



IRB ASSISTANT

Meeting Agenda, Minutes and Meeting Manager

Version 11.02

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IRB Assistant – Meeting Management

Meeting Agenda

The Meeting Agenda screen, available from **IRB Assistant > Meeting Management > Meeting Agenda** will allow users to view information related to a specific meeting date. A user can access past and future meetings from this area. If you have a review board administrator role, you can come to this area to prepare for an upcoming meeting. If your role does not have this administrative privilege, you can come to this area to look at submissions placed on a particular meeting date. Roles that have read/write access to this page can be configured under Setup Role Access in Review Board Administration.

The meeting agenda page will open to the next upcoming meeting. You can flip to a different meeting date by clicking on the arrows by the meeting date at the top of the page. You can view meeting dates up to one year in the past.

At the top of the page will appear information about the meeting you are viewing.

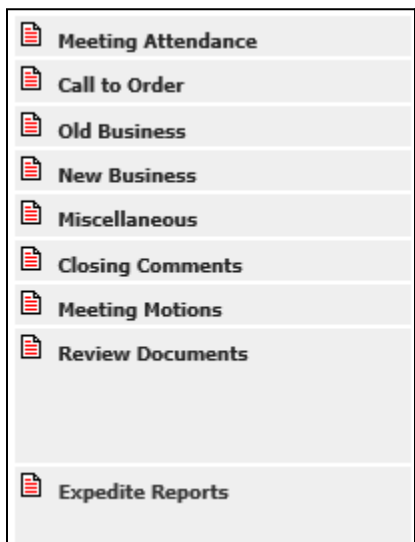
Order	click to open	IRB Number	Ref Num	COI	Letters	Outcome	Type	Principal Investigator	Reviewer(s)	Date Board Received
1		IRB-19-5423	021109				Initial Review Submission Form Real	Doe, Jane Ph.D		07/19/2019 1:21:03 PM PDT
1		IRB-19-5345	020817				Initial Review Submission Form Real	Doe, Jane Ph.D		07/12/2019 2:03:47 PM PDT

Agenda State – This will appear as either Draft or Finalized. Draft means that the agenda template is still being set up. Finalized means the agenda is ready for the meeting.

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

Items to be Reviewed at Meeting – All the items following this label are represented at the meeting. IRB Board in this case is the name of the committee. This label will be different in your system, depending on the names of your committees.

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



Meeting Attendance

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

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

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

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


Account: Admin A admin, B.S. Brig. Gen.
Path: Home > meeting agenda

My Workspaces IRB **Board Meeting Attendance** [Back](#) [Save Changes](#)

Present	Voting Member Name	Member Role	Gender	Specialty	Relationship to the Institution	Affiliation	Representational capacity	Representative of specific entity
<input type="checkbox"/>	Agha, Zia, Esq.	Data Entry Member	Female	Physical Therapy General Practitioner Administration	Non-Affiliated			Radiation Safety
<input type="checkbox"/>	Ack, Abby, MSN Ph.D.	IRB Staff						
<input type="checkbox"/>	Ack, Billy, R.N.	Vice-Chairperson						
<input type="checkbox"/>	admin, Admin Admin, B.S. Brig. Gen.	Board Member	Male	Medical Oncology Anesthesiology1 Endocrinology Emergency Medicine Microbiology Medical Oncology	Affiliated	UCLA UCR	Scientist	test
<input type="checkbox"/>	Afshar, Maryam, Dr.	Board Member						
Present	Non Voting Member Name	Member Role	Gender	Specialty	Relationship to the Institution	Affiliation	Representational capacity	Representative of specific entity
<input type="checkbox"/>	aaa, abcd, Dr.	Board Member						
<input type="checkbox"/>	Achis, Jamie Marie, B.S.	Auditor 1						
Click here to modify the guest list								
Guest Name		Specialty			Affiliation			
No guests have been listed.								

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

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

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

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

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

My Workspaces ▾ IRB **Board Meeting Agenda** Back

Agenda State: Draft
 Reviewer Notifications: Enabled
 Items to be Reviewed at IRB Meeting :

◀ 07/22/2019 ▶

Submission Review validation Save Changes

<ul style="list-style-type: none"> Meeting Attendance Call to Order Old Business New Business Miscellaneous Closing Comments Meeting Motions Review Documents Expedite Reports 	<p>Voting Members Present Billy Ack, R.N., Abby Ack, MSN Ph.D., Admin Admin admin, B.S. Brig. Gen.</p> <p>Staff Present Jane Investigator Jr., M.D. Brig. Gen.</p> <p>Guests Present Lisa Smith, Ph.D (Biostatistics) from Professor at Institution</p>
---	--

View File	Title
No documents have been associated with this agenda	

View File	Number of Expedite Reviews
No documents have been associated with this agenda	

Meeting Start Time: : AM ▾ Meeting End Time: : AM ▾ Meeting Chair: --None-- ▾

Initial Review - Full Board - 0 Submissions
 0 Items for review in this category.

