundle Email Template
- Setup Committee List
- Setup Review Board Roles
- Setup Role Access
- Setup Electronic Document Stamp
- Setup Study Numbering
- Setup Agenda Categories
- Setup Finalized Agenda Document Template
- Setup Agenda Revision Document Template
- Setup Expedite Report Template
- Setup Meeting Minutes Template
- Setup Outcome Letter Groups
- Setup Outcome Letter Templates

Review Board Notification Setup

- Review Response Notification Setup
- Continuing Review Notification Setup
- 3yr Continuing Review Notification Setup
- Renewal Notification Setup
- 3yr Full Renewal Notification Setup
- Reviewers Notification Setup
- Internal Documents Notification
- Internal Routing Notification
- Pre Review Assignment Notification
- **Meeting Agenda And Minute Notification** ←
- Meeting Attendance Notification Setup
- Outcome Letter Notification
- Outstanding Stipulations Notification
- Board Members Notification Setup
- Special Purpose Forms Response Notification Setup

The **Meeting Agenda and Minute Notification Setup** page opens.

Edit	Type	Title	Send E-mail Notification	Action
	Final Meeting Agenda Notification	Not Defined	Not Defined	Add Notification
	Revised Meeting Agenda Notification	Not Defined	Not Defined	Add Notification
	Final Meeting Minute Notification	Not Defined	Not Defined	Add Notification
	Draft Meeting Minute Notification	Not Defined	Not Defined	Add Notification

The configuration form for all four (4) of these notification types is the same.

My Workspaces IACUC **Edit Meeting Agenda And Minute Notification** Back

Insert Merge Code Save Notification

Type of Notification: RB Final Meeting Agenda Notification

Title:

Send E-Mail Notification: Yes No

E-mail Content:

Rich text editor toolbar: Bold, Italic, Underline, Strikethrough, x₂, x², Font Family, 12, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Image, Table, Undo, Redo.

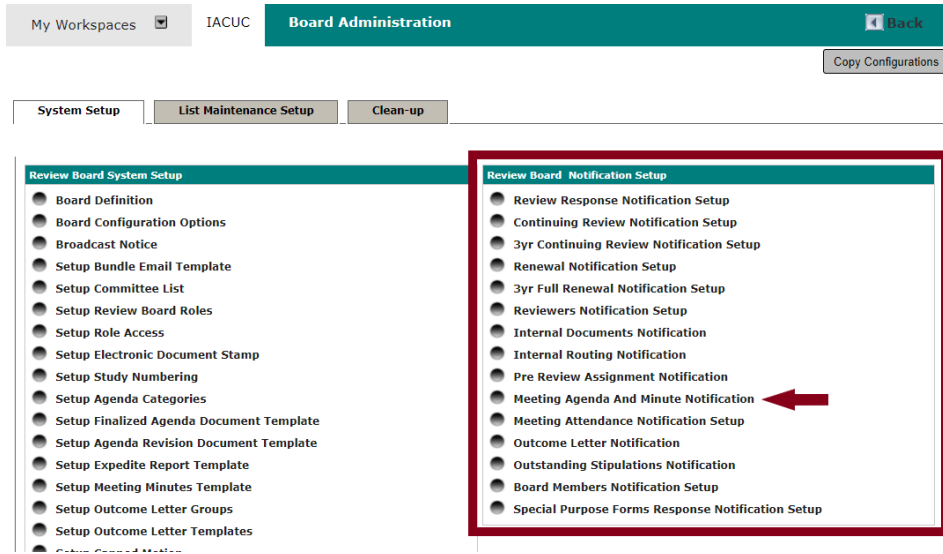
The **Title** field is used as the subject line in the notification e-mail.

If “Yes” is selected for **Send E-Mail Notification** the notification is sent to the recipient. If “No” is selected the notification is saved to the system for recordkeeping purposes but is not sent.

Desired boilerplate text and Merge Codes are entered in the **E-Mail Content** text editor. *See the Using Merge Codes in Notifications section of this manual for more information.*

Add Meeting Agenda / Minute Notification

Navigate to IACUC Assistant > Review Board Administration > **Meeting Agenda And Minute Notification Setup** link.



The Meeting Agenda and Minute Notification Setup page opens.

Edit	Type	Title	Send E-mail Notification	Action
	Final Meeting Agenda Notification	Not Defined	Not Defined	Add Notification
	Revised Meeting Agenda Notification	Not Defined	Not Defined	Add Notification
	Final Meeting Minute Notification	Not Defined	Not Defined	Add Notification
	Draft Meeting Minute Notification	Not Defined	Not Defined	Add Notification

Click the applicable **Add Notification** button.

A configuration form is opened for creation of the notification. The configuration form for all four (4) of these notification types is the same.

The screenshot shows the 'Edit Meeting Agenda And Minute Notification' configuration form. It includes fields for 'Type of Notification', 'Title', and 'Send E-Mail Notification'. The 'E-mail Content' field contains a rich text editor with the text: 'The finalized agenda for the upcoming [%rb_meeting_date%] board meeting has been published.'

Enter the desired subject line of the notification email in the **Title** field.

Select “Yes” or “No” for **Send E-Mail Notification**. If “Yes” is selected the notification is sent to the recipient(s). If “No” is selected the notification is saved to the system for recordkeeping purposes but is not sent.

Enter desired boilerplate text and Merge Codes in the **E-Mail Content** text editor. *See the Using Merge Codes in Notifications section of this manual for more information.*

Click the **Save Notification** button. The notification is configured on the **Meeting Agenda and Minute Notification Setup** page.

Edit	Type	Title	Send E-mail Notification	Action
	Final Meeting Agenda Notification	Final Meeting Agenda Published	Yes	Delete Notification
	Revised Meeting Agenda Notification	Not Defined	Not Defined	Add Notification
	Final Meeting Minute Notification	Not Defined	Not Defined	Add Notification
	Draft Meeting Minute Notification	Not Defined	Not Defined	Add Notification

Notice that a **Delete Notification** button now appears in place of the **Add Notification** button, indicating that no additional versions of this notification type can be created. This is the case for all meeting agenda and minute notifications when configured.

Edit Meeting Agenda / Minute Notification

Navigate to IACUC Assistant > Review Board Administration > **Meeting Agenda And Minute Notification Setup** link.


My Workspaces IACUC Board Administration Back Copy Configurations

System Setup List Maintenance Setup Clean-up

- Review Board System Setup
 - Board Definition
 - Board Configuration Options
 - Broadcast Notice
 - Setup Bundle Email Template
 - Setup Committee List
 - Setup Review Board Roles
 - Setup Role Access
 - Setup Electronic Document Stamp
 - Setup Study Numbering
 - Setup Agenda Categories
 - Setup Finalized Agenda Document Template
 - Setup Agenda Revision Document Template
 - Setup Expedite Report Template
 - Setup Meeting Minutes Template
 - Setup Outcome Letter Groups
 - Setup Outcome Letter Templates
- Review Board Notification Setup
 - Review Response Notification Setup
 - Continuing Review Notification Setup
 - 3yr Continuing Review Notification Setup
 - Renewal Notification Setup
 - 3yr Full Renewal Notification Setup
 - Reviewers Notification Setup
 - Internal Documents Notification
 - Internal Routing Notification
 - Pre Review Assignment Notification
 - Meeting Agenda And Minute Notification
 - Meeting Attendance Notification Setup
 - Outcome Letter Notification
 - Outstanding Stipulations Notification
 - Board Members Notification Setup
 - Special Purpose Forms Response Notification Setup

The **Meeting Agenda and Minute Notification Setup** page opens.

My Workspaces IACUC Meeting Agenda and Minute Notification Setup Back

Edit	Type	Title	Send E-mail Notification	Action
	Final Meeting Agenda Notification	Final Meeting Agenda Published	Yes	Delete Notification
	Revised Meeting Agenda Notification	Not Defined	Not Defined	Add Notification
	Final Meeting Minute Notification	Not Defined	Not Defined	Add Notification
	Draft Meeting Minute Notification	Not Defined	Not Defined	Add Notification

Click the icon in the **Edit** column for the applicable notification.

The notification is opened in a configuration form for editing. The configuration form for all four (4) of these notification types is the same.

My Workspaces IACUC Edit Meeting Agenda And Minute Notification Back

Insert Merge Code Save Notification

Type of Notification:	RB Final Meeting Agenda Notification
Title:	Final Meeting Agenda Notification
Send E-Mail Notification:	<input checked="" type="radio"/> Yes <input type="radio"/> No
E-mail Content:	<div style="border: 1px solid #ccc; padding: 5px;"> <p>The finalized agenda for the upcoming [%rb_meeting_date%] board meeting has been published.</p> </div>


Make desired changes to the **Title** field, which is used as the subject line in the notification e-mail.

If “Yes” is selected for **Send E-Mail Notification** the notification is sent to the recipient. If “No” is selected the notification is saved to the system for recordkeeping purposes but is not sent.

Make desired changes to the boilerplate text and Merge Codes entered in the **E-Mail Content** text editor. See the *Using Merge Codes in Notifications* section of this manual for more information.

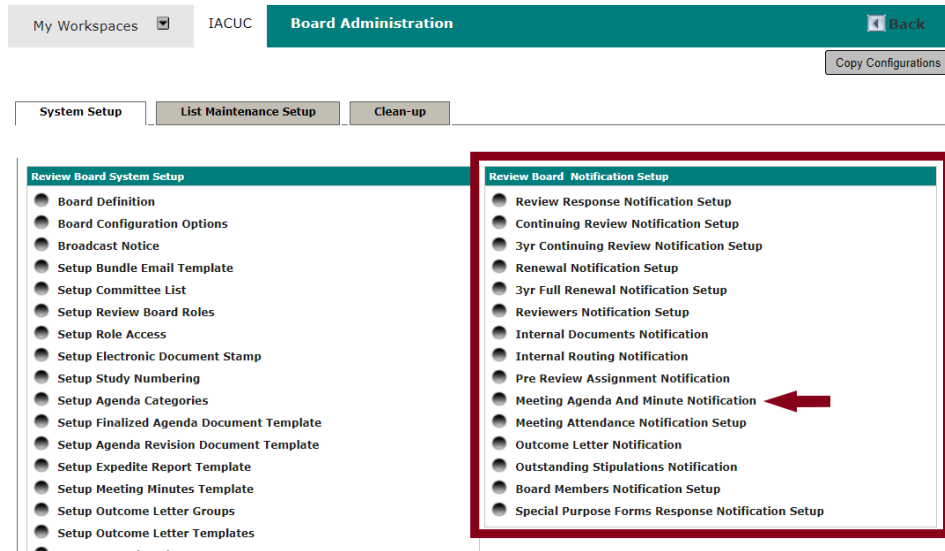
Click the **Save Notification** button to save changes and close the configuration form. The notification is revised on the **Meeting Agenda and Minute Notification Setup** page.

My Workspaces IACUC Meeting Agenda and Minute Notification Setup Back

Edit	Type	Title	Send E-mail Notification	Action
	Final Meeting Agenda Notification	Final Meeting Agenda Notification	Yes	Delete Notification
	Revised Meeting Agenda Notification	Not Defined	Not Defined	Add Notification
	Final Meeting Minute Notification	Not Defined	Not Defined	Add Notification
	Draft Meeting Minute Notification	Not Defined	Not Defined	Add Notification

Delete Meeting Agenda / Minute Notification

Navigate to IACUC Assistant > Review Board Administration > **Meeting Agenda And Minute Notification Setup** link.

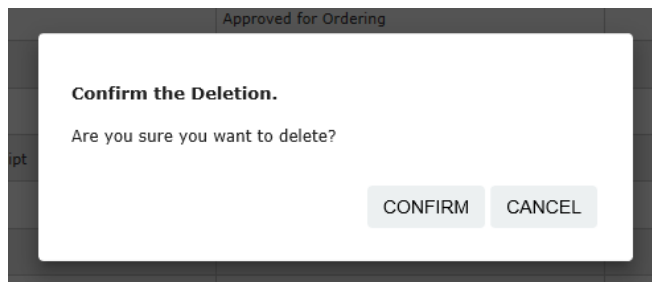


The **Meeting Agenda and Minute Notification Setup** page opens.

Edit	Type	Title	Send E-mail Notification	Action
	Final Meeting Agenda Notification	Final Meeting Agenda Notification	Yes	Delete Notification
	Revised Meeting Agenda Notification	Not Defined	Not Defined	Add Notification
	Final Meeting Minute Notification	Not Defined	Not Defined	Add Notification
	Draft Meeting Minute Notification	Not Defined	Not Defined	Add Notification

CAUTION: Deleting a configured notification de-configures the notification. Until the notification is reconfigured, no notifications of this type will be sent.

Click the **Delete Notification** button for the applicable notification. A confirmation popup window displays.



Click **CANCEL** to close the popup without deleting the record.

Click **CONFIRM** to delete the record and close the popup. The selected notification type is now unconfigured on the notification setup page.

Edit	Type	Title	Send E-mail Notification	Action
	Final Meeting Agenda Notification	Not Defined	Not Defined	Add Notification
	Revised Meeting Agenda Notification	Not Defined	Not Defined	Add Notification
	Final Meeting Minute Notification	Not Defined	Not Defined	Add Notification
	Draft Meeting Minute Notification	Not Defined	Not Defined	Add Notification

Notice that the **Edit** icon and **Delete Notification** button no longer appear, and an **Add Notification** button is provided for the now-unconfigured notification type.

Meeting Attendance Notification Setup

Two types of meeting attendance notification can be configured.

- the Meeting Attendance Notification is automatically sent to intended meeting attendees when the meeting is scheduled, and requests that the attendee set their availability for the meeting
- the Member Attendance Change Notification is automatically sent to the Coordinator when any intended attendee changes their meeting availability status

Both notification types are configured via the **Meeting Attendance Notification Setup** page. To access the page, navigate to IACUC Assistant > Review Board Administration > **Meeting Attendance Notification Setup** link.

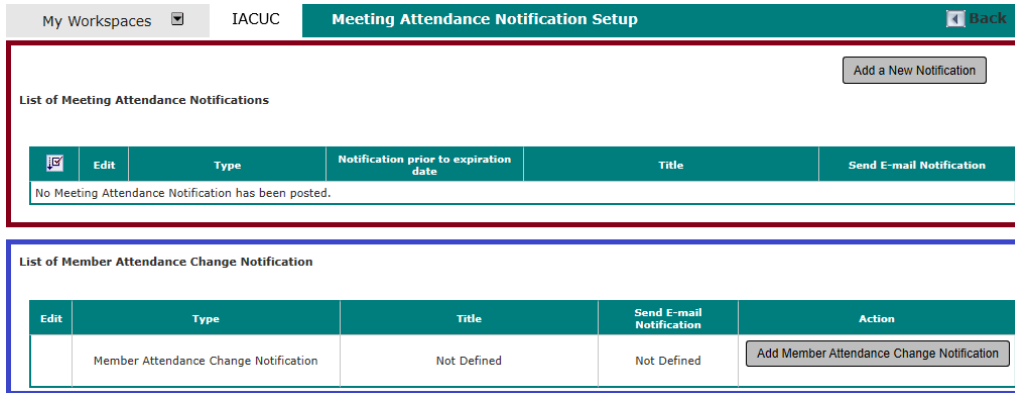
Board Administration

System Setup | List Maintenance Setup | Clean-up

Review Board Notification Setup

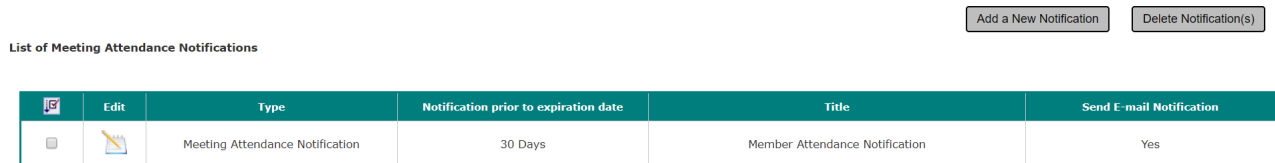
- Review Response Notification Setup
- Continuing Review Notification Setup
- 3yr Continuing Review Notification Setup
- Renewal Notification Setup
- 3yr Full Renewal Notification Setup
- Reviewers Notification Setup
- Internal Documents Notification
- Internal Routing Notification
- Pre Review Assignment Notification
- Meeting Agenda And Minute Notification
- **Meeting Attendance Notification Setup** ←
- Outcome Letter Notification
- Outstanding Stipulations Notification
- Board Members Notification Setup
- Special Purpose Forms Response Notification Setup

The **Meeting Attendance Notification Setup** page opens.



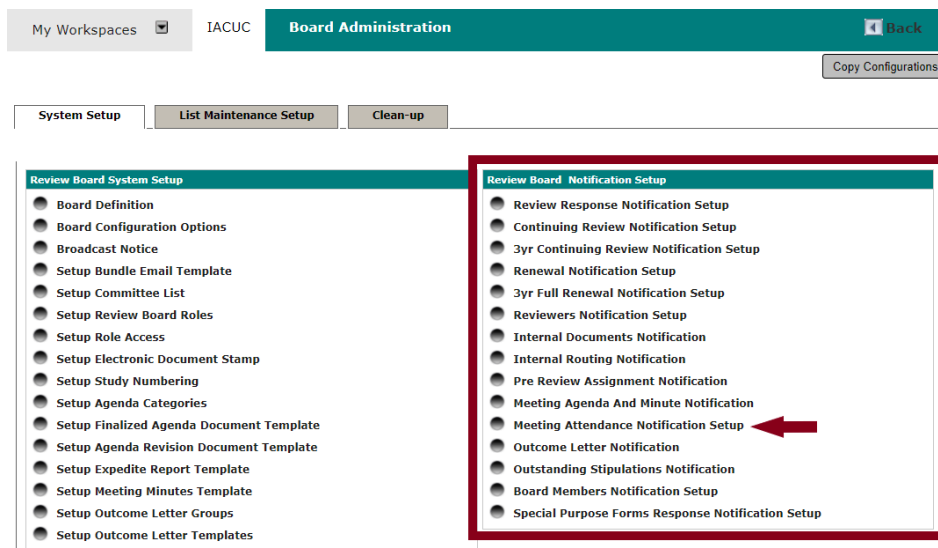
As highlighted by the red box in the screenshot above, the Meeting Attendance Notification list appears in the upper part of the page. When no notifications of this type are configured the list is empty and an **Add a New Notification** button is provided.