Initial Review - Active - 2 Submissions

Order	Click to open	IRB Number	Ref Num	COI	Letters	Outcome	Type	Principal Investigator	Reviewer(s)	Date Board Received
-------	---------------	------------	---------	-----	---------	---------	------	------------------------	-------------	---------------------

You will return to the Meeting Agenda page. The Meeting Attendance link will update, reflecting attendance based on the selections you have made. You can modify the attendance anytime before Meeting Minutes are published for the meeting. There are also properties under the RB Administration that will display the Voting Members Absent, Staff Absent, and Staff Absent. This can be turned on or off by your Review Board system administrator in Review Board Administration > Board Configuration Options > Meeting Settings > *rb.use_member_absent* / *rb.use_non_member_absent* / *rb.use_staff_absent*.

Note: The ability to add a guest to the meeting attendance by using the search user functionality has been added to IRB and IACUC boards.

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

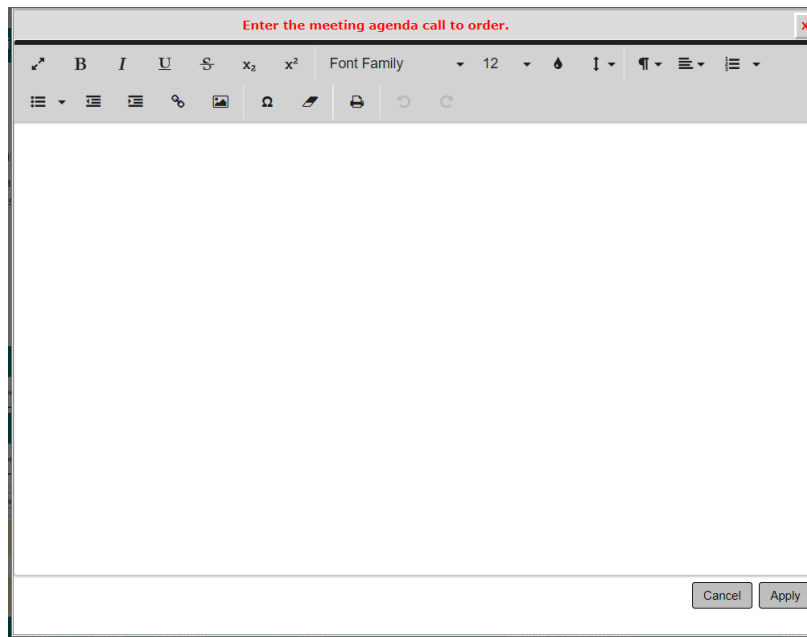
The links for **Call to Order**, **Old Business**, **New Business**, **Miscellaneous**, and **Closing Comments** allow you to enter information either prior to the meeting or while the meeting is being held. These items can all be used as merge codes in the Meeting Minutes template.