As shown in the screenshot below, when a notification of this type is configured it is shown in the list. An **Edit** icon and **Delete Notification(s)** button are added, and the **Add a New Notification** button remains for configuration of additional notifications of this type.

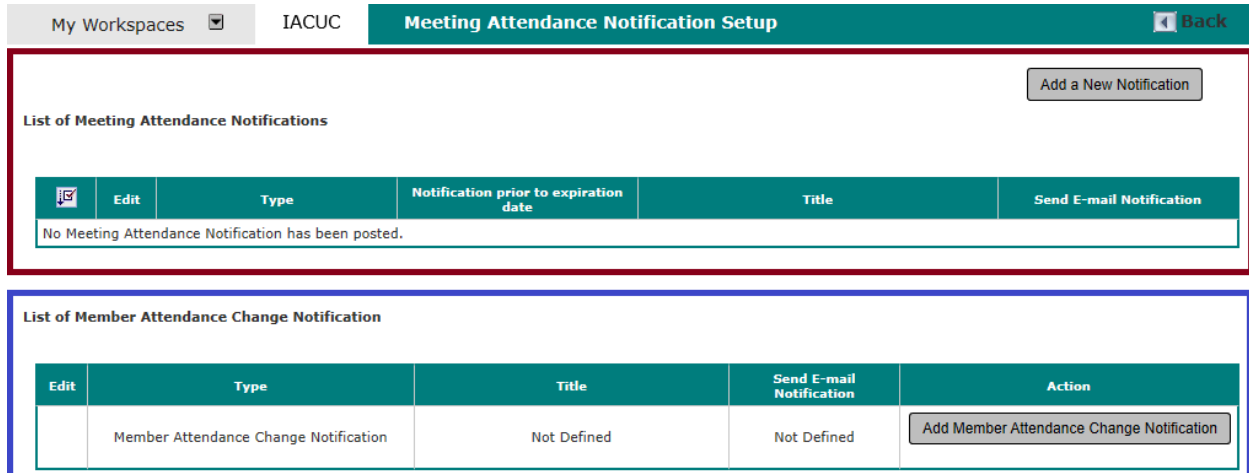


Add Meeting Attendance Notification

Navigate to IACUC Assistant > Review Board Administration > **Meeting Attendance Notification Setup** link.



The **Meeting Attendance Notification Setup** page opens.

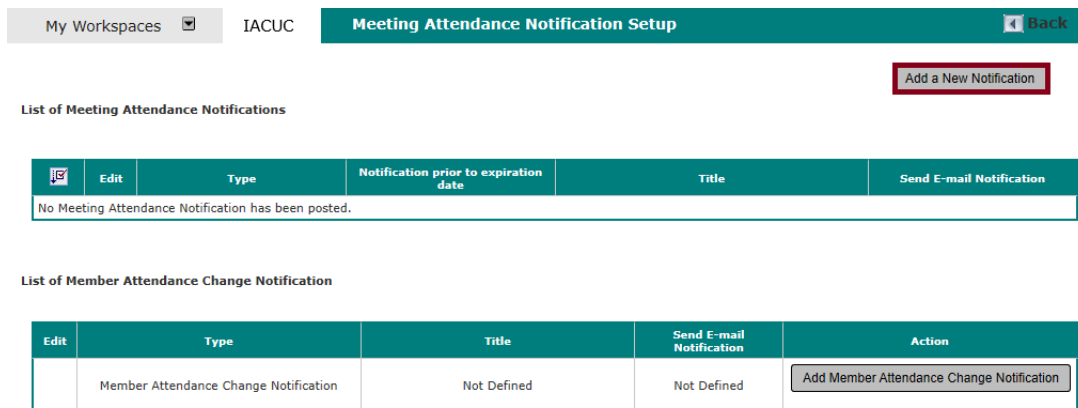


As highlighted by the red box in the screenshot above, the Meeting Attendance notification list appears in the upper part of the page. When no notifications of this type are configured the list is empty and an **Add a New Notification** button is provided.

As shown in the screenshot below, when a notification of this type is configured it is shown in the list. An **Edit** icon and **Delete Notification(s)** button are added, and the **Add a New Notification** button remains for configuration of additional notifications of this type.



Click the **Add a New Notification** button.



The **Edit Meeting Attendance Notification** page opens.

My Workspaces ▼ IACUC Edit Meeting Attendance Notification ⏪ Back

Insert Merge Code Save Notification

Type of Notification:	Meeting Attendance Notification
Title:	<input type="text" value="Please Set Meeting Availability"/>
Notification if within:	<input type="text" value="30"/> in days.
Send E-Mail Notification:	<input checked="" type="radio"/> Yes <input type="radio"/> No
E-mail Content:	<div style="border: 1px solid gray; padding: 5px;"> <p style="font-size: small; margin: 0;">You are on the list of attendees for one or more upcoming board or committee meeting(s). Please login to iRIS to set your availability.</p> </div>

Enter the desired subject line of the notification email in the **Title** field.

Enter the number of days ahead of the meeting date the notification is to be sent in the **Notification if Within** field.

Select “Yes” or “No” for **Send E-Mail Notification**. If “Yes” is selected the notification is sent to the recipient(s). If “No” is selected the notification is saved to the system for recordkeeping purposes but is not sent.

Enter desired boilerplate text and Merge Codes in the **E-Mail Content** text editor. *See the Using Merge Codes in Notifications section of this manual for more information.*

Click the **Save Notification** button to save the notification and close the page. The notification is added to the list in the upper portion of the **Meeting Attendance Setup** page.

My Workspaces ▼ IACUC Meeting Attendance Notification Setup ⏪ Back

Add a New Notification Delete Notification(s)

List of Meeting Attendance Notifications

	Edit	Type	Notification prior to expiration date	Title	Send E-mail Notification
<input type="checkbox"/>		Meeting Attendance Notification	30 Days	Please Set Meeting Availability	Yes

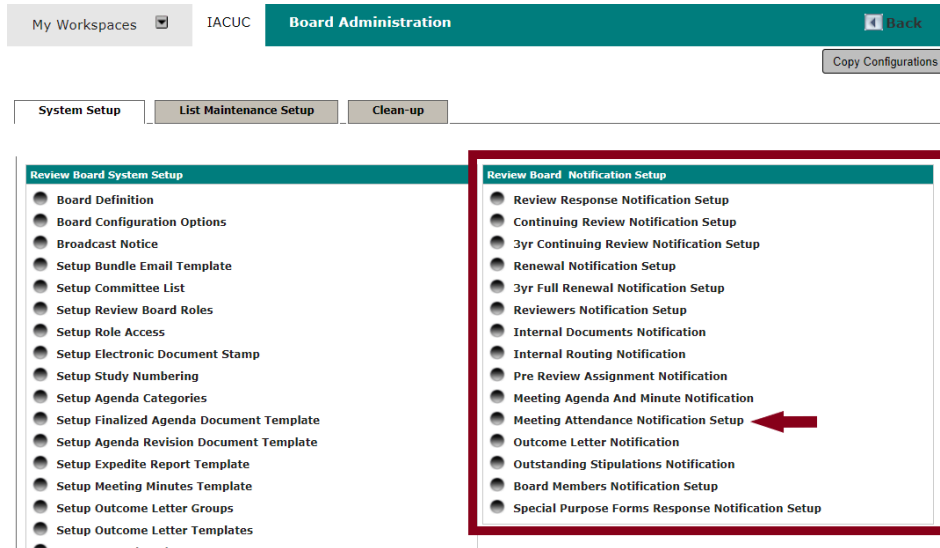
List of Member Attendance Change Notification

Edit	Type	Title	Send E-mail Notification	Action
	Member Attendance Change Notification	Not Defined	Not Defined	Add Member Attendance Change Notification

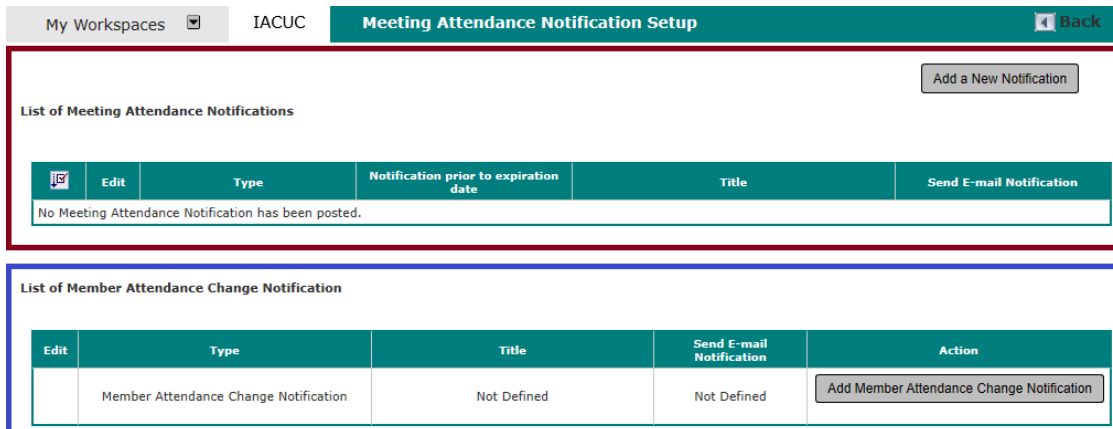
Notice that an **Edit** icon is provided for the notification, and a **Delete Notification** button is added for the list.

Edit Meeting Attendance Notification

Navigate to IACUC Assistant > Review Board Administration > **Meeting Attendance Notification Setup** link.



The **Meeting Attendance Notification Setup** page opens.



As highlighted by the red box in the screenshot above, the Meeting Attendance notification list appears in the upper part of the page. When no notifications of this type are configured the list is empty and an **Add a New Notification** button is provided.

As shown in the screenshot below, when a notification of this type is configured it is shown in the list. An **Edit** icon and **Delete Notification(s)** button are added, and the **Add a New Notification** button remains for configuration of additional notifications of this type.





Click the icon in the **Edit** column for the applicable notification.

My Workspaces ▼ IACUC **Meeting Attendance Notification Setup** ◀ Back

Add a New Notification Delete Notification(s)

List of Meeting Attendance Notifications

 Edit	Type	Notification prior to expiration date	Title	Send E-mail Notification
	Meeting Attendance Notification	30 Days	Please Set Meeting Availability	Yes

List of Member Attendance Change Notification

Edit	Type	Title	Send E-mail Notification	Action
	Member Attendance Change Notification	Not Defined	Not Defined	Add Member Attendance Change Notification

The notification is opened for editing in the **Edit Meeting Attendance Notification** page.

My Workspaces ▼ IACUC **Edit Meeting Attendance Notification** ◀ Back

Insert Merge Code Save Notification

Type of Notification:	Meeting Attendance Notification
Title:	<input type="text" value="Please Set Meeting Availability"/>
Notification if within:	<input type="text" value="15"/> in days.
Send E-Mail Notification:	<input checked="" type="radio"/> Yes <input type="radio"/> No
E-mail Content:	<div style="border: 1px solid #ccc; padding: 5px;"> <p><i>(Rich text editor toolbar with icons for bold, italic, underline, link, unlink, x₂, x², font face, font size, color, background color, bulleted list, numbered list, indent, outdent, link, unlink, image, link, unlink, print, undo, redo)</i></p> <p>You are on the list of attendees for one or more upcoming board or committee meeting(s). Please login to iRIS to set your availability.</p> </div>

Make desired changes to the **Title** field, which is used as the subject line in the notification e-mail.

The **Notification if Within** field specifies how many days ahead of the meeting date the notification is to be sent.

If “Yes” is selected for **Send E-Mail Notification** the notification is sent to the recipient. If “No” is selected the notification is saved to the system for recordkeeping purposes but is not sent.

Make desired changes to the boilerplate text and Merge Codes entered in the **E-Mail Content** text editor. *See the Using Merge Codes in Notifications section of this manual for more information.*

Click the **Save Notification** button to save the notification and close the page. The notification is revised in the upper portion of the **Meeting Attendance Setup** page.

My Workspaces ▾ IACUC **Meeting Attendance Notification Setup** ⏪ Back

Add a New Notification Delete Notification(s)

List of Meeting Attendance Notifications

<input type="checkbox"/>	Edit	Type	Notification prior to expiration date	Title	Send E-mail Notification
<input type="checkbox"/>		Meeting Attendance Notification	15 Days	Please Set Meeting Availability	Yes

List of Member Attendance Change Notification

Edit	Type	Title	Send E-mail Notification	Action
	Member Attendance Change Notification	Not Defined	Not Defined	Add Member Attendance Change Notification

Delete Meeting Attendance Notification

Navigate to IACUC Assistant > Review Board Administration > **Meeting Attendance Notification Setup** link.

My Workspaces ▾ IACUC **Board Administration** ⏪ Back

Copy Configurations

System Setup List Maintenance Setup Clean-up

Review Board System Setup

- Board Definition
- Board Configuration Options
- Broadcast Notice
- Setup Bundle Email Template
- Setup Committee List
- Setup Review Board Roles
- Setup Role Access
- Setup Electronic Document Stamp
- Setup Study Numbering
- Setup Agenda Categories
- Setup Finalized Agenda Document Template
- Setup Agenda Revision Document Template
- Setup Expedite Report Template
- Setup Meeting Minutes Template
- Setup Outcome Letter Groups
- Setup Outcome Letter Templates

Review Board Notification Setup

- Review Response Notification Setup
- Continuing Review Notification Setup
- 3yr Continuing Review Notification Setup
- Renewal Notification Setup
- 3yr Full Renewal Notification Setup
- Reviewers Notification Setup
- Internal Documents Notification
- Internal Routing Notification
- Pre Review Assignment Notification
- Meeting Agenda And Minute Notification
- Meeting Attendance Notification Setup ←
- Outcome Letter Notification
- Outstanding Stipulations Notification
- Board Members Notification Setup
- Special Purpose Forms Response Notification Setup

The **Meeting Attendance Notification Setup** page opens.

My Workspaces IACUC Meeting Attendance Notification Setup Back

Add a New Notification

List of Meeting Attendance Notifications

<input checked="" type="checkbox"/>	Edit	Type	Notification prior to expiration date	Title	Send E-mail Notification
No Meeting Attendance Notification has been posted.					

List of Member Attendance Change Notification

Edit	Type	Title	Send E-mail Notification	Action
	Member Attendance Change Notification	Not Defined	Not Defined	Add Member Attendance Change Notification

As highlighted by the red box in the screenshot above, the Meeting Attendance notification list appears in the upper part of the page. When no notifications of this type are configured the list is empty and an **Add a New Notification** button is provided.

As shown in the screenshot below, when a notification of this type is configured it is shown in the list. An **Edit** icon and **Delete Notification(s)** button are added, and the **Add a New Notification** button remains for configuration of additional notifications of this type.

List of Meeting Attendance Notifications Add a New Notification Delete Notification(s)

<input checked="" type="checkbox"/>	Edit	Type	Notification prior to expiration date	Title	Send E-mail Notification
<input type="checkbox"/>		Meeting Attendance Notification	30 Days	Member Attendance Notification	Yes

CAUTION: Deleting a configured notification de-configures the notification. Until the notification is reconfigured, no notifications of this type will be sent.

Select the checkbox in the far-left column for the applicable notification and click the **Delete Notification** button.

My Workspaces IACUC Meeting Attendance Notification Setup Back

Add a New Notification Delete Notification(s)

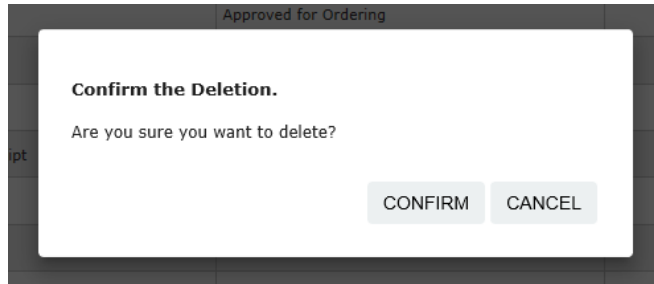
List of Meeting Attendance Notifications

<input checked="" type="checkbox"/>	Edit	Type	Notification prior to expiration date	Title	Send E-mail Notification
<input type="checkbox"/>		Meeting Attendance Notification	15 Days	Please Set Meeting Availability	Yes

List of Member Attendance Change Notification

Edit	Type	Title	Send E-mail Notification	Action
	Member Attendance Change Notification	Not Defined	Not Defined	Add Member Attendance Change Notification

A confirmation popup window displays.



Click **CANCEL** to close the popup without deleting the record.

Click **CONFIRM** to delete the record and close the popup. The selected notification type is now unconfigured on the notification setup page.

My Workspaces ▾ IACUC **Meeting Attendance Notification Setup** ⌂ Back

[Add a New Notification](#)

List of Meeting Attendance Notifications

<input checked="" type="checkbox"/>	Edit	Type	Notification prior to expiration date	Title	Send E-mail Notification
No Meeting Attendance Notification has been posted.					

List of Member Attendance Change Notification

Edit	Type	Title	Send E-mail Notification	Action
	Member Attendance Change Notification	Not Defined	Not Defined	Add Member Attendance Change Notification

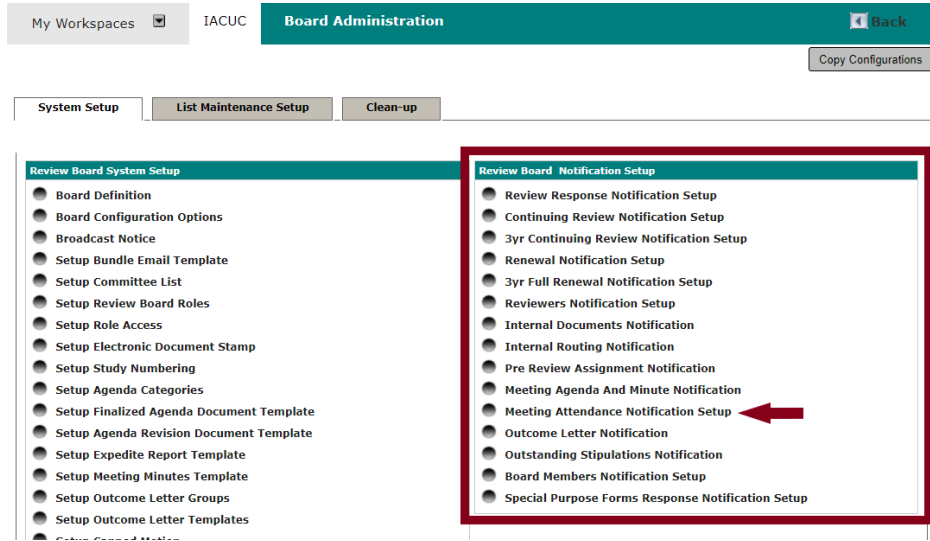
Notice that in this example, because the notification list is now empty, the **Edit** icon and **Delete Notification** button no longer appear.