My Workspaces ▾ IRB **Board Meeting Agenda**

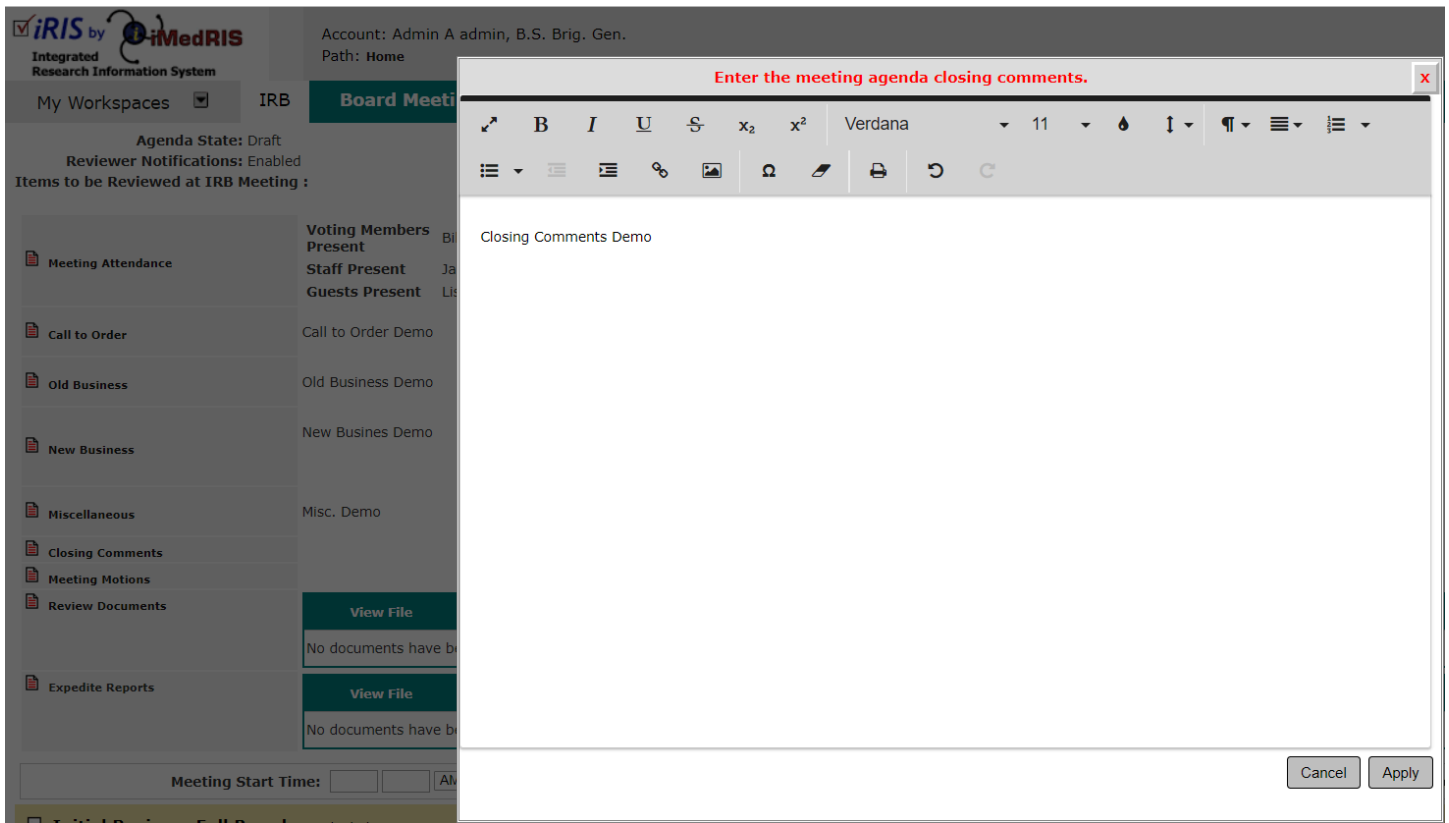
Agenda State: Draft
 Reviewer Notifications: Enabled ◀ 07/22/2019 ▶
 Items to be Reviewed at IRB Meeting :

Meeting Attendance	Voting Members Present Billy Ack, R.N., Abby Ack, MSN Ph.D., Admi				
Call to Order	Staff Present Jane Investigator jr., M.D. Brig. Gen.				
Old Business	Guests Present Lisa Smith, Ph.D (Biostatistics) from Profes				
New Business					
Miscellaneous					
Closing Comments					
Meeting Motions					
Review Documents	<table border="1"> <thead> <tr> <th>View File</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td colspan="2">No documents have been associated with this agenda</td> </tr> </tbody> </table>	View File	Title	No documents have been associated with this agenda	
View File	Title				
No documents have been associated with this agenda					
Expedite Reports	<table border="1"> <thead> <tr> <th>View File</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td colspan="2">No documents have been associated with this agenda</td> </tr> </tbody> </table>	View File	Title	No documents have been associated with this agenda	
View File	Title				
No documents have been associated with this agenda					

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



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



Meeting Motions

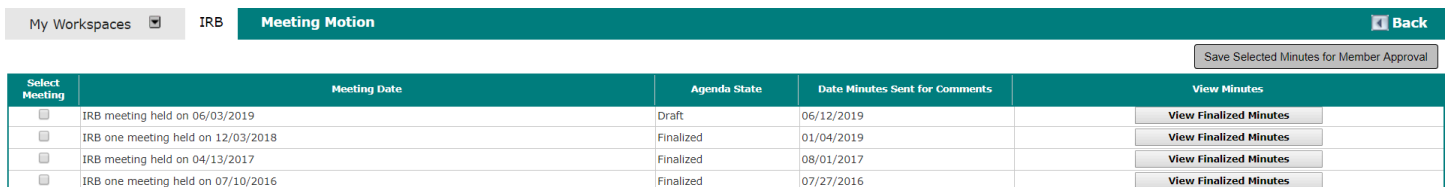
Use the Meeting Motion section to capture board member votes and approval for previous meeting minutes.