Meeting Attendance Change Notification Setup

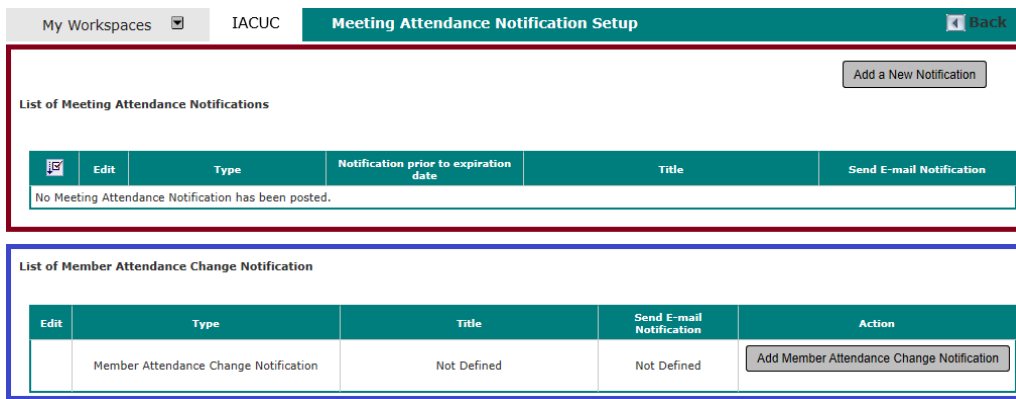
Two types of meeting attendance notification can be configured.

- the Meeting Attendance Notification is automatically sent to intended meeting attendees when the meeting is scheduled, and requests that the attendee set their availability for the meeting
- the Member Attendance Change Notification is automatically sent to the Coordinator when any intended attendee changes their meeting availability status

Both notification types are configured via the **Meeting Attendance Notification Setup** page. To access the page, navigate to IACUC Assistant > Review Board Administration > **Meeting Attendance Notification Setup** link.

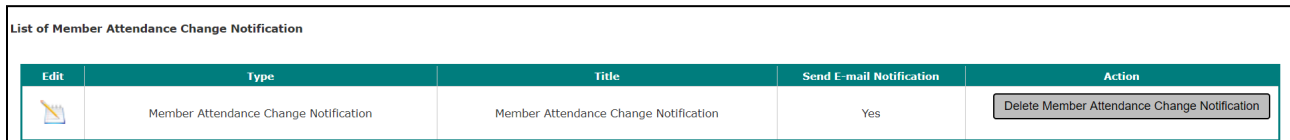


The Meeting Attendance Notification Setup page opens.



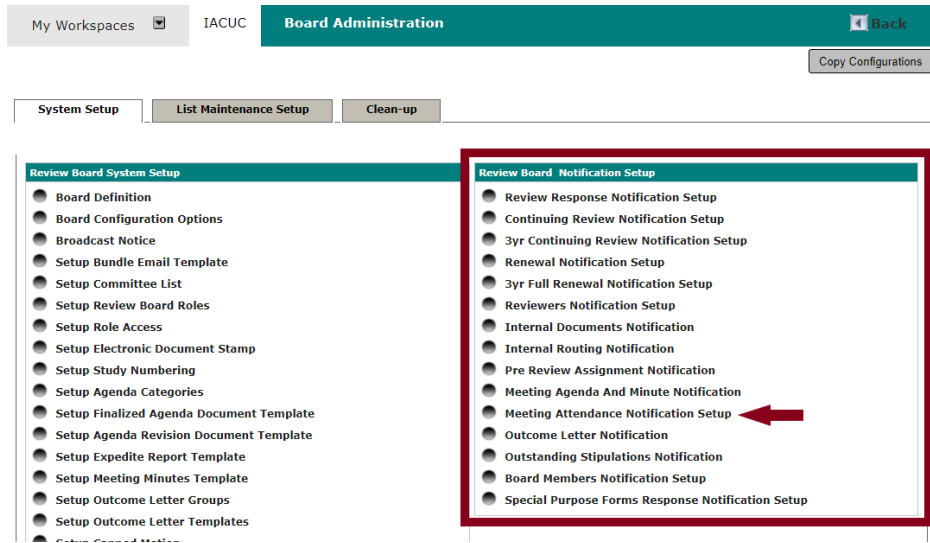
As highlighted by the blue box in the screenshot above, the Meeting Attendance Change notification appears in the lower part of the page. When no notifications of this type are configured the **Title** and **Send E-mail Notification** fields are set to “Not Defined” and an **Add Member Attendance Change Notification** button is provided.

As shown in the screenshot below, when the notification is configured an **Edit** icon is added for the notification. A **Delete Member Attendance Change Notification** button replaces the **Add a New Notification** button, indicating that only one notification of this type can be configured.

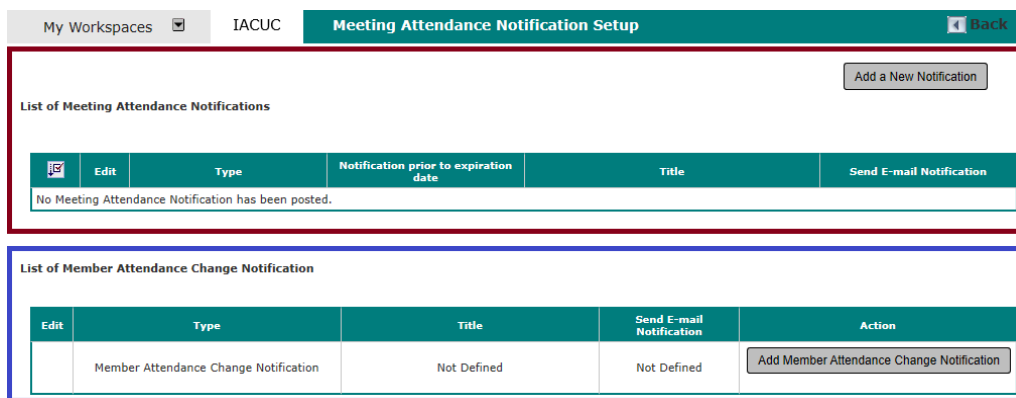


Add Meeting Attendance Change Notification

Navigate to IACUC Assistant > Review Board Administration > **Meeting Attendance Notification Setup** link.

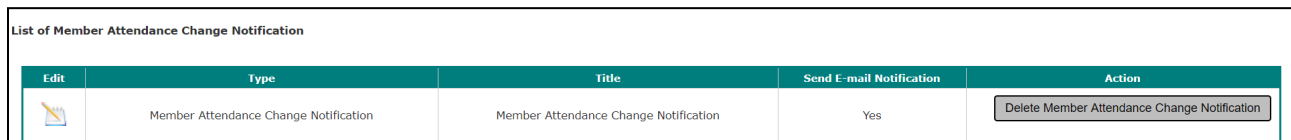


The Meeting Attendance Notification Setup page opens.



As highlighted by the blue box in the screenshot above, the Meeting Attendance Change notification appears in the lower part of the page. When no notifications of this type are configured the **Title** and **Send E-mail Notification** fields are set to “Not Defined” and an **Add Member Attendance Change Notification** button is provided.

As shown in the screenshot below, when the notification is configured an **Edit** icon is added for the notification. A **Delete Member Attendance Change Notification** button replaces the **Add a New Notification** button, indicating that only one notification of this type can be configured.



When the notification is unconfigured, click the **Add Member Attendance Change Notification** button.

My Workspaces ▾ IACUC Meeting Attendance Notification Setup [Back](#)

[Add a New Notification](#)

List of Meeting Attendance Notifications

	Edit	Type	Notification prior to expiration date	Title	Send E-mail Notification
No Meeting Attendance Notification has been posted.					

List of Member Attendance Change Notification

Edit	Type	Title	Send E-mail Notification	Action
	Member Attendance Change Notification	Not Defined	Not Defined	Add Member Attendance Change Notification

The **Edit Meeting Attendance Notification** page opens.

My Workspaces ▾ IACUC Edit Meeting Attendance Notification [Back](#)

[Insert Merge Code](#) [Save Notification](#)

Type of Notification:	Member Attendance Change Notification
Title:	<input type="text" value="Member Attendance Change Notification"/>
Notification if within:	<input type="text" value="14"/> in days.
Send E-Mail Notification:	<input checked="" type="radio"/> Yes <input type="radio"/> No
E-mail Content:	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Be advised one or more meeting attendees have changed their meeting availability. Log in to iRIS to view details.</p> </div>

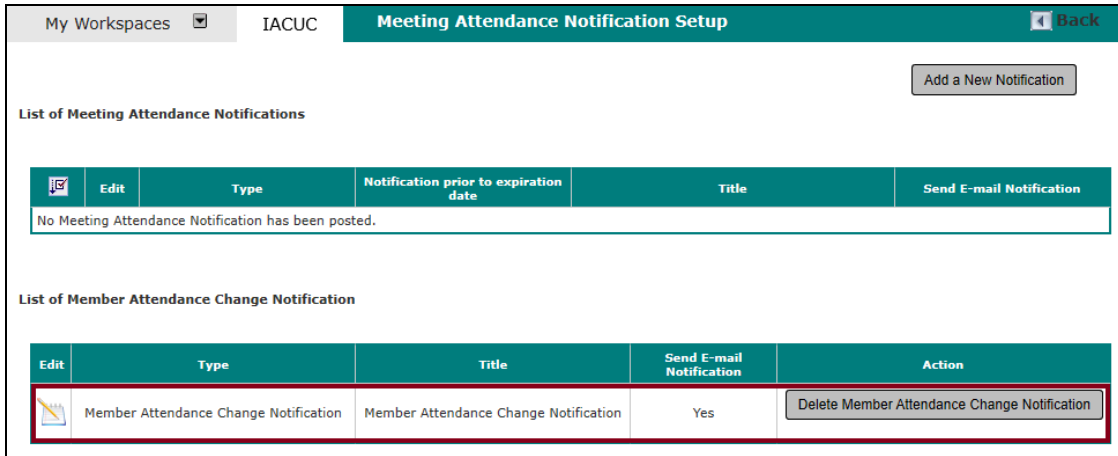
Enter the desired subject line of the notification email in the **Title** field.

Enter the number of days ahead of the meeting date the notification is to be sent in the **Notification if Within** field.

Select “Yes” or “No” for **Send E-Mail Notification**. If “Yes” is selected the notification is sent to the recipient(s). If “No” is selected the notification is saved to the system for recordkeeping purposes but is not sent.

Enter desired boilerplate text and Merge Codes in the **E-Mail Content** text editor. *See the Using Merge Codes in Notifications section of this manual for more information.*

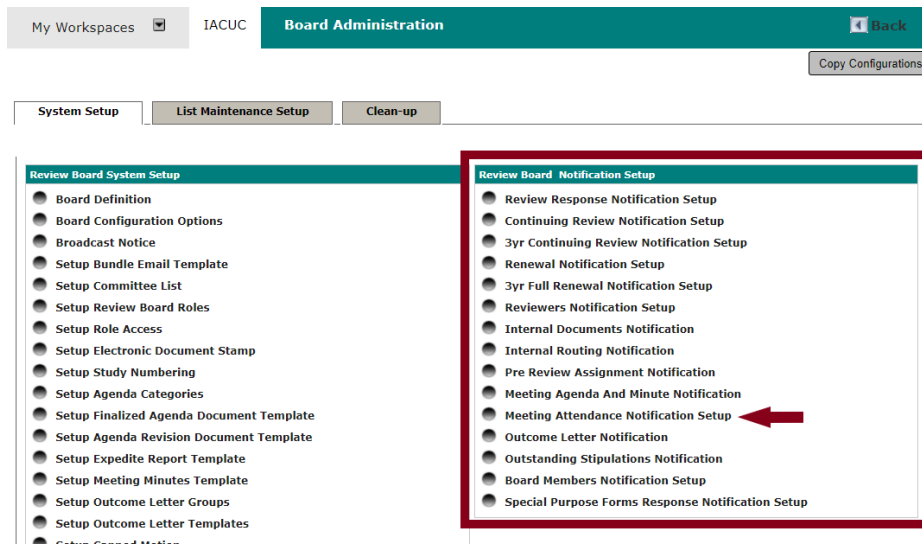
Click the **Save Notification** button to save the notification and close the page. The notification is configured in the lower portion of the **Meeting Attendance Setup** page.



As shown in the screenshot above, when the notification is configured an **Edit** icon is added for the notification. A **Delete Member Attendance Change Notification** button replaces the **Add Member Attendance Notification** button, indicating that only one notification of this type can be configured.

Edit Meeting Attendance Change Notification

Navigate to IACUC Assistant > Review Board Administration > **Meeting Attendance Notification Setup** link.



The **Meeting Attendance Notification Setup** page opens.

My Workspaces IACUC Meeting Attendance Notification Setup Back

Add a New Notification

List of Meeting Attendance Notifications

<input checked="" type="checkbox"/>	Edit	Type	Notification prior to expiration date	Title	Send E-mail Notification
No Meeting Attendance Notification has been posted.					

List of Member Attendance Change Notification

Edit	Type	Title	Send E-mail Notification	Action
	Member Attendance Change Notification	Not Defined	Not Defined	Add Member Attendance Change Notification

As highlighted by the blue box in the screenshot above, the Meeting Attendance Change notification appears in the lower part of the page. When no notifications of this type are configured the **Title** and **Send E-mail Notification** fields are set to “Not Defined” and an **Add Member Attendance Change Notification** button is provided.

As shown in the screenshot below, when the notification is configured an **Edit** icon is added for the notification. A **Delete Member Attendance Change Notification** button replaces the **Add Member Attendance Notification** button, indicating that only one notification of this type can be configured.

List of Member Attendance Change Notification

Edit	Type	Title	Send E-mail Notification	Action
	Member Attendance Change Notification	Member Attendance Change Notification	Yes	Delete Member Attendance Change Notification

When the notification is configured, click its **Edit** icon.

My Workspaces IACUC Meeting Attendance Notification Setup Back

Add a New Notification

List of Meeting Attendance Notifications

<input checked="" type="checkbox"/>	Edit	Type	Notification prior to expiration date	Title	Send E-mail Notification
No Meeting Attendance Notification has been posted.					

List of Member Attendance Change Notification

Edit	Type	Title	Send E-mail Notification	Action
	Member Attendance Change Notification	Member Attendance Change Notification	Yes	Delete Member Attendance Change Notification

The notification is opened for editing in the **Edit Meeting Attendance Notification** page.

My Workspaces ▾ IACUC **Edit Meeting Attendance Notification** [Back](#)

Insert Merge Code **Save Notification**

Type of Notification:	Member Attendance Change Notification
Title:	Member Attendance Changes
Notification if within:	14 in days.
Send E-Mail Notification:	<input checked="" type="radio"/> Yes <input type="radio"/> No
E-mail Content:	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Be advised one or more meeting attendees have changed their meeting availability. Log in to iRIS to view details.</p> </div>

Make desired changes to the **Title** field, which is used as the subject line in the notification e-mail.

The **Notification if Within** field specifies how many days ahead of the meeting the notification is to be sent.

If “Yes” is selected for **Send E-Mail Notification** the notification is sent to the recipient. If “No” is selected the notification is saved to the system for recordkeeping purposes but is not sent.

Make desired changes to the boilerplate text and Merge Codes entered in the **E-Mail Content** text editor. *See the Using Merge Codes in Notifications section of this manual for more information.*

Click the **Save Notification** button to save the notification and close the page. The notification is revised in the list in the lower portion of the **Meeting Attendance Setup** page.

My Workspaces ▾ IACUC **Meeting Attendance Notification Setup** [Back](#)

Add a New Notification

List of Meeting Attendance Notifications

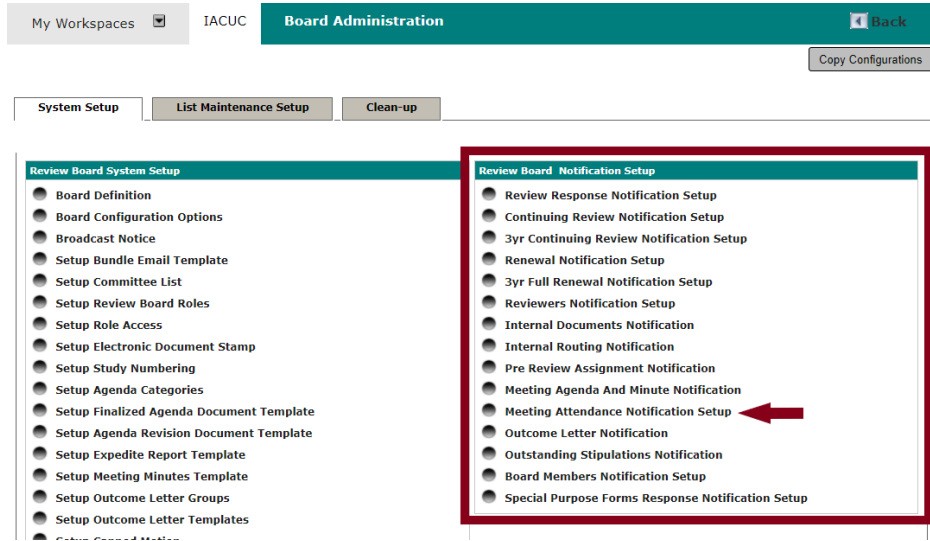
	Edit	Type	Notification prior to expiration date	Title	Send E-mail Notification
No Meeting Attendance Notification has been posted.					

List of Member Attendance Change Notification

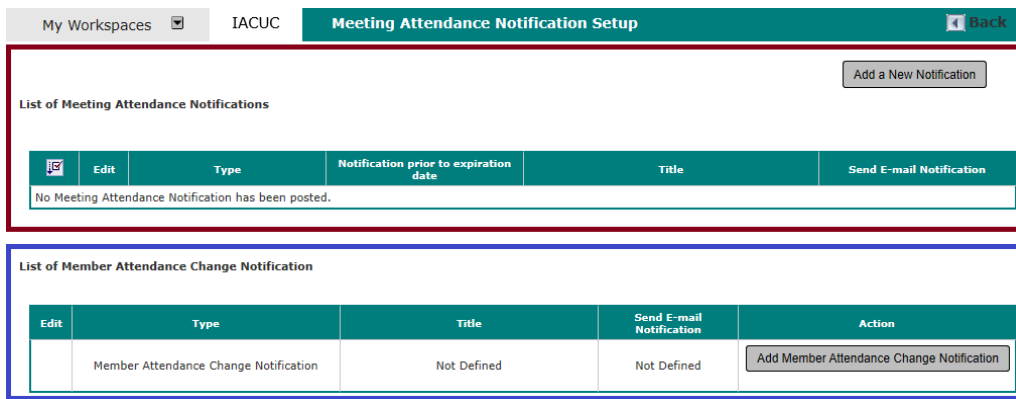
Edit	Type	Title	Send E-mail Notification	Action
	Member Attendance Change Notification	Member Attendance Changes	Yes	Delete Member Attendance Change Notification

Delete Meeting Attendance Change Notification

Navigate to IACUC Assistant > Review Board Administration > **Meeting Attendance Notification Setup** link.



The Meeting Attendance Notification Setup page opens.



As highlighted by the blue box in the screenshot above, the Meeting Attendance Change notification appears in the lower part of the page. When no notifications of this type are configured the **Title** and **Send E-mail Notification** fields are set to “Not Defined” and an **Add Member Attendance Change Notification** button is provided.

As shown in the screenshot below, when the notification is configured an **Edit** icon is added for the notification. A **Delete Member Attendance Change Notification** button replaces the **Add Member Attendance Notification** button, indicating that only one notification of this type can be configured.

List of Member Attendance Change Notification

Edit	Type	Title	Send E-mail Notification	Action
	Member Attendance Change Notification	Member Attendance Change Notification	Yes	Delete Member Attendance Change Notification

CAUTION: Deleting a configured notification de-configures the notification. Until the notification is reconfigured, no notifications of this type will be sent.

Click the **Delete Member Attendance Change Notification** button.

My Workspaces ▾ IACUC Meeting Attendance Notification Setup [Back](#)

[Add a New Notification](#)

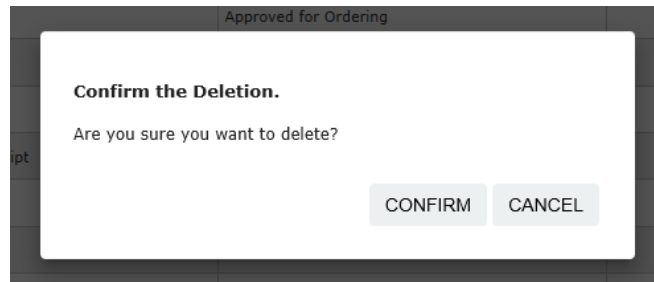
List of Meeting Attendance Notifications

<input checked="" type="checkbox"/>	Edit	Type	Notification prior to expiration date	Title	Send E-mail Notification
No Meeting Attendance Notification has been posted.					

List of Member Attendance Change Notification

Edit	Type	Title	Send E-mail Notification	Action
	Member Attendance Change Notification	Member Attendance Changes	Yes	Delete Member Attendance Change Notification

A confirmation popup window displays.



Click **CANCEL** to close the popup without deleting the record.

Click **CONFIRM** to delete the record and close the popup. The selected notification type is now unconfigured on the notification setup page.

My Workspaces ▾ IACUC Meeting Attendance Notification Setup [Back](#)

[Add a New Notification](#)

List of Meeting Attendance Notifications

<input checked="" type="checkbox"/>	Edit	Type	Notification prior to expiration date	Title	Send E-mail Notification
No Meeting Attendance Notification has been posted.					

List of Member Attendance Change Notification

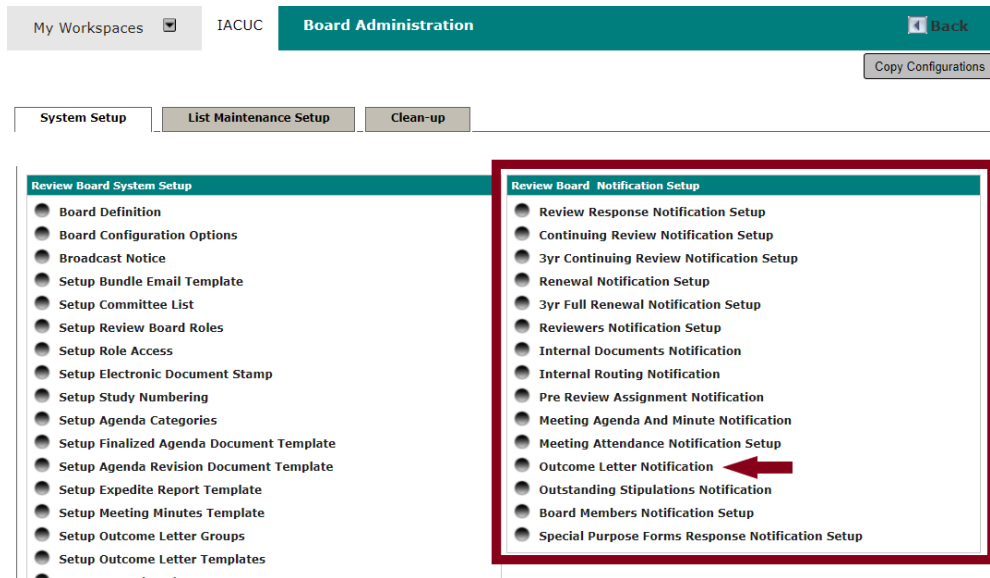
Edit	Type	Title	Send E-mail Notification	Action
	Member Attendance Change Notification	Not Defined	Not Defined	Add Member Attendance Change Notification

Outcome Letter Notifications

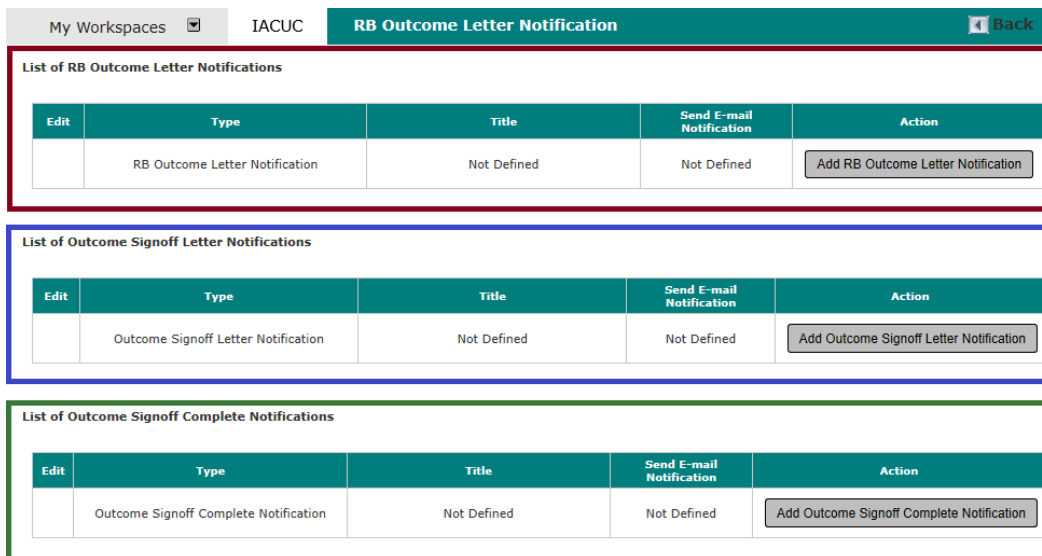
Three types of review board outcome notifications can be configured in the iRIS™ system:

- RB Outcome Letter Notification, automatically sent to applicable study personnel when an outcome letter is sent
- Outcome Signoff Letter Notification, automatically sent to applicable study personnel when an outcome letter signoff task is assigned
- Outcome Signoff Complete Notification, automatically sent to the Assigned Analyst when an outcome letter signoff task is completed

All three notification types are configured via the **RB Outcome Letter Notification** page. To access the page, navigate to IACUC Assistant > Review Board Administration > **Outcome Letter Notification** link.



The **RB Outcome Letter Notification** setup page is opened.



The **RB Outcome Letter Notification** is set up via the top section of the page (red box).


The **Outcome Signoff Letter Notification** is set up via the middle section of the page (blue box).

The **Outcome Signoff Complete Notification** is set up via the bottom section of the page (green box).

As shown in the screenshot below:

- only one version of each notification type can be configured, no add button is provided for notification types that are already configured
- until a notification type is configured, its **Title** and **Send E-Mail Notification** fields are set to “Not Defined” and an add button is provided for the notification (red boxes)
- after a notification type is configured, its **Title** and **Send E-Mail Notification** fields are populated and an **Edit** icon and **Delete** button are provided for the notification (red arrows)

The screenshot shows the 'RB Outcome Letter Notification' configuration page. It features three tables, each with a header row containing 'Edit', 'Type', 'Title', 'Send E-mail Notification', and 'Action'.

Edit	Type	Title	Send E-mail Notification	Action
	RB Outcome Letter Notification	Outcome Letter Notification	Yes	Delete Outcome Letter Notification

Below this is the 'List of Outcome Signoff Letter Notifications' table:

Edit	Type	Title	Send E-mail Notification	Action
	Outcome Signoff Letter Notification	Not Defined	Not Defined	Add Outcome Signoff Letter Notification

Below that is the 'List of Outcome Signoff Complete Notifications' table:

Edit	Type	Title	Send E-mail Notification	Action
	Outcome Signoff Complete Notification	Not Defined	Not Defined	Add Outcome Signoff Complete Notification

As shown in the screenshot below, the configuration page for all three of these notification types contains the same fields.

The screenshot shows the 'Edit RB Outcome Letter Notification' configuration form. It includes the following fields:

- Type of Notification:** RB Outcome Letter Notification
- Title:** [Empty text input field]
- Send E-Mail Notification:** Yes No
- E-mail Content:** A rich text editor with a toolbar containing icons for bold, italic, underline, strikethrough, subscript, superscript, font color, text color, bulleted list, numbered list, link, unlink, image, link icon, unlink icon, undo, and redo. The font is set to Verdana, size 11.

Buttons for 'Insert Merge Code' and 'Save Notification' are located at the top right of the form area.

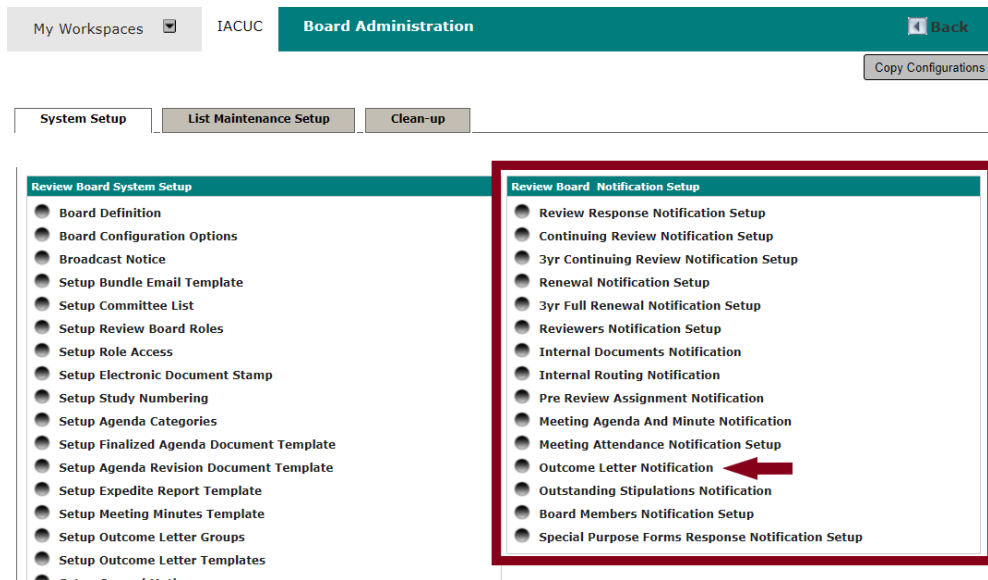
The **Title** field is used as the subject line in the notification e-mail.

If “Yes” is selected for **Send E-Mail Notification** the notification is sent to the recipient. If “No” is selected the notification is saved to the system for recordkeeping purposes but is not sent.

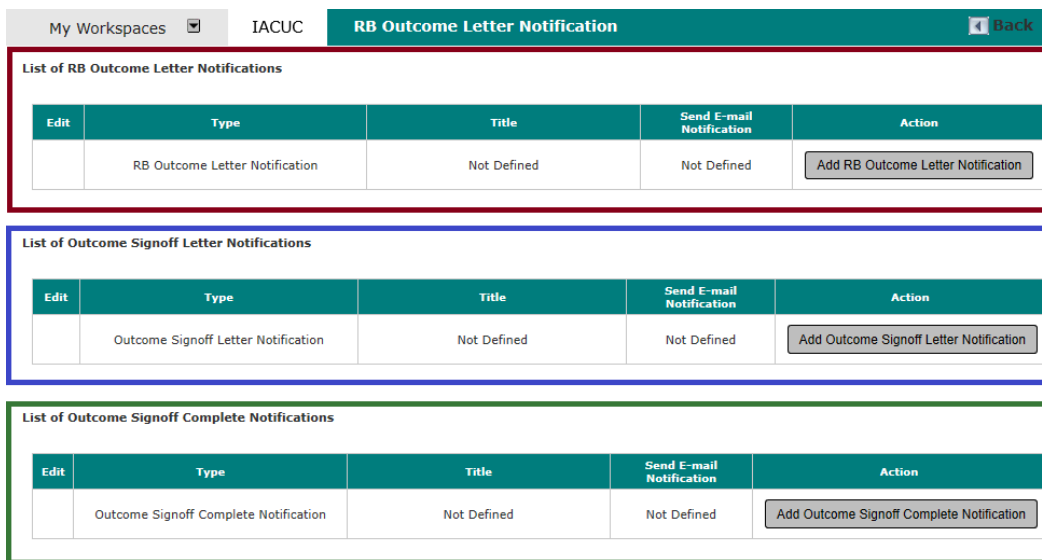
Desired boilerplate text and Merge Codes are entered in the **E-Mail Content** text editor. *See the Using Merge Codes in Notifications section of this manual for more information.*

Add Outcome Letter Notification

Navigate to IACUC Assistant > Review Board Administration > **Outcome Letter Notification** link.



The **RB Outcome Letter Notification** setup page is opened.



The **RB Outcome Letter Notification** is set up via the top section of the page (red box).

The **Outcome Signoff Letter Notification** is set up via the middle section of the page (blue box).

The **Outcome Signoff Complete Notification** is set up via the bottom section of the page (green box).

As shown in the screenshot below:

- only one version of each notification type can be configured, no add button is provided for notification types that are already configured
- until a notification type is configured, its **Title** and **Send E-Mail Notification** fields are set to “Not Defined” and an add button is provided for the notification (red boxes)
- after a notification type is configured, its **Title** and **Send E-Mail Notification** fields are populated and an **Edit** icon and **Delete** button are provided for the notification (red arrows)

My Workspaces IACUC **RB Outcome Letter Notification** [Back](#)

List of RB Outcome Letter Notifications

Edit	Type	Title	Send E-mail Notification	Action
	RB Outcome Letter Notification	Outcome Letter Notification	Yes	Delete Outcome Letter Notification

List of Outcome Signoff Letter Notifications

Edit	Type	Title	Send E-mail Notification	Action
	Outcome Signoff Letter Notification	Not Defined	Not Defined	Add Outcome Signoff Letter Notification

List of Outcome Signoff Complete Notifications

Edit	Type	Title	Send E-mail Notification	Action
	Outcome Signoff Complete Notification	Not Defined	Not Defined	Add Outcome Signoff Complete Notification

Click the applicable Add button to configure the desired notification type. The selected notification type is opened in the **Edit RB Outcome Letter Notification** page.

My Workspaces ▼ IACUC **Edit RB Outcome Letter Notification** Back

Insert Merge Code Save Notification

Type of Notification:	RB Outcome Letter Notification
Title:	<input type="text" value="Outcome Letter Notification"/>
Send E-Mail Notification:	<input checked="" type="radio"/> Yes <input type="radio"/> No
E-mail Content:	<div style="border: 1px solid gray; padding: 5px;"> <p>Be advised the review board has generated an outcome letter for one or more study(ies) to which you are assigned. Please log in to iRIS to view the letter(s).</p> <p>[%rb_name%]</p> </div>

Enter the desired subject line of the notification email in the **Title** field.

Select “Yes” or “No” for **Send E-Mail Notification**. If “Yes” is selected the notification is sent to the recipient(s). If “No” is selected the notification is saved to the system for recordkeeping purposes but is not sent.

Enter desired boilerplate text and Merge Codes in the **E-Mail Content** text editor. *See the Using Merge Codes in Notifications section of this manual for more information.*

Click the **Save Notification** button to save the notification and close the configuration page. The notification is configured on the **RB Outcome Letter Notification** page.

My Workspaces ▼ IACUC **RB Outcome Letter Notification** Back

List of RB Outcome Letter Notifications

Edit	Type	Title	Send E-mail Notification	Action
	RB Outcome Letter Notification	Outcome Letter Notification	Yes	Delete Outcome Letter Notification

List of Outcome Signoff Letter Notifications

Edit	Type	Title	Send E-mail Notification	Action
	Outcome Signoff Letter Notification	Not Defined	Not Defined	Add Outcome Signoff Letter Notification

List of Outcome Signoff Complete Notifications

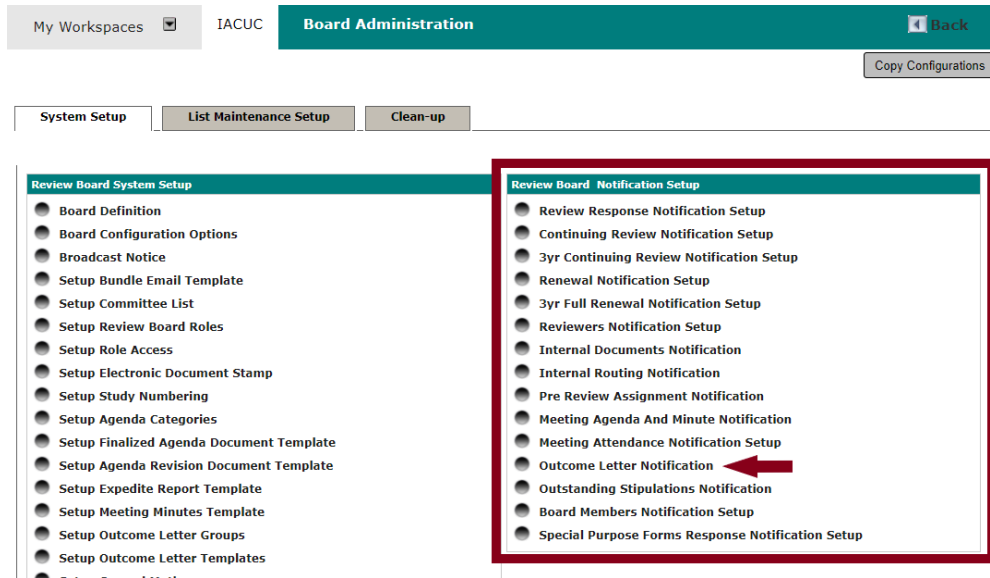
Edit	Type	Title	Send E-mail Notification	Action
	Outcome Signoff Complete Notification	Not Defined	Not Defined	Add Outcome Signoff Complete Notification

Notice that a **Delete Notification** button now appears in place of the **Add Notification** button, indicating that no additional versions of this notification type can be created. This is the case for all outcome letter notifications when configured.