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

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

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



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

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

You will be returned to the previous page, and a record will be added with the motion text “Meeting Minutes Approval for the [Committee Name] Meeting held on [Meeting Date]. Underneath the motion text, you will be able to indicate how the members voted. This is how the screen will appear if anonymous voting is turned off.

My Workspaces ▾ IRB Meeting Motion Back

Add Minutes Approval Add a New Motion Save All Changes

Meeting Motion								
Meeting Minutes Approval for the IRB one meeting held on December 03, 2018								
Vote	Member Name	Gender	Specialty	Relationship to the Institution	Affiliation	Representational capacity	Representative of specific entity	
--none--	Ack, Abby, MSN Ph.D.							
Comments:								
--none--	Ack, Billy, R.N.							
Comments:								
--none--	admin, Admin Admin, B.S. Brig. Gen.	Male	Medical Oncology, Anesthesiology1, Endocrinology, Emergency Medicine, Microbiology, Medical Oncology	Affiliated		Scientist	test	
Comments:								

Depending on your review board configurations, the motion you added may or may not be set for anonymous voting. For more details on setting this configuration, please refer to the IRB – Properties manual.

If your system is configured with anonymous voting, a screen will appear similar to the screenshot below. You can enter the number of members that voted for each Vote Type in the Number column, and add Comments if necessary.

My Workspaces ▾ IRB Meeting Motion Back

Add Minutes Approval Add a New Motion Save the Vote Summary

Meeting Motion		
Meeting Minutes Approval for the IRB one meeting held on December 03, 2018		
Number	Vote Type	Comments
0	For	
0	Absent	
0	Against	
0	Abstain	
0	Conflict of Interest	
0	Not present for Vote	

Click **Save the Vote Summary** to save the voting results.

My Workspaces ▾ IRB Meeting Motion Back

Add Minutes Approval Add a New Motion Save All Changes

Meeting Motion								
Meeting Minutes Approval for the IRB meeting held on April 13, 2017								
Vote	Member Name	Gender	Specialty	Relationship to the Institution	Affiliation	Representational capacity	Representative of specific entity	
The member voting list depends on the meeting attendance. Please take attendance.								

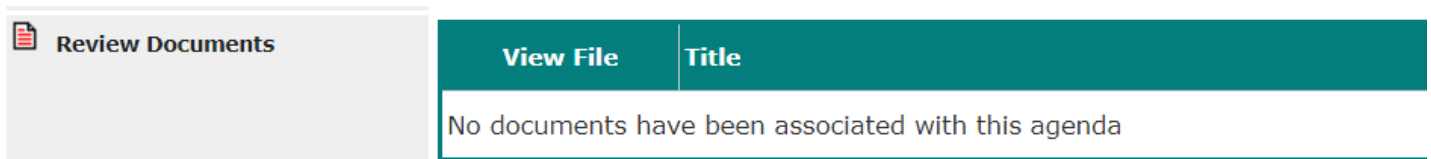
Attendance will need to be set before voting can take place. If attendance has not been set, the above page will be displayed. If attendance has been set and taken, the list of members present will be displayed as shown below.

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

Review Documents

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

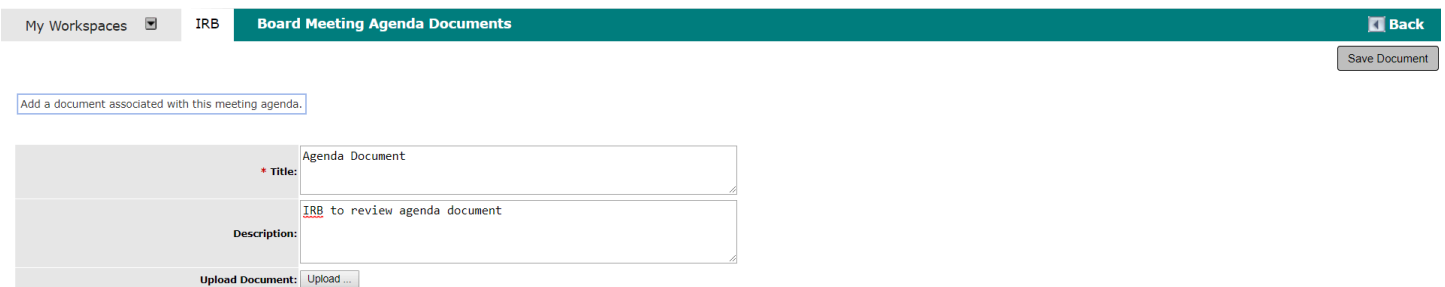
Click on the **Review Documents** link.