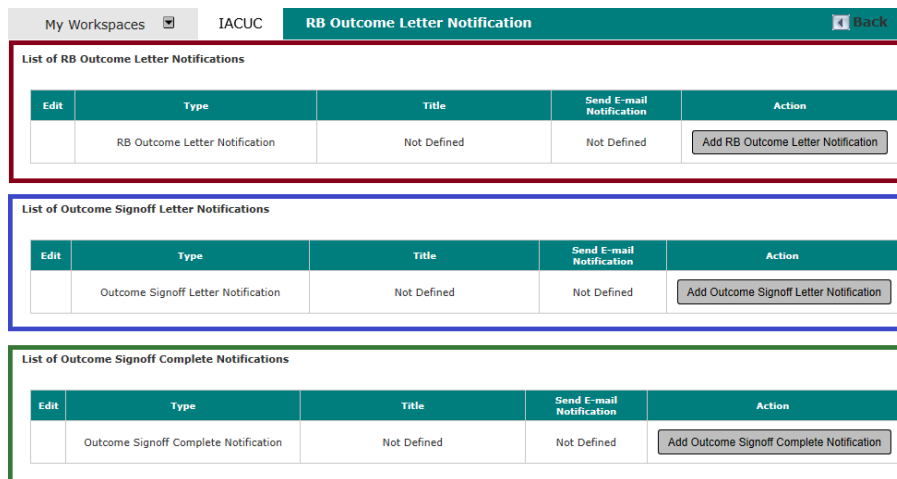
Also notice that an icon is now available in the **Edit** column for the configured notification, indicating that it can be revised. This is the case for all outcome letter notifications when configured.

Edit Outcome Letter Notification

Navigate to IACUC Assistant > Review Board Administration > **Outcome Letter Notification** link.



The **RB Outcome Letter Notification** setup page is opened.



The **RB Outcome Letter Notification** is set up via the top section of the page (red box).

The **Outcome Signoff Letter Notification** is set up via the middle section of the page (blue box).

The **Outcome Signoff Complete Notification** is set up via the bottom section of the page (green box).


As shown in the screenshot below:

- only one version of each notification type can be configured, no add button is provided for notification types that are already configured

- until a notification type is configured, its **Title** and **Send E-Mail Notification** fields are set to “Not Defined” and an add button is provided for the notification (red boxes)
- after a notification type is configured, its **Title** and **Send E-Mail Notification** fields are populated and an **Edit** icon and **Delete** button are provided for the notification (red arrows)

My Workspaces ▾ IACUC **RB Outcome Letter Notification** [Back](#)

List of RB Outcome Letter Notifications

Edit	Type	Title	Send E-mail Notification	Action
	RB Outcome Letter Notification	Outcome Letter Notification	Yes	Delete Outcome Letter Notification

List of Outcome Signoff Letter Notifications

Edit	Type	Title	Send E-mail Notification	Action
	Outcome Signoff Letter Notification	Not Defined	Not Defined	Add Outcome Signoff Letter Notification


List of Outcome Signoff Complete Notifications

Edit	Type	Title	Send E-mail Notification	Action
	Outcome Signoff Complete Notification	Not Defined	Not Defined	Add Outcome Signoff Complete Notification

Click the icon in the **Edit** column for the applicable notification type.

My Workspaces ▾ IACUC **RB Outcome Letter Notification** [Back](#)

List of RB Outcome Letter Notifications

Edit	Type	Title	Send E-mail Notification	Action
	RB Outcome Letter Notification	Outcome Letter Notification	Yes	Delete Outcome Letter Notification

List of Outcome Signoff Letter Notifications

Edit	Type	Title	Send E-mail Notification	Action
	Outcome Signoff Letter Notification	Not Defined	Not Defined	Add Outcome Signoff Letter Notification

List of Outcome Signoff Complete Notifications

Edit	Type	Title	Send E-mail Notification	Action
	Outcome Signoff Complete Notification	Not Defined	Not Defined	Add Outcome Signoff Complete Notification

The selected notification type is opened for editing in the **Edit RB Outcome Letter Notification** page.

My Workspaces IACUC **Edit RB Outcome Letter Notification** Back

Insert Merge Code **Save Notification**

Type of Notification:	RB Outcome Letter Notification
Title:	<input type="text" value="Review Board Outcome Letter Notification"/>
Send E-Mail Notification:	<input checked="" type="radio"/> Yes <input type="radio"/> No
E-mail Content:	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Be advised the review board has generated an outcome letter for one or more study(ies) to which you are assigned. Please log in to iRIS to view the letter(s).</p> <p>[%rb_name%]</p> </div>

Make desired changes to the **Title** field, which is used as the subject line in the notification e-mail.

If “Yes” is selected for **Send E-Mail Notification** the notification is sent to the recipient. If “No” is selected the notification is saved to the system for recordkeeping purposes but is not sent.

Make desired changes to the boilerplate text and Merge Codes entered in the **E-Mail Content** text editor. *See the Using Merge Codes in Notifications section of this manual for more information.*

Click the **Save Notification** button to save changes and close the configuration panel. The notification is revised on the **RB Outcome Letter Notification** page.

My Workspaces IACUC **RB Outcome Letter Notification** Back

List of RB Outcome Letter Notifications

Edit	Type	Title	Send E-mail Notification	Action
	RB Outcome Letter Notification	Review Board Outcome Letter Notification	Yes	Delete Outcome Letter Notification

List of Outcome Signoff Letter Notifications

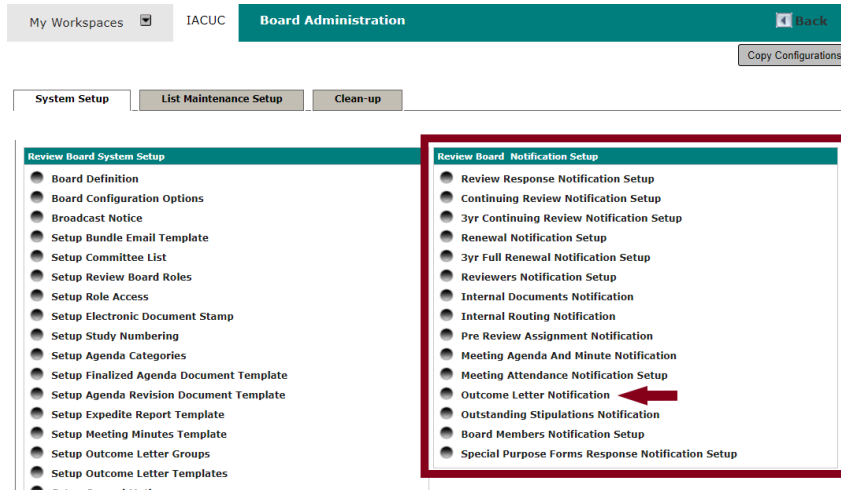
Edit	Type	Title	Send E-mail Notification	Action
	Outcome Signoff Letter Notification	Not Defined	Not Defined	Add Outcome Signoff Letter Notification

List of Outcome Signoff Complete Notifications

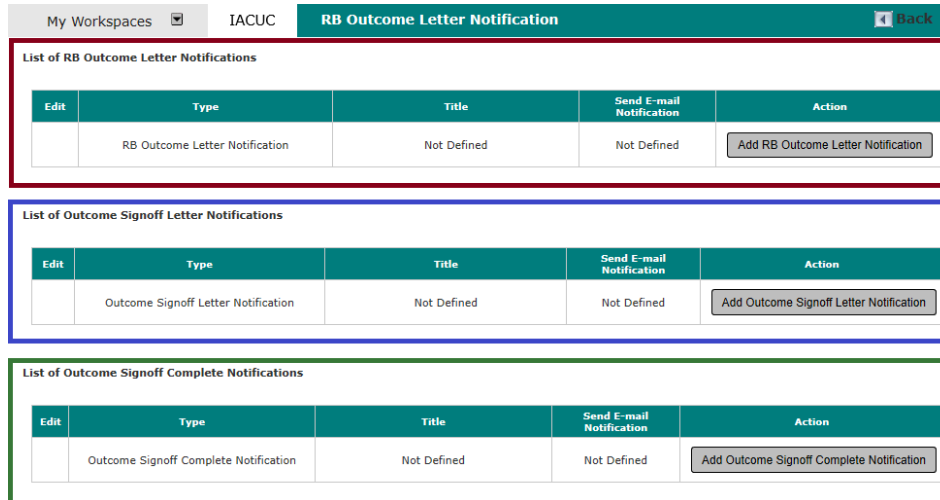
Edit	Type	Title	Send E-mail Notification	Action
	Outcome Signoff Complete Notification	Not Defined	Not Defined	Add Outcome Signoff Complete Notification

Delete Outcome Letter Notification

Navigate to IACUC Assistant > Review Board Administration > **Outcome Letter Notification** link.



The **RB Outcome Letter Notification** setup page is opened.



The **RB Outcome Letter Notification** is set up via the top section of the page (red box).

The **Outcome Signoff Letter Notification** is set up via the middle section of the page (blue box).


The **Outcome Signoff Complete Notification** is set up via the bottom section of the page (green box).

As shown in the screenshot below:

- only one version of each notification type can be configured, no add button is provided for notification types that are already configured
- until a notification type is configured, its **Title** and **Send E-Mail Notification** fields are set to “Not Defined” and an add button is provided for the notification (red boxes)
- after a notification type is configured, its **Title** and **Send E-Mail Notification** fields are populated and an **Edit** icon and **Delete** button are provided for the notification (red arrows)

My Workspaces ▾ IACUC RB Outcome Letter Notification [Back](#)

List of RB Outcome Letter Notifications

Edit	Type	Title	Send E-mail Notification	Action
	RB Outcome Letter Notification	Outcome Letter Notification	Yes	Delete Outcome Letter Notification

List of Outcome Signoff Letter Notifications

Edit	Type	Title	Send E-mail Notification	Action
	Outcome Signoff Letter Notification	Not Defined	Not Defined	Add Outcome Signoff Letter Notification

List of Outcome Signoff Complete Notifications


Edit	Type	Title	Send E-mail Notification	Action
	Outcome Signoff Complete Notification	Not Defined	Not Defined	Add Outcome Signoff Complete Notification

CAUTION: Deleting a configured notification de-configures the notification. Until the notification is reconfigured, no notifications of this type will be sent.

Click the delete button for the applicable notification type.

My Workspaces ▾ IACUC RB Outcome Letter Notification [Back](#)

List of RB Outcome Letter Notifications

Edit	Type	Title	Send E-mail Notification	Action
	RB Outcome Letter Notification	Review Board Outcome Letter Notification	Yes	Delete Outcome Letter Notification

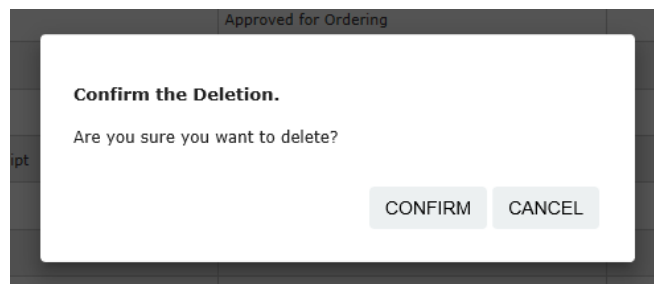
List of Outcome Signoff Letter Notifications

Edit	Type	Title	Send E-mail Notification	Action
	Outcome Signoff Letter Notification	Not Defined	Not Defined	Add Outcome Signoff Letter Notification

List of Outcome Signoff Complete Notifications

Edit	Type	Title	Send E-mail Notification	Action
	Outcome Signoff Complete Notification	Not Defined	Not Defined	Add Outcome Signoff Complete Notification

A confirmation popup window displays.



Click **CANCEL** to close the popup without deleting the record.

Click **CONFIRM** to delete the record and close the popup. The selected notification type is now unconfigured on the notification setup page.

My Workspaces ▾ IACUC **RB Outcome Letter Notification** ⏪ Back

List of RB Outcome Letter Notifications

Edit	Type	Title	Send E-mail Notification	Action
	RB Outcome Letter Notification	Not Defined	Not Defined	<input type="button" value="Add RB Outcome Letter Notification"/>

List of Outcome Signoff Letter Notifications

Edit	Type	Title	Send E-mail Notification	Action
	Outcome Signoff Letter Notification	Not Defined	Not Defined	<input type="button" value="Add Outcome Signoff Letter Notification"/>

List of Outcome Signoff Complete Notifications

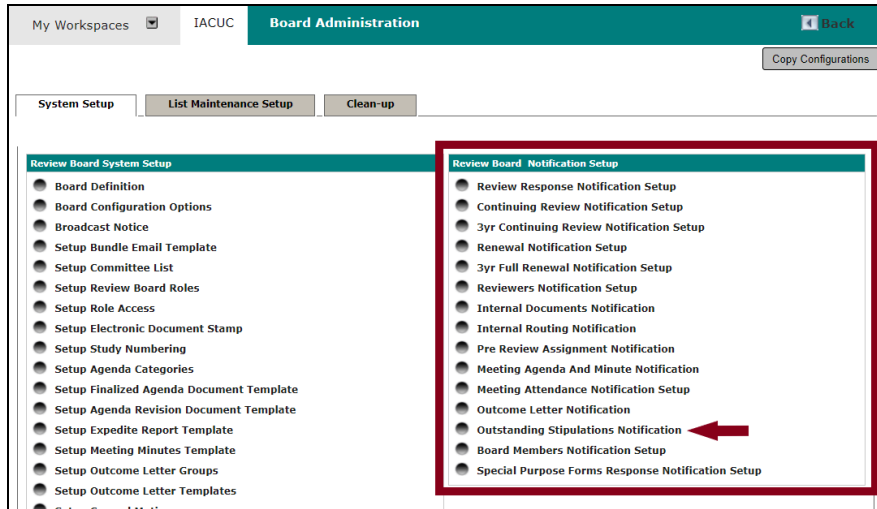
Edit	Type	Title	Send E-mail Notification	Action
	Outcome Signoff Complete Notification	Not Defined	Not Defined	<input type="button" value="Add Outcome Signoff Complete Notification"/>

Notice that the **Edit** icon and **Delete Notification** button no longer appear, and an **Add Notification** button is provided for the now-unconfigured notification type.

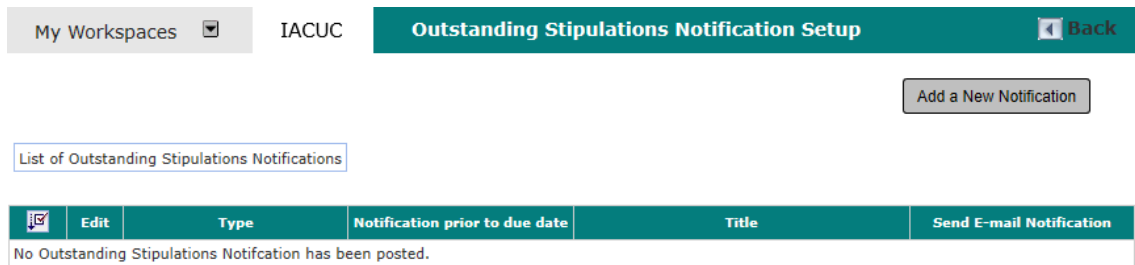
Outstanding Stipulations Notifications

Outstanding stipulation notifications can be configured to automatically alert applicable study personnel (generally the PI, Study Contact, and Assigned Analyst) when a stipulation is entered. Different versions of this notification type can be configured to address different stipulation requests.

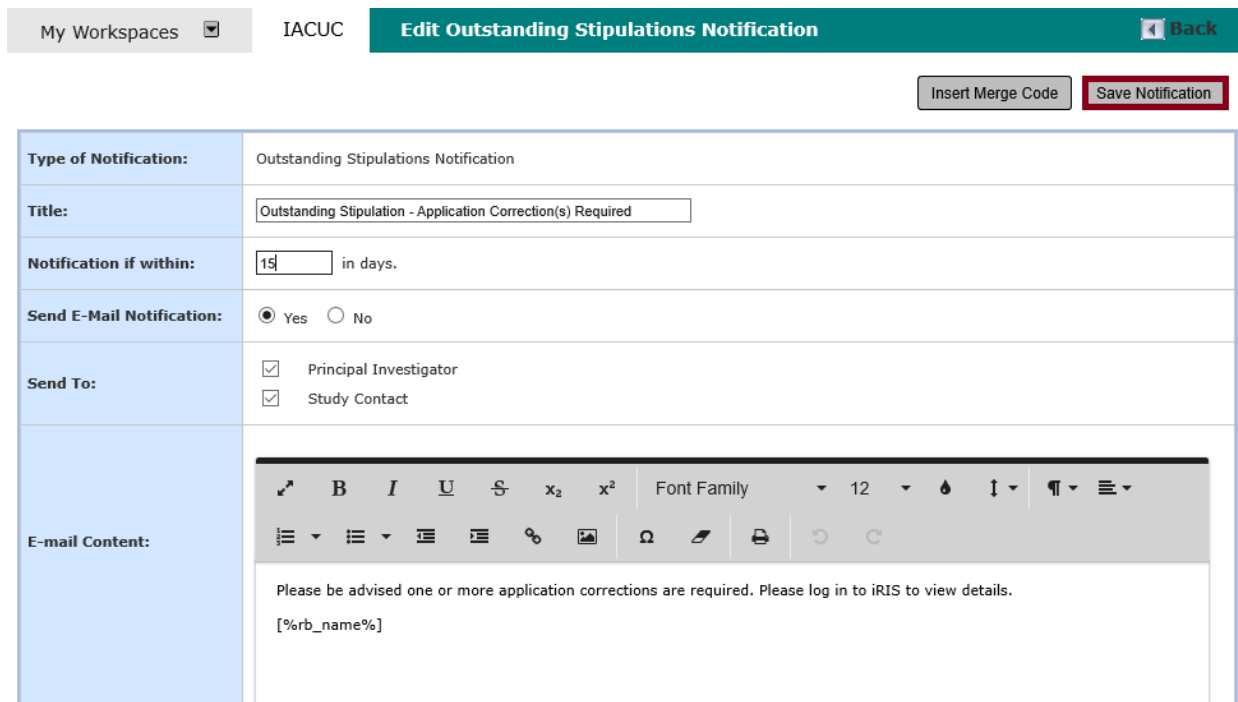
This type of notification is configured on the **Outstanding Stipulations Notification Setup** page. To access the page, navigate to IACUC Assistant > Review Board Administration > **Outstanding Stipulations Notification** link.



The **Outstanding Stipulations Notification Setup** page is opened.



The **Edit Outstanding Stipulations Notification** page is used for configuration of this notification type.



The **Title** field is used as the subject line in the notification e-mail.

The **Notification if Within** field specifies how many days ahead of the due date the notification is to be sent.

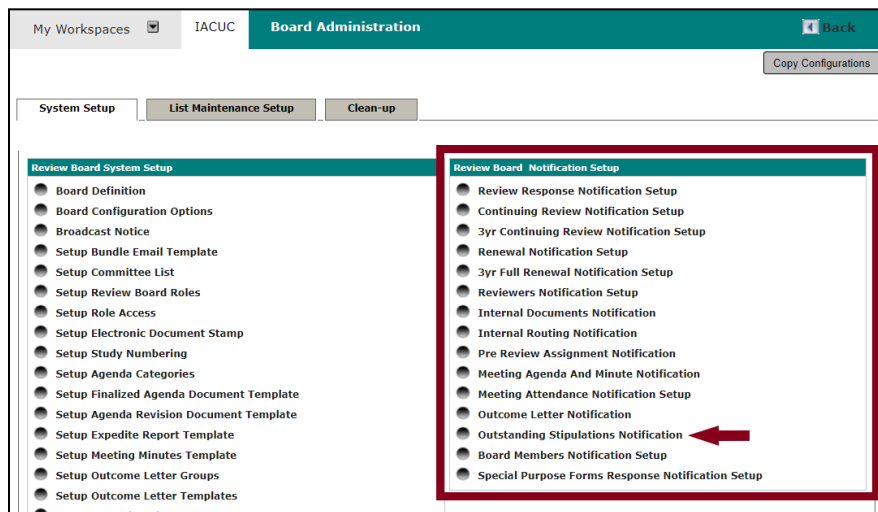
If “Yes” is selected for **Send E-Mail Notification** the notification is sent to the recipient. If “No” is selected the notification is saved to the system for recordkeeping purposes but is not sent.

Select checkboxes for “Principal Investigator” and “Study Contact” are provided in the **Send To** field, to specify which study personnel should receive the notification.

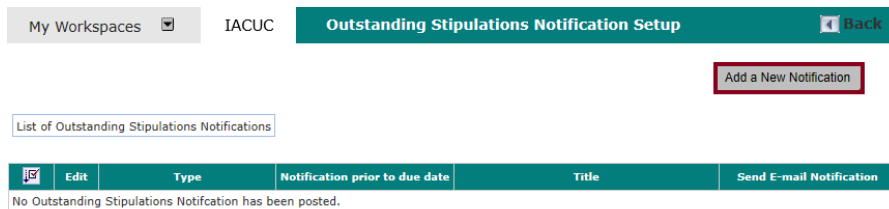
Desired boilerplate text and Merge Codes are entered in the **E-Mail Content** text editor. *See the Using Merge Codes in Notifications section of this manual for more information.*

Add Outstanding Stipulations Notification

Navigate to IACUC Assistant > Review Board Administration > **Outstanding Stipulations Notification** link.



The **Outstanding Stipulations Notification Setup** page opens.



Click the **Add a New Notification** button. The **Edit Outstanding Stipulations Notification** page opens.

My Workspaces ▾ IACUC **Edit Outstanding Stipulations Notification** Back

Insert Merge Code Save Notification

Type of Notification:	Outstanding Stipulations Notification
Title:	Outstanding Stipulation - Application Correction(s) Required
Notification if within:	30 in days.
Send E-Mail Notification:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Send To:	<input checked="" type="checkbox"/> Principal Investigator <input checked="" type="checkbox"/> Study Contact
E-mail Content:	<div style="border: 1px solid black; padding: 5px;"> <p>Please be advised one or more application corrections are required. Please log in to iRIS to view details.</p> <p>[%rb_name%]</p> </div>

Enter the desired subject line of the notification email in the **Title** field.

Enter the number of days ahead of the due date the notification is to be sent in the **Notification if Within** field.

Select “Yes” or “No” for **Send E-Mail Notification**. If “Yes” is selected the notification is sent to the recipient(s). If “No” is selected the notification is saved to the system for recordkeeping purposes but is not sent.

In the **Send To** field, select the checkbox for “Principal Investigator”, “Study Contact” or both to add them to distribution.

Enter desired boilerplate text and Merge Codes in the **E-Mail Content** text editor. *See the Using Merge Codes in Notifications section of this manual for more information.*

Click the **Save Notification** button to save the notification and close the configuration panel. The notification is configured on the **Outstanding Stipulations Notification Setup** page.

My Workspaces ▾ IACUC **Outstanding Stipulations Notification Setup** Back

Add a New Notification Delete Notification(s)

List of Outstanding Stipulations Notifications

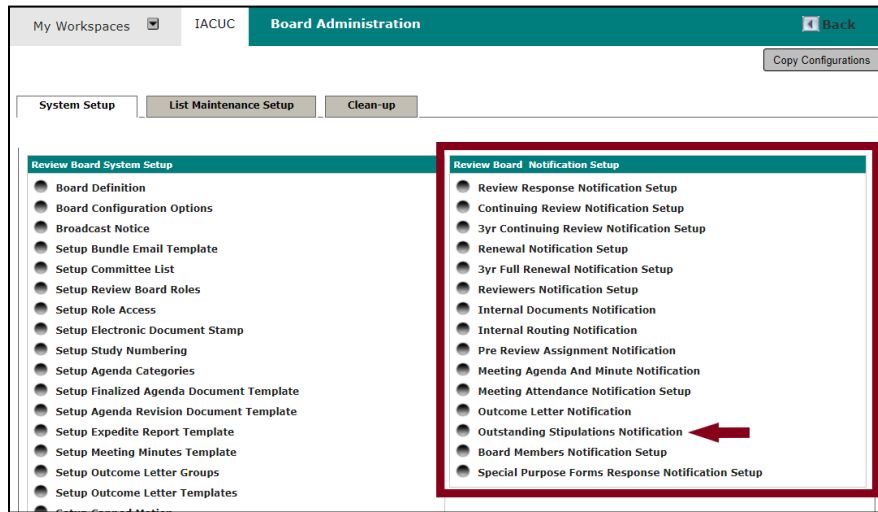
	Edit	Type	Notification prior to due date	Title	Send E-mail Notification
<input type="checkbox"/>		Outstanding Stipulations Notification	30 Days	Outstanding Stipulation - Application Correction(s) Required	Yes

Notice that the **Add a New Notification** button remains, indicating that additional notifications of this type can be created for different types of stipulations.

Also notice that an icon is now available in the **Edit** column for the configured notification, indicating that it can be revised, and a **Delete Notification(s)** button is now available as well.

Edit Outstanding Stipulations Notification

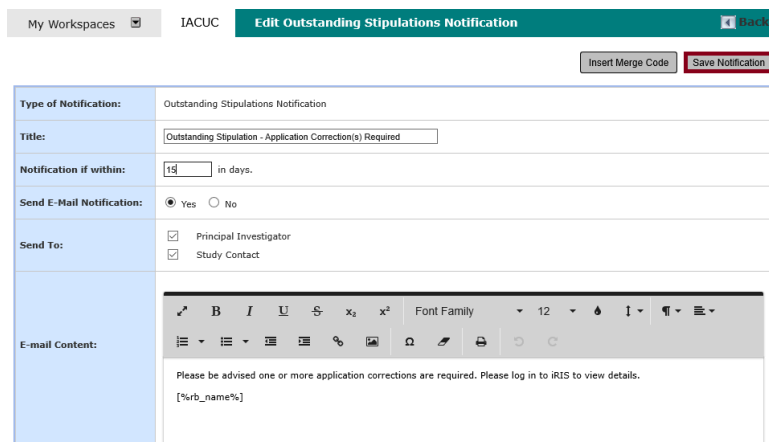
Navigate to IACUC Assistant > Review Board Administration > **Outstanding Stipulations Notification** link.



The **Outstanding Stipulations Notification Setup** page opens.



Click the icon in the **Edit** column for the applicable notification. The notification is opened for editing in the **Edit Outstanding Stipulations Notification** page.



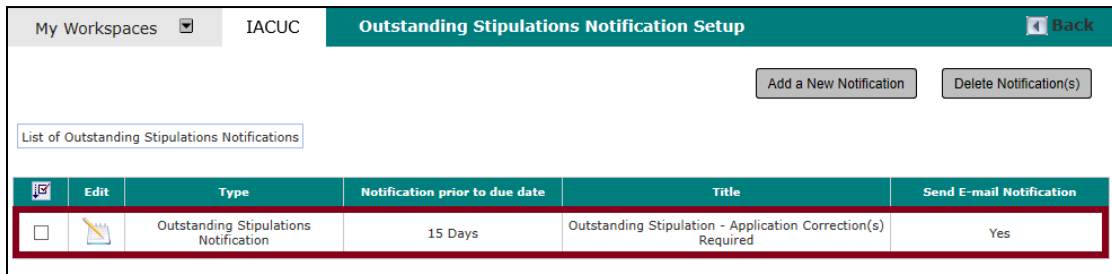
Make desired changes to the **Title** field, which is used as the subject line in the notification e-mail.

If “Yes” is selected for **Send E-Mail Notification** the notification is sent to the recipient. If “No” is selected the notification is saved to the system for recordkeeping purposes but is not sent.

In the **Send To** field, select the checkbox for “Principal Investigator”, “Study Contact” or both to add them to distribution.

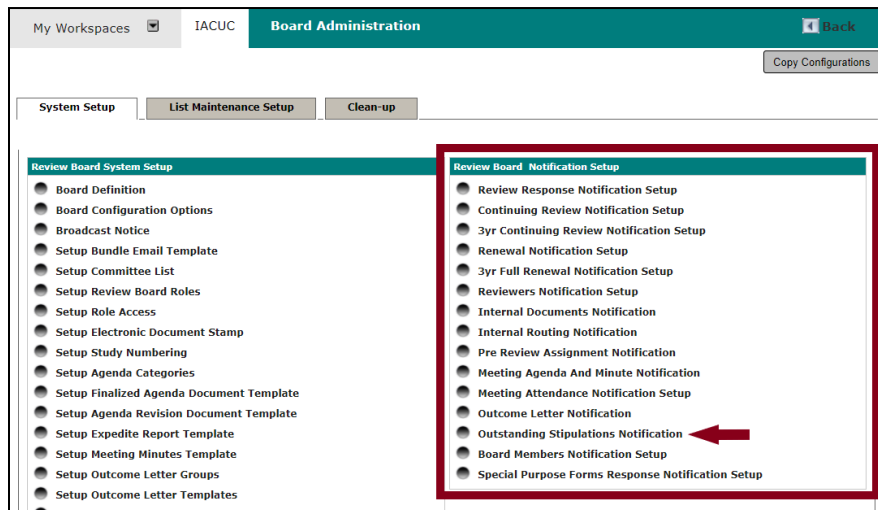
Make desired changes to the boilerplate text and Merge Codes entered in the **E-Mail Content** text editor. *See the Using Merge Codes in Notifications section of this manual for more information.*

Click the **Save Notification** button to save the notification and close the configuration panel. The notification is revised on the **Outstanding Stipulations Notification Setup** page.

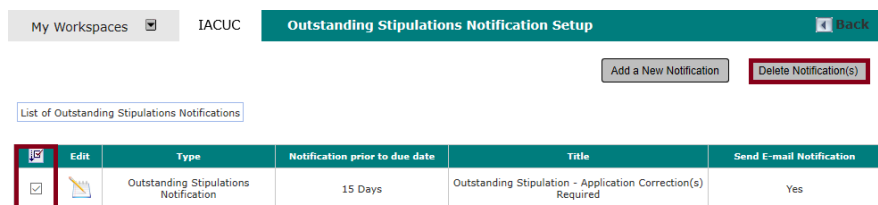


Delete Outstanding Stipulations Notification

Navigate to IACUC Assistant > Review Board Administration > **Outstanding Stipulations Notification** link.



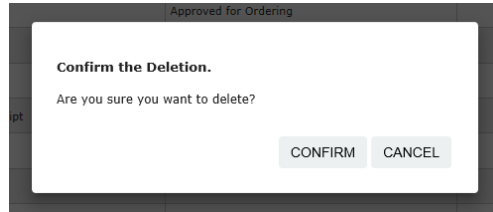
The **Outstanding Stipulations Notification Setup** page opens.



CAUTION: *Deleting a configured notification de-configures the notification. Until the notification is reconfigured, no notifications of this type will be sent.*

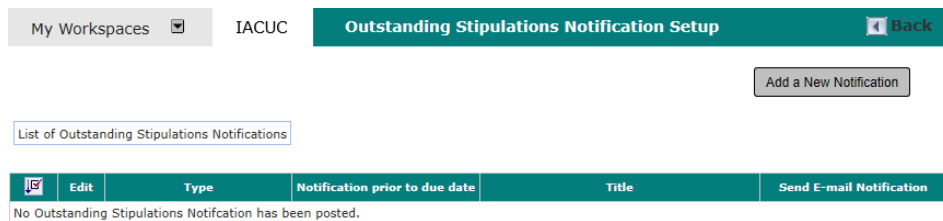
Select the checkbox in the far-left column for the applicable notification and click the **Delete Notification(s)** button.

A confirmation popup window displays.



Click **CANCEL** to close the popup without deleting the record.

Click **CONFIRM** to delete the record and close the popup. The selected notification type is now unconfigured on the notification setup page.



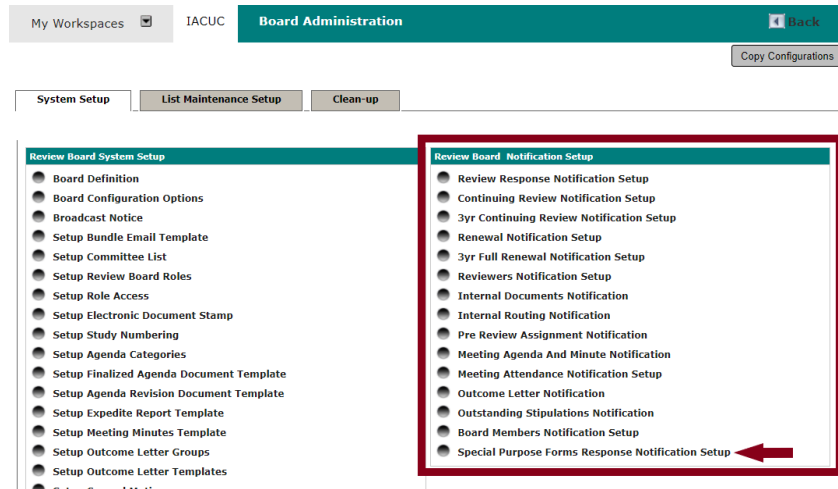
If deleting the notification has left the list on this page empty the **Edit** icon and **Delete Notification(s)** button no longer appear.

Special Purpose Forms Response Notifications

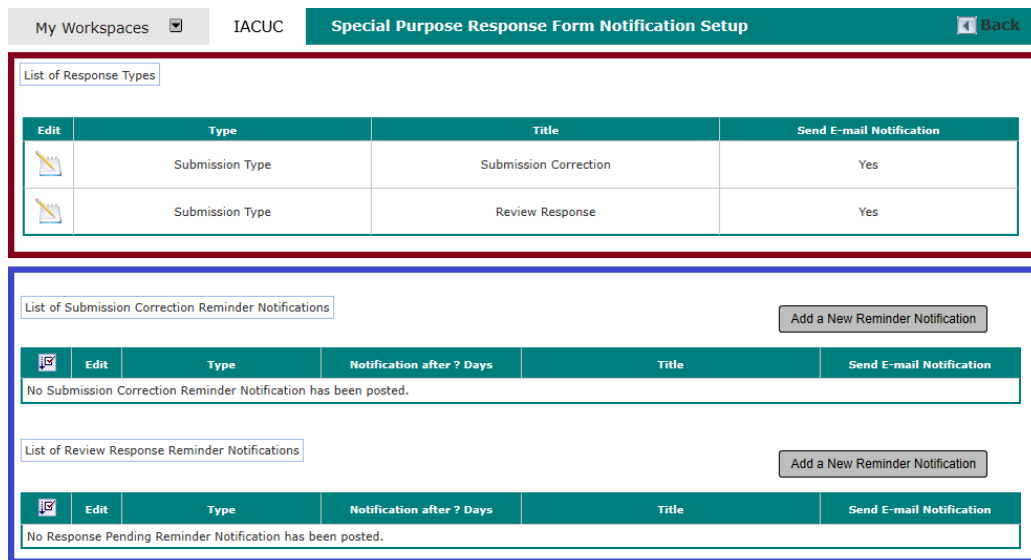
Notifications related to submission corrections and review responses can be configured in the iRIS™ system on the **Special Purpose Response Form Notification Setup** page. When configured, these notifications are automatically sent to applicable study personnel as follows:

- a Submission Correction notification is sent when a request for submission corrections is saved to the system
- a Review Response notification is sent when a board review response request is saved to the system
- a Submission Correction Reminder notification is sent X days before the due date for requested submission corrections, where X is a number specified in the notification configuration form
- a Review Response Reminder notification is sent X days before the due date for a requested review response, where X is a number specified in the notification configuration form

All four of these notification types are configured on the **Special Purpose Response Form Notification Setup** page. To access the page, navigate to IACUC Assistant > Review Board Administration > **Special Purpose Forms Response Notification Setup** link.



The **Special Purpose Response Form Notification Setup** page is opened.



Submission Correction and Review Response notification types are configured in the upper portion of the page (red box in screenshot above).