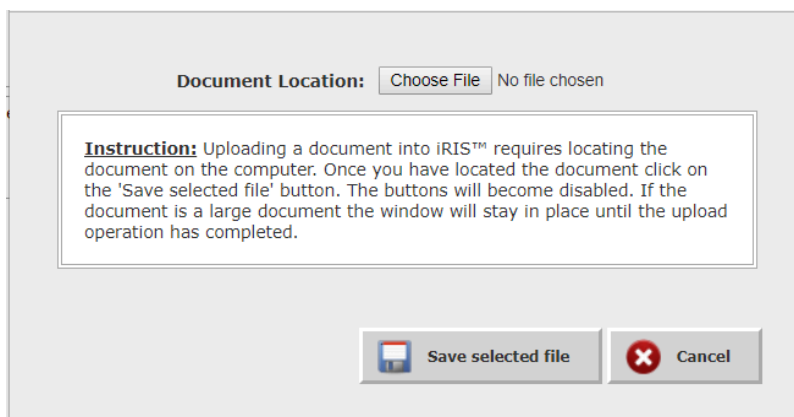
A new page will open, containing a list of documents attached to the meeting. The list will be empty if no documents have been added. Click the **Add a New Document** button or click **Add Multiple Documents** to attach multiple documents at a time.



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



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



After the document is uploaded, a document icon will display to the left of the Description field. To replace this document with another one, select the **Upload** button again and repeat the process. Click **Save Document** to save your changes and return to the previous screen.

The attachment will appear in the Review Documents table on the main Agenda screen. You will be able to delete attachment(s) or add more attachment(s) as necessary by clicking on the **Review Documents** link.

Review Documents	View File	Title
		Agenda Document

Expedite Reports

If the review board property *rb.use_expedited_report* is set to “Yes” within the Meeting Settings group, you will see the Expedite Reports sections. If an Expedite Report has been generated, which will be described in more detail later in this manual, a PDF file will appear within this section of the agenda.

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

Meeting Start and End Times, Meeting Chair

You can add the meeting start time, end time, and indicate who chaired the meeting.

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

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

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

Submissions Assigned to the Meeting

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

Initial Review - Full Board - 0 Submissions											
0 Items for review in this category.											
Initial Review - Active - 2 Submissions											
Order	Click to open	★	IRB Number	Ref Num	COI	Letters	Outcome	Type	Principal Investigator	Reviewer(s)	Date Board Received
1			<i>Study on medical history of e-cigarette patients</i>								
			IRB-19-5423	021109				Initial Review Submission Form Real	Doe, Adam B.S.		07/19/2019 1:21:03 PM PDT
1			<i>Effects of sun exposure and levels of vitamin D</i>								
			IRB-19-5345	020817				Initial Review Submission Form Real	Doe, Jane Ph.D		07/12/2019 2:03:47 PM PDT
Continuing Review - Full Board - 1 Submissions											
Order	Click to open	★	IRB Number	Ref Num	COI	Letters	Outcome	Type	Principal Investigator	Reviewer(s)	Date Board Received
1			<i>Effects of different levels of sound exposure</i>								
			IRB-19-5374	020925				Submission Form	Doe, Adam B.S.		07/16/2019 1:54:28 PM PDT
Continuing Reviews - Active - 1 Submissions											
1 Items for review in this category.											
Others - 2 Submissions											
2 Items for review in this category.											

Submissions Assigned to Meeting will populate on the Meeting Agenda page when they have been assigned to a full board meeting. Click on the icon to see details. Click on the icon to hide the details again.

Categories and Submissions

The Green Headings are the Agenda Categories used to organize the submissions on the agenda. These categories are customized and can be configured in Review Board Administration. For more information on the Agenda Category configurations, see the Review Board Administration manual.