Submission Correction Reminder and Response Pending Reminder notification types are configured in the lower portion of the page (blue box in screenshot above).

The same configuration form, shown below, is used for Submission Correction and Review Response notification types.

My Workspaces ▼ IACUC **Edit Submission Notice** Back

Insert Merge Code Save Notification

Title:	<input type="text" value="Submission Correction"/>
Send E-Mail Notification:	<input checked="" type="radio"/> Yes <input type="radio"/> No
E-mail Content:	<div style="border: 1px solid #ccc; padding: 5px;"> <p>One or more errors have been found in your submission. Please see the specific correction request(s) in your workspace Task List, make the requested corrections and resubmit.</p> <p>[%rb_name%]</p> </div>

The **Title** field is used as the subject line in the notification e-mail.

If “Yes” is selected for **Send E-Mail Notification** the notification is sent to the recipient. If “No” is selected the notification is saved to the system for recordkeeping purposes but is not sent.

Desired boilerplate text and Merge Codes are entered in the **E-Mail Content** text editor. *See the Using Merge Codes in Notifications section of this manual for more information.*

The same configuration form, shown below, is used for both Submission Correction Reminder and Response Pending Reminder notification types.

My Workspaces ▼ IACUC **Edit Submission Notice** Back

Insert Merge Code Save Notification

Type of Notification:	Special Purpose Form Correction Reminder Notification
Title:	<input type="text"/>
Notification if within:	<input type="text" value="30"/> in days.
Send E-Mail Notification:	<input checked="" type="radio"/> Yes <input type="radio"/> No
E-mail Content:	<div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;"> <p>Rich text editor toolbar with options for Bold, Italic, Underline, Strikethrough, Subscript, Superscript, Font Family, Font Size, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Image, Table, Undo, and Redo.</p> </div>

The **Title** field is used as the subject line in the notification e-mail.

The **Notification if Within** field specifies how many days ahead of the due date the notification is to be sent.

If “Yes” is selected for **Send E-Mail Notification** the notification is sent to the recipient. If “No” is selected the notification is saved to the system for recordkeeping purposes but is not sent.

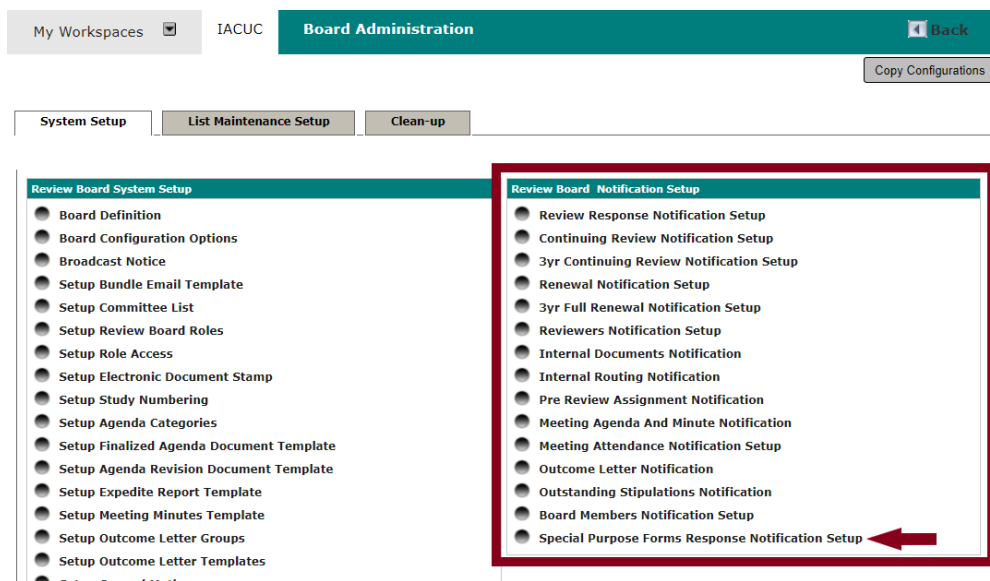
Boilerplate text and Merge Codes are entered in the **E-Mail Content** text editor. See the *Using Merge Codes in Notifications* section of this manual for more information.

Submission Response Notification Setup

Two types of submission response notifications are configured in the iRIS™ system on the **Special Purpose Response Form Notification Setup** page:

- a Submission Correction notification is sent when a request for submission corrections is saved to the system
- a Review Response notification is sent when a board review response request is saved to the system



Both notification types are configured on the **Special Purpose Response Form Notification Setup** page. To access the page, navigate to IACUC Assistant > Review Board Administration > **Special Purpose Forms Response Notification Setup** link.



The **Special Purpose Response Form Notification Setup** page is opened.

My Workspaces ▼ IACUC **Special Purpose Response Form Notification Setup** ← Back

List of Response Types

Edit	Type	Title	Send E-mail Notification
	Submission Type	Submission Correction	Yes
	Submission Type	Review Response	Yes

List of Submission Correction Reminder Notifications Add a New Reminder Notification

<input checked="" type="checkbox"/>	Edit	Type	Notification after ? Days	Title	Send E-mail Notification
No Submission Correction Reminder Notification has been posted.					

List of Review Response Reminder Notifications Add a New Reminder Notification

<input checked="" type="checkbox"/>	Edit	Type	Notification after ? Days	Title	Send E-mail Notification
No Response Pending Reminder Notification has been posted.					



Submission response notifications are configured in the upper portion of the page (red box in screenshot above).

Notice that while an **Edit** icon is provided for these notifications in the far-left column, there are no add or delete buttons. This means that only one version of each notification type can be configured, and that the configured notifications cannot be deleted.

Click the **Edit** icon for the applicable notification type.

My Workspaces ▼ IACUC **Special Purpose Response Form Notification Setup** ← Back

List of Response Types

Edit	Type	Title	Send E-mail Notification
	Submission Type	Submission Correction	Yes
	Submission Type	Review Response	Yes

List of Submission Correction Reminder Notifications Add a New Reminder Notification

<input checked="" type="checkbox"/>	Edit	Type	Notification after ? Days	Title	Send E-mail Notification
No Submission Correction Reminder Notification has been posted.					

List of Review Response Reminder Notifications Add a New Reminder Notification

<input checked="" type="checkbox"/>	Edit	Type	Notification after ? Days	Title	Send E-mail Notification
No Response Pending Reminder Notification has been posted.					

The selected notification type is opened in the **Edit Submission Notice** page for revision. The same configuration form, shown below, is used for both types.

Make desired changes in the **Title** field, which is used as the subject line in the notification e-mail.

If “Yes” is selected for **Send E-Mail Notification** the notification is sent to the recipient. If “No” is selected the notification is saved to the system for recordkeeping purposes but is not sent.

Make desired changes to the boilerplate text and Merge Codes entered in the **E-Mail Content** text editor. *See the Using Merge Codes in Notifications section of this manual for more information.*

Click the **Save Notification** button. The selected notification type is revised on the **Special Purpose Response Form Notification Setup** page.

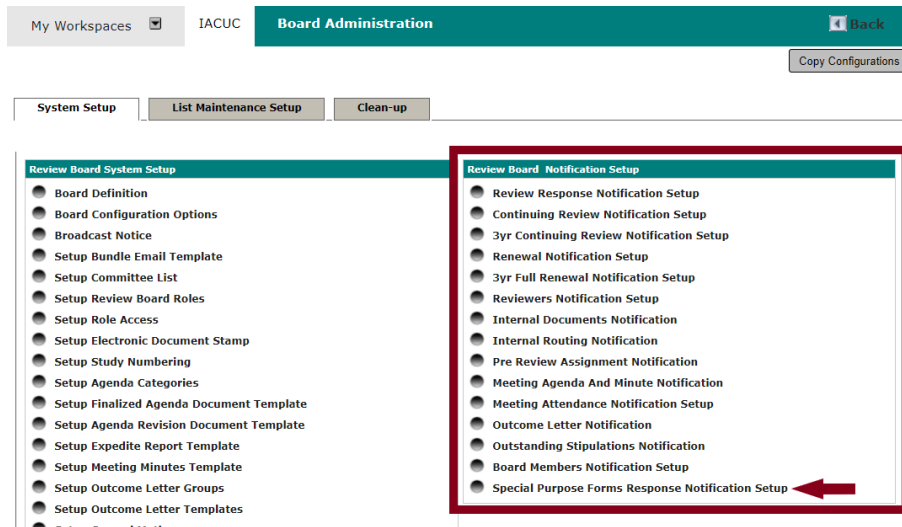
Submission Response Reminder Notification Setup

Two types of submission response notifications are configured in the iRIS™ system on the **Special Purpose Response Form Notification Setup** page:

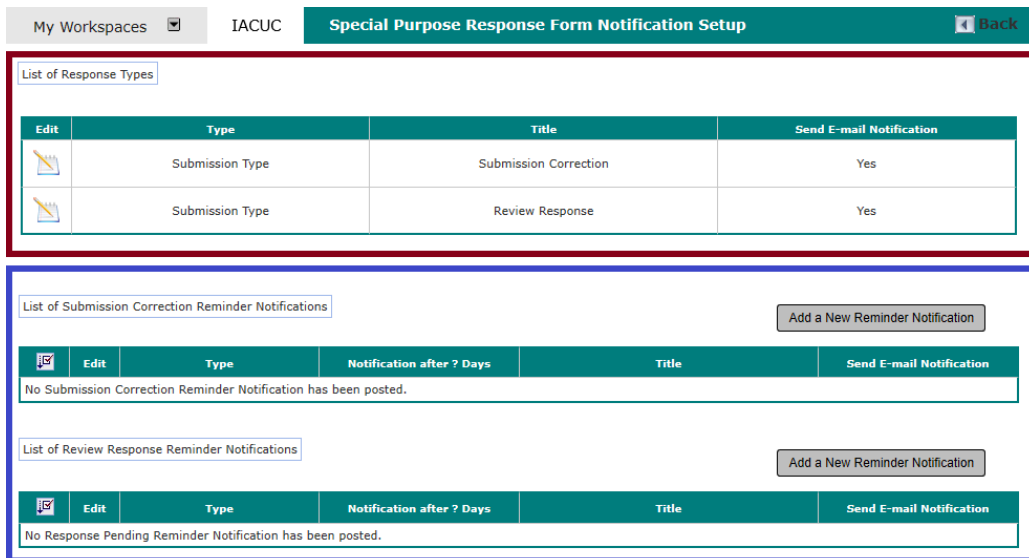
- a Submission Correction notification is sent when a request for submission corrections is saved to the system

— a Review Response notification is sent when a board review response request is saved to the system

Both notification types are configured on the **Special Purpose Response Form Notification Setup** page. To access the page, navigate to IACUC Assistant > Review Board Administration > **Special Purpose Forms Response Notification Setup** link.



The **Special Purpose Response Form Notification Setup** page is opened.



Submission Correction Reminder and Response Pending Reminder notification types are configured in the lower portion of the page (blue box in screenshot above).

The same configuration form, shown below, is used for addition or revision of both reminder types.

The **Title** field is used as the subject line in the notification e-mail.

The **Notification if Within** field specifies how many days ahead of the due date the notification is to be sent.

If “Yes” is selected for **Send E-Mail Notification** the notification is sent to the recipient. If “No” is selected the notification is saved to the system for recordkeeping purposes but is not sent.

Desired boilerplate text and Merge Codes are entered in the **E-Mail Content** text editor. *See the Using Merge Codes in Notifications section of this manual for more information.*

Add Submission Response Reminder Notification

Navigate to IACUC Assistant > Review Board Administration > **Special Purpose Forms Response Notification Setup** link.

The **Special Purpose Response Form Notification Setup** page is opened.

Submission Correction Reminder and Response Pending Reminder notification types are configured in the lower portion of the page (blue box in screenshot above).

Click the **Add a New Reminder Notification** button for the applicable notification type.

The **Edit Submission Notice** page opens for configuration of the reminder. The same configuration form, shown below, is used for both reminder notification types.

Enter the desired subject line of the notification email in the **Title** field.

Enter the number of days ahead of the due date the notification is to be sent in the **Notification if Within** field.

Select “Yes” or “No” for **Send E-Mail Notification**. If “Yes” is selected the notification is sent to the recipient(s). If “No” is selected the notification is saved to the system for recordkeeping purposes but is not sent.

Enter desired boilerplate text and Merge Codes in the **E-Mail Content** text editor. *See the Using Merge Codes in Notifications section of this manual for more information.*

Click the **Save Notification** button. The selected reminder type is added on the **Special Purpose Response Form Notification Setup** page.

The screenshot shows the 'Special Purpose Response Form Notification Setup' page. It contains three main sections:

- List of Response Types:** A table with columns: Edit, Type, Title, Send E-mail Notification.

Edit	Type	Title	Send E-mail Notification
	Submission Type	Submission Corrections Required	Yes
	Submission Type	Review Response	Yes
- List of Submission Correction Reminder Notifications:** A table with columns: Edit, Type, Notification after ? Days, Title, Send E-mail Notification. A 'Delete Reminder Notification(s)' button is present.

Edit	Type	Notification after ? Days	Title	Send E-mail Notification
<input type="checkbox"/>	Special Purpose Form Correction Reminder Notification	30 Days	Submission Correction Reminder	Yes
- List of Review Response Reminder Notifications:** A table with columns: Edit, Type, Notification after ? Days, Title, Send E-mail Notification. A 'No Response Pending Reminder Notification has been posted.' message is shown below the table.

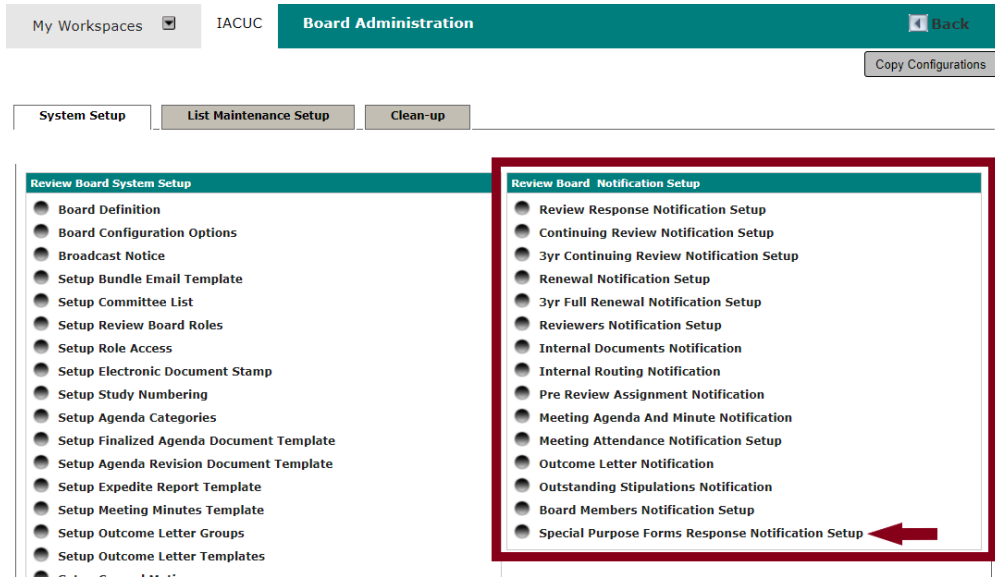
Edit	Type	Notification after ? Days	Title	Send E-mail Notification
No Response Pending Reminder Notification has been posted.				

Notice that an **Edit** icon is available for the reminder, and now that at least one reminder of this type is configured a **Delete Reminder Notification(s)** button is added for the type.

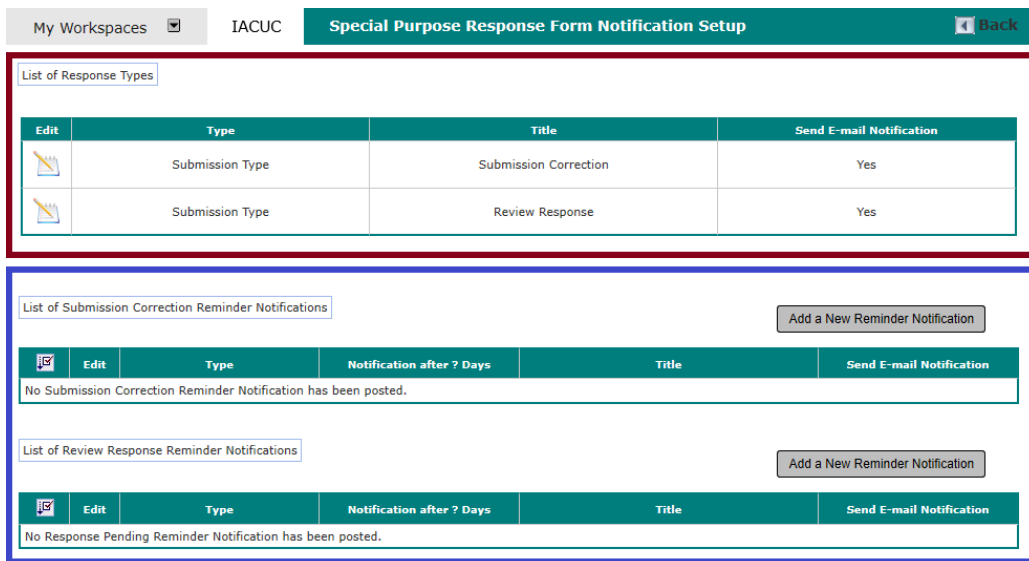
The **Add a New Reminder Notification** button remains, indicating that multiple versions of this reminder type can be configured.

Edit Submission Response Reminder Notification

Navigate to IACUC Assistant > Review Board Administration > **Special Purpose Forms Response Notification Setup** link.



The Special Purpose Response Form Notification Setup page is opened.



Submission Correction Reminder and Response Pending Reminder notification types are configured in the lower portion of the page (blue box in screenshot above).

Click the **Edit** icon for the applicable notification type.

My Workspaces IACUC **Special Purpose Response Form Notification Setup** Back

List of Response Types

Edit	Type	Title	Send E-mail Notification
	Submission Type	Submission Corrections Required	Yes
	Submission Type	Review Response	Yes

List of Submission Correction Reminder Notifications

Add a New Reminder Notification Delete Reminder Notification(s)

	Edit	Type	Notification after ? Days	Title	Send E-mail Notification
<input type="checkbox"/>		Special Purpose Form Correction Reminder Notification	30 Days	Submission Correction Reminder	Yes

List of Review Response Reminder Notifications

Add a New Reminder Notification

	Edit	Type	Notification after ? Days	Title	Send E-mail Notification
No Response Pending Reminder Notification has been posted.					