A submission that is placed on the meeting will display in a category, based on the configuration described above. The columns for each submission in a category are as follows:

Order – The order of the submissions will be displayed in this area. This area is configurable. Enter a whole number and click the **Save Changes** button. This will rearrange the submissions in the order entered, within the Agenda Category.

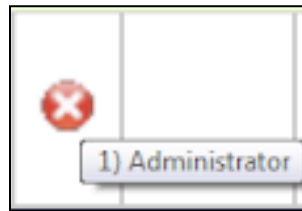
Click to Open – Click on the icon in this column to open the submission processing screens. The exact screens you will have access to are based on your iRIS role configuration. Typically, if you are a coordinator or administrator, you will be able to process the submission when you open the submission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

Star - This symbol indicates different corrections that have taken place. A green star indicates that corrections have been satisfied for the initial pre-review. The red star indicates that corrections/modifications have been addressed after a formal review.

IRB Number – The Review Board number for the study.

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

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



Letters – If an Outcome Letter has been created for this submission, an icon will populate in this column. The icon will change depending on the status of the letter. You can mouse over the icon to see the letter status. If more than one letter has been generated for the submission, each letter will be listed when you mouse over the icon.



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



Outcome – If a review outcome has been determined for this submission, it will be displayed here.

Type –The type of submission form.

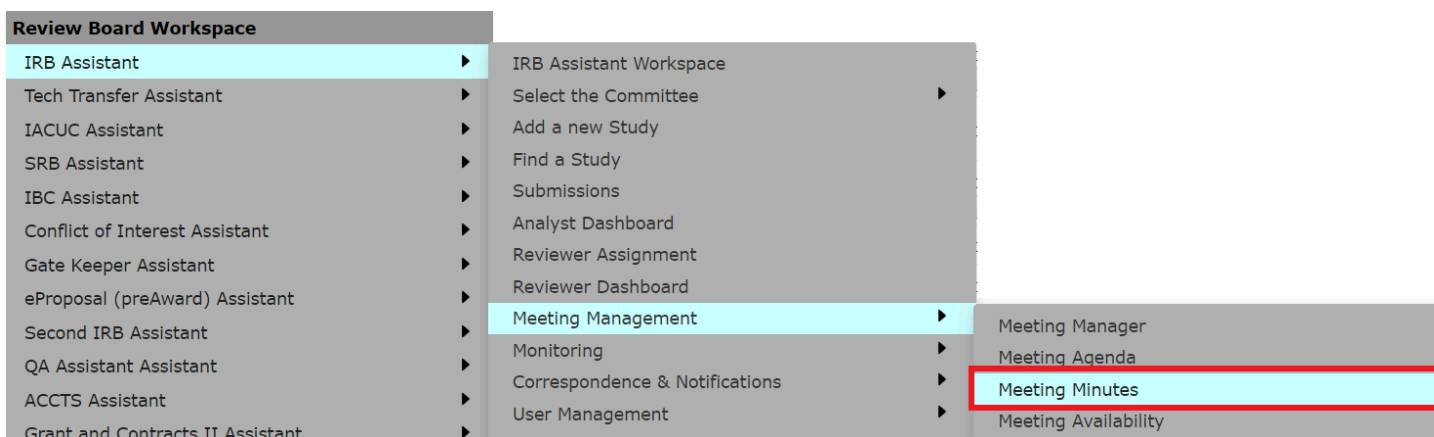
Principal Investigator – This column will display the Principal Investigator on the study.

Reviewer(s) – If any reviewers were assigned to the submission, they will be displayed here along with their reviewer roles.

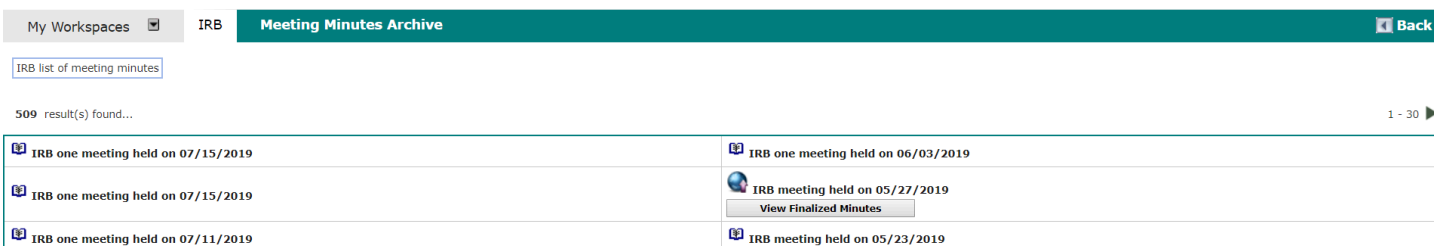
Date Board Received – The date that the submission first entered the Review Board’s queue.

Meeting Minutes

The Meeting Minutes screen provides access to published meeting minutes from past review board meetings. This is an area where board members can go to pull minutes from a past meeting.



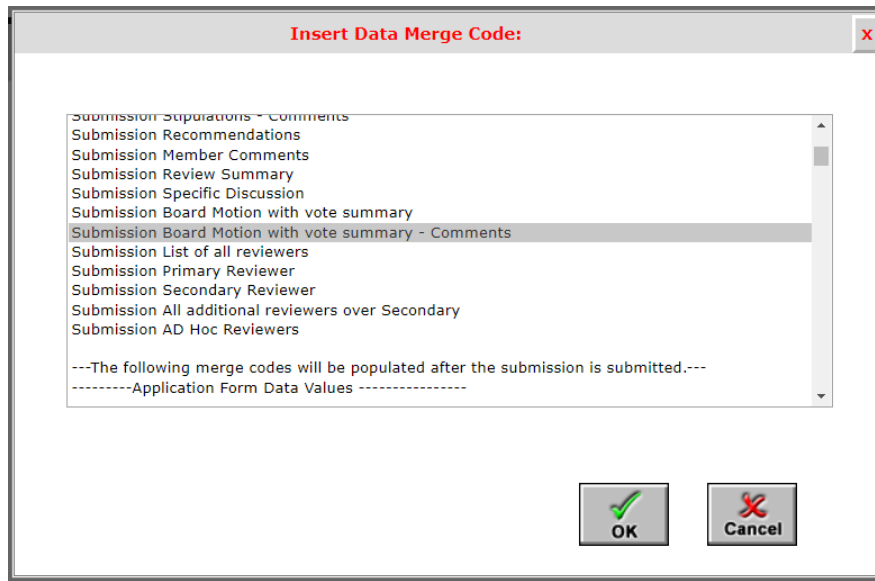
This page will display a link for each board meeting that has been held from newest to oldest. If minutes have been generated and a finalized version has been published, a **View Finalized Minutes** button will populate next to the meeting link. If a Draft version of the minutes has been published, the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



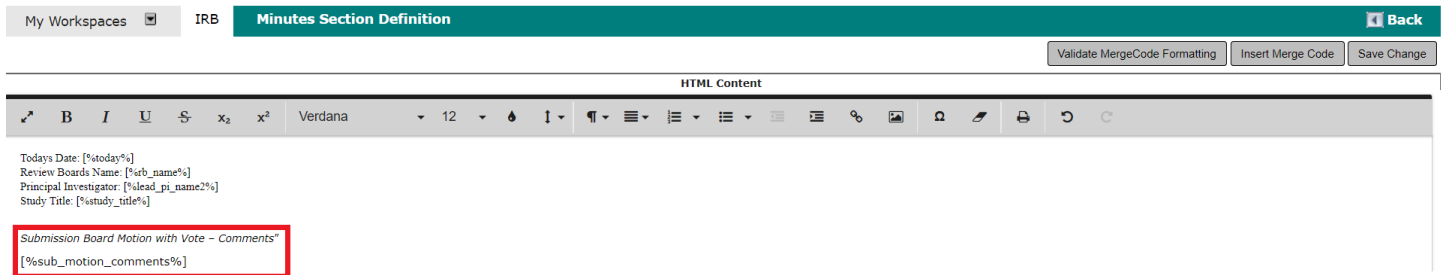
When you click to view the draft or finalized minutes, a new window will open displaying the information entered for the meeting. The information in the minutes will reflect what was defined in the Meeting Minutes Template. If it is a Draft version of the minutes, a watermark will appear with the word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