The notification is opened for editing in the **Edit Submission Notice** page. The same configuration form, shown below, is used for both reminder notification types.

My Workspaces IACUC **Edit Submission Notice** Back

Insert Merge Code Save Notification

Type of Notification:	Special Purpose Form Correction Reminder Notification
Title:	Submission Correction Reminder
Notification if within:	15 in days.
Send E-Mail Notification:	<input checked="" type="radio"/> Yes <input type="radio"/> No
E-mail Content:	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Requested corrections on one or more submissions have not yet been received. Please login to iRIS to view details, then make the requested corrections and resubmit.</p> <p>[%rb_name%]</p> </div>

Make desired changes to the **Title** field, which is used as the subject line in the notification e-mail.

The **Notification if Within** field specifies how many days ahead of the due date the notification is to be sent.

If “Yes” is selected for **Send E-Mail Notification** the notification is sent to the recipient. If “No” is selected the notification is saved to the system for recordkeeping purposes but is not sent.

Make desired changes to the boilerplate text and Merge Codes entered in the **E-Mail Content** text editor. *See the Using Merge Codes in Notifications section of this manual for more information.*

Click the **Save Notification** button. The selected reminder type is revised on the **Special Purpose Response Form Notification Setup** page.

My Workspaces IACUC Special Purpose Response Form Notification Setup [Back](#)

List of Response Types

Edit	Type	Title	Send E-mail Notification
	Submission Type	Submission Corrections Required	Yes
	Submission Type	Review Response	Yes

List of Submission Correction Reminder Notifications

[Add a New Reminder Notification](#) [Delete Reminder Notification\(s\)](#)

<input type="checkbox"/>	Edit	Type	Notification after ? Days	Title	Send E-mail Notification
<input type="checkbox"/>		Special Purpose Form Correction Reminder Notification	15 Days	Submission Correction Reminder	Yes

List of Review Response Reminder Notifications

[Add a New Reminder Notification](#)

<input type="checkbox"/>	Edit	Type	Notification after ? Days	Title	Send E-mail Notification
No Response Pending Reminder Notification has been posted.					

Delete Submission Response Reminder Notification

Navigate to IACUC Assistant > Review Board Administration > **Special Purpose Forms Response Notification Setup** link.

My Workspaces IACUC Board Administration [Back](#)

[Copy Configurations](#)

System Setup [List Maintenance Setup](#) [Clean-up](#)

Review Board System Setup

- Board Definition
- Board Configuration Options
- Broadcast Notice
- Setup Bundle Email Template
- Setup Committee List
- Setup Review Board Roles
- Setup Role Access
- Setup Electronic Document Stamp
- Setup Study Numbering
- Setup Agenda Categories
- Setup Finalized Agenda Document Template
- Setup Agenda Revision Document Template
- Setup Expedite Report Template
- Setup Meeting Minutes Template
- Setup Outcome Letter Groups
- Setup Outcome Letter Templates

Review Board Notification Setup

- Review Response Notification Setup
- Continuing Review Notification Setup
- 3yr Continuing Review Notification Setup
- Renewal Notification Setup
- 3yr Full Renewal Notification Setup
- Reviewers Notification Setup
- Internal Documents Notification
- Internal Routing Notification
- Pre Review Assignment Notification
- Meeting Agenda And Minute Notification
- Meeting Attendance Notification Setup
- Outcome Letter Notification
- Outstanding Stipulations Notification
- Board Members Notification Setup
- Special Purpose Forms Response Notification Setup

The **Special Purpose Response Form Notification Setup** page is opened.

My Workspaces IACUC Special Purpose Response Form Notification Setup [Back](#)

List of Response Types

Edit	Type	Title	Send E-mail Notification
	Submission Type	Submission Correction	Yes
	Submission Type	Review Response	Yes

List of Submission Correction Reminder Notifications

[Add a New Reminder Notification](#)

<input type="checkbox"/>	Edit	Type	Notification after ? Days	Title	Send E-mail Notification
No Submission Correction Reminder Notification has been posted.					

List of Review Response Reminder Notifications

[Add a New Reminder Notification](#)

<input type="checkbox"/>	Edit	Type	Notification after ? Days	Title	Send E-mail Notification
No Response Pending Reminder Notification has been posted.					

Submission Correction Reminder and Response Pending Reminder notification types are configured in the lower portion of the page (blue box in screenshot above).

CAUTION: Deleting a configured notification de-configures the notification. Until the notification is reconfigured, no notifications of this type will be sent.

Select the checkbox(es) in the far-left column for the applicable reminder type(s) and click the **Delete Reminder Notification(s)** button.

My Workspaces IACUC **Special Purpose Response Form Notification Setup** [Back](#)

List of Response Types

Edit	Type	Title	Send E-mail Notification
	Submission Type	Submission Corrections Required	Yes
	Submission Type	Review Response	Yes

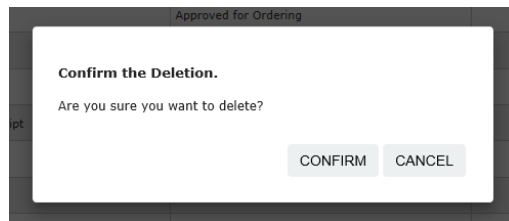
List of Submission Correction Reminder Notifications

<input checked="" type="checkbox"/>	Edit	Type	Notification after ? Days	Title	Send E-mail Notification
<input checked="" type="checkbox"/>		Special Purpose Form Correction Reminder Notification	30 Days	Submission Correction Reminder	Yes

List of Review Response Reminder Notifications

<input checked="" type="checkbox"/>	Edit	Type	Notification after ? Days	Title	Send E-mail Notification
No Response Pending Reminder Notification has been posted.					

A confirmation popup window displays.



Click **CANCEL** to close the popup without deleting the record.

Click **CONFIRM** to delete the record and close the popup. The selected notification type is now unconfigured on the notification setup page.

My Workspaces IACUC **Special Purpose Response Form Notification Setup** [Back](#)

List of Response Types

Edit	Type	Title	Send E-mail Notification
	Submission Type	Submission Corrections Required	Yes
	Submission Type	Review Response	Yes

List of Submission Correction Reminder Notifications

[Add a New Reminder Notification](#)

	Edit	Type	Notification after 7 Days	Title	Send E-mail Notification
No Submission Correction Reminder Notification has been posted.					

List of Review Response Reminder Notifications

[Add a New Reminder Notification](#)

	Edit	Type	Notification after 7 Days	Title	Send E-mail Notification
No Response Pending Reminder Notification has been posted.					

Notice that the **Edit** icon and **Delete Reminder Notification(s)** button no longer appear.

Board Members Notification Setup

IACUC study notifications can be sent to the entire board committee in addition to assigned reviewers when notifications are sent. When reviewing the submission, if this notification type is configured board members have access to a Send Full Board Review Notification button via the **Pre-review Screening** tab.

This notification is configured on the **Board Members Notification** page. To access the page, navigate to IACUC Assistant > Review Board Administration > **Board Members Notification Setup** link.

My Workspaces IACUC **Board Administration** [Back](#)

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System Setup [List Maintenance Setup](#) [Clean-up](#)

Review Board System Setup

- Board Definition
- Board Configuration Options
- Broadcast Notice
- Setup Bundle Email Template
- Setup Committee List
- Setup Review Board Roles
- Setup Role Access
- Setup Electronic Document Stamp
- Setup Study Numbering
- Setup Agenda Categories
- Setup Finalized Agenda Document Template
- Setup Agenda Revision Document Template
- Setup Expedite Report Template
- Setup Meeting Minutes Template
- Setup Outcome Letter Groups
- Setup Outcome Letter Templates

Review Board Notification Setup

- Review Response Notification Setup
- Continuing Review Notification Setup
- 3yr Continuing Review Notification Setup
- Renewal Notification Setup
- 3yr Full Renewal Notification Setup
- Reviewers Notification Setup
- Internal Documents Notification
- Internal Routing Notification
- Pre Review Assignment Notification
- Meeting Agenda And Minute Notification
- Meeting Attendance Notification Setup
- Outcome Letter Notification
- Outstanding Stipulations Notification
- Board Members Notification Setup
- Special Purpose Forms Response Notification Setup

The **Board Members Notification** page opens.

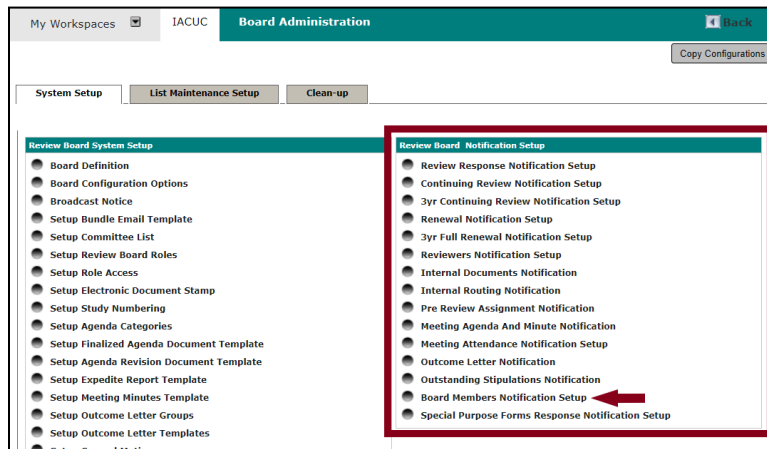
My Workspaces IACUC **Board Members Notification** [Back](#)

List of Board Members Notifications

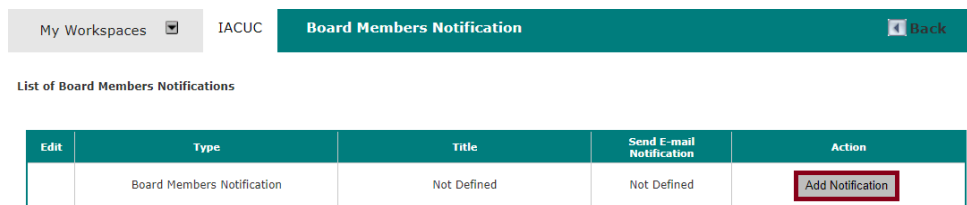
Edit	Type	Title	Send E-mail Notification	Action
	Board Members Notification	Not Defined	Not Defined	Add Notification

Add Board Members Notification

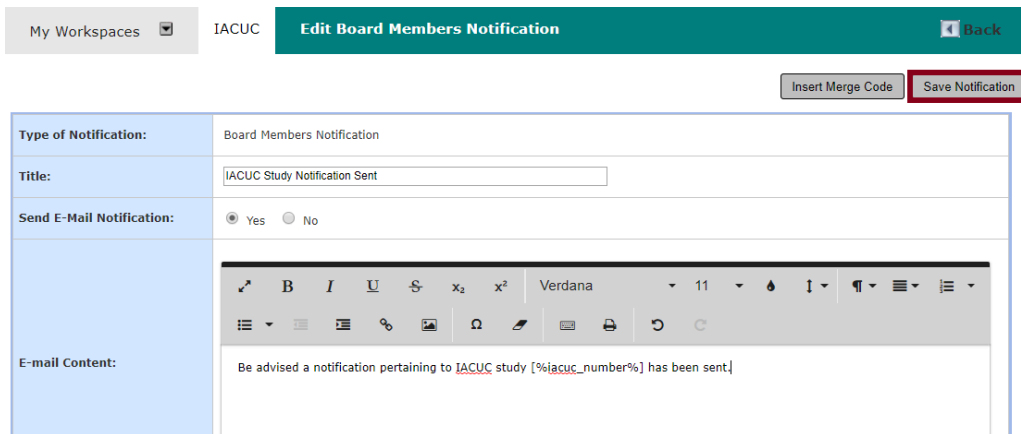
Navigate to IACUC Assistant > Review Board Administration > **Board Members Notification Setup** link.



The **Board Members Notification** page opens.



Click the **Add Notification** button. A configuration panel opens.

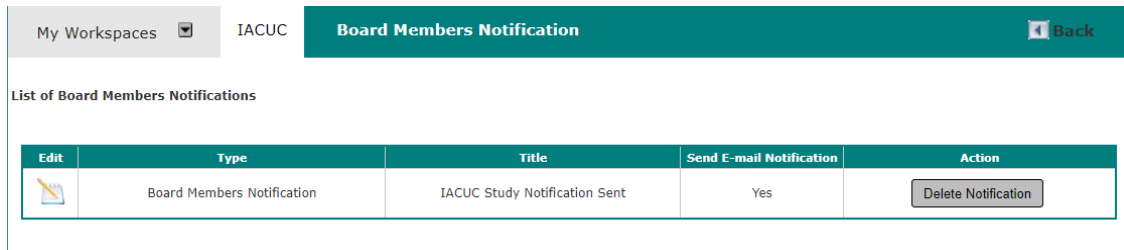


Enter the desired subject line of the notification email in the **Title** field.

Select “Yes” or “No” for **Send E-Mail Notification**. If “Yes” is selected the notification is sent to the recipient(s). If “No” is selected the notification is saved to the system for recordkeeping purposes but is not sent.

Enter desired boilerplate text and Merge Codes in the **E-Mail Content** text editor. *See the Using Merge Codes in Notifications section of this manual for more information.*

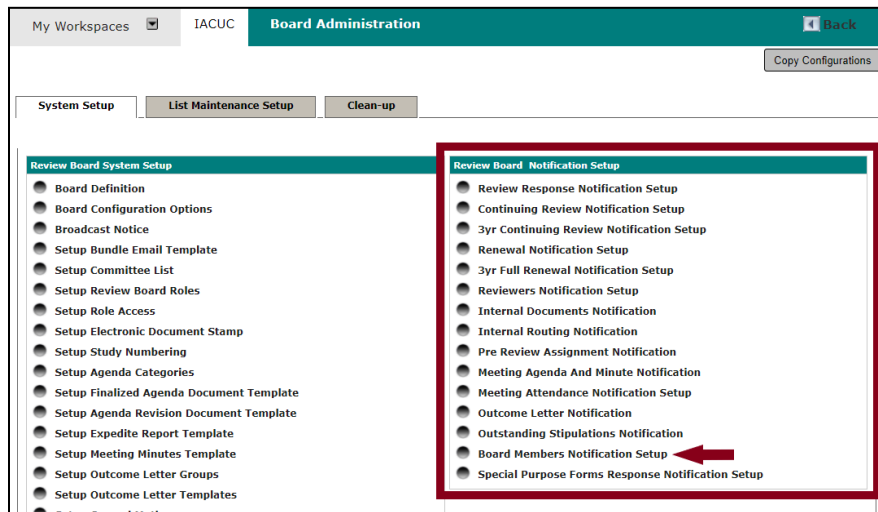
Click the **Save Notification** button. The notification is configured on the **Board Members Notification** page.



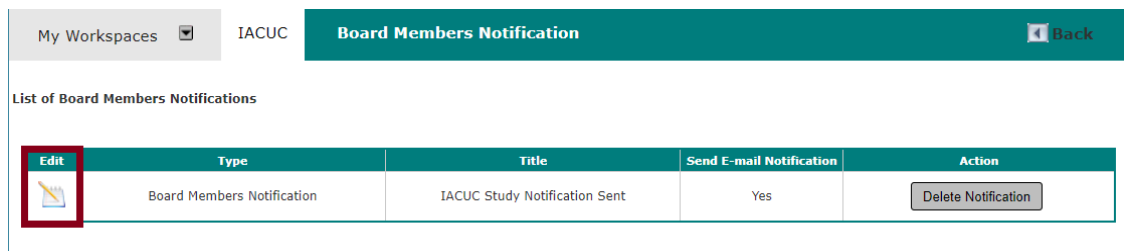
Notice that the **Add Notification** button has been replaced with a **Delete Notification** button, an **Edit** icon has been added for the notification, and the full **Title** field text is displayed.

Edit Board Members Notification

Navigate to IACUC Assistant > Review Board Administration > **Board Members Notification Setup** link.



The **Board Members Notification** page opens.



Click the icon in the **Edit** column. The notification is opened in a configuration panel.

Make desired changes in the configuration panel.

Text entered in the **Title** field doubles as the notification text. Bear this in mind when revising **Title** field text.

Enter desired boilerplate text and Merge Codes in the **E-Mail Content** text editor. *See the Using Merge Codes in Notifications section of this manual for more information.*


Click the **Save Notification** button. The notification is revised on the **Board Members Notification** page.

Edit	Type	Title	Send E-mail Notification	Action
	Board Members Notification	IACUC Study Notification Alert	Yes	Delete Notification

Delete Board Members Notification

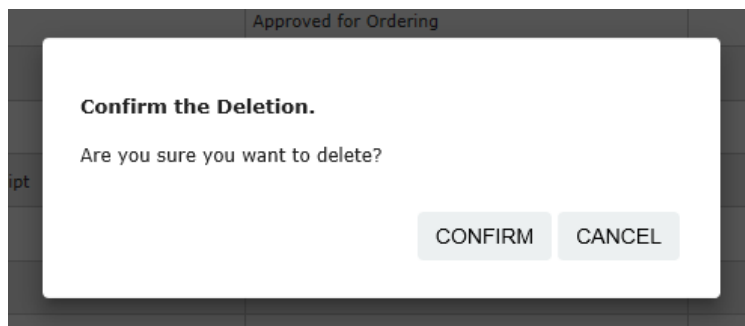
Navigate to IACUC Assistant > Review Board Administration > **Board Members Notification Setup** link.

The **Board Members Notification** page opens.

My Workspaces ▾		IACUC			Setup Internal Document Notification		⏪ Back
Edit	Type	Title	Send To	Action			
	Internal Document Notification	A document has been routed to you through iRIS for review or action. Please log in for details.	Harper, Jill M, M.D., PHD	Delete Notification			

CAUTION: Deleting the configured board members notification de-configures the notification. Until the notification is reconfigured, board members will no longer be included in distribution when notifications are sent to applicable study personnel.

Click the **Delete Notification** button. A confirmation popup window displays.



Click **CANCEL** to close the popup without deleting the record.

Click **CONFIRM** to delete the record and close the popup. The notification is now unconfigured on the **Board Members Notification** page.

My Workspaces ▾		IACUC			Board Members Notification		⏪ Back
List of Board Members Notifications							
Edit	Type	Title	Send E-mail Notification	Action			
	Board Members Notification	Not Defined	Not Defined	Add Notification			

Notice that the **Edit** icon and **Delete Notification** button no longer appear, and an **Add Notification** button is provided for the now-unconfigured notification.