Merge Codes

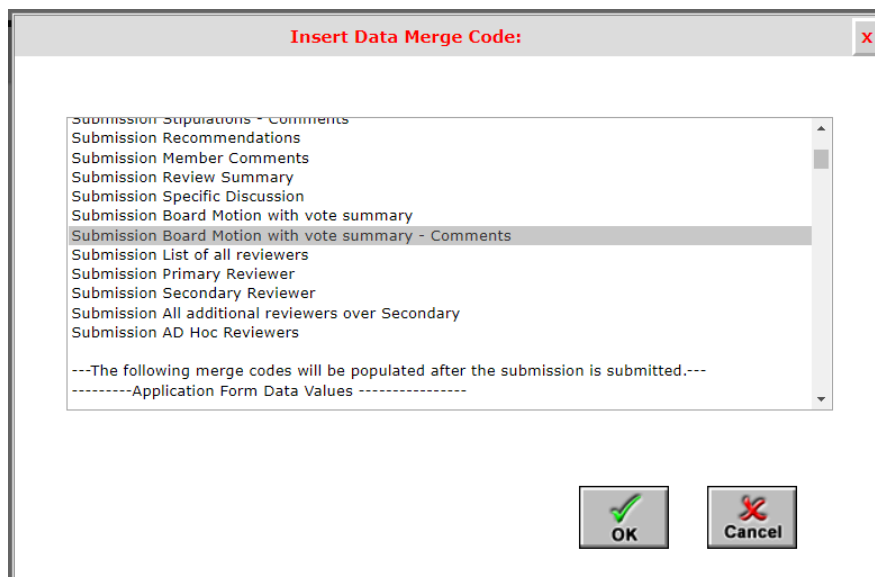
A new merge code titled, “Submission Board Motion with Vote – Comments” has been added that will allow users to incorporate comments from the vote tab into the Setup Meeting Template for each agenda submission.



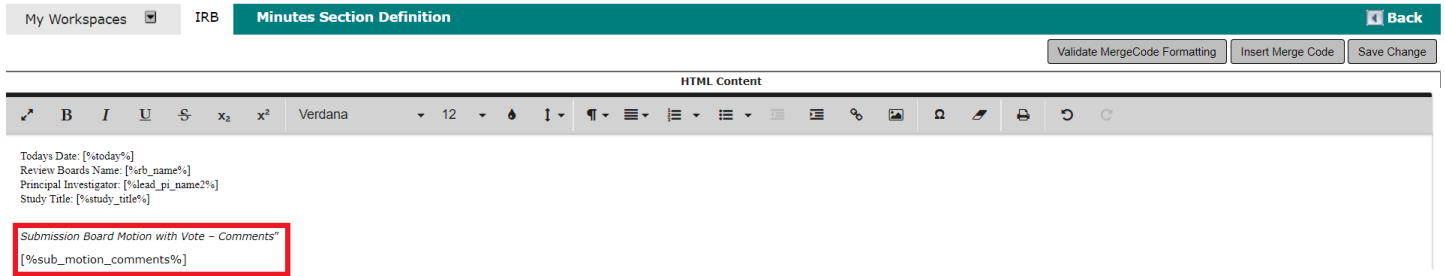
This merge code will pull the votes and comments for the Meeting Minutes Template that your review board administrator can create.



A new merge code titled, “Submission Board Motion with Vote – Comments” has been added that will allow users to incorporate comments from the vote tab into the Setup Meeting Template for each agenda submission.

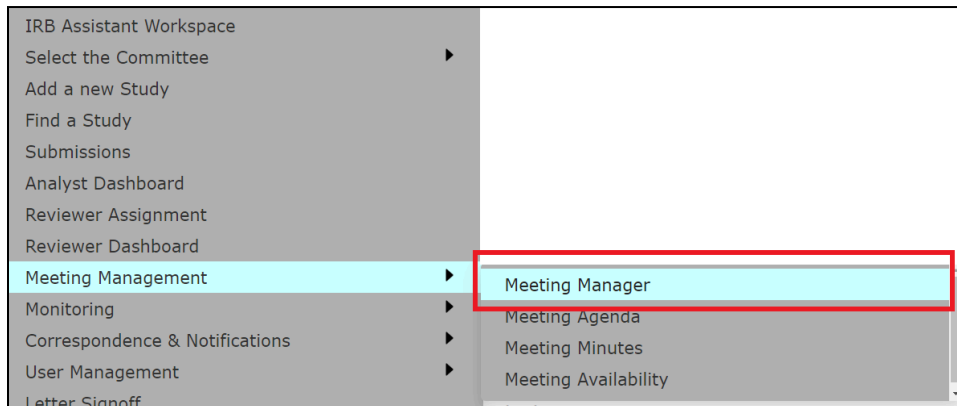


This merge code will pull the votes and comments for the Meeting Minutes Template that your review board administrator can create.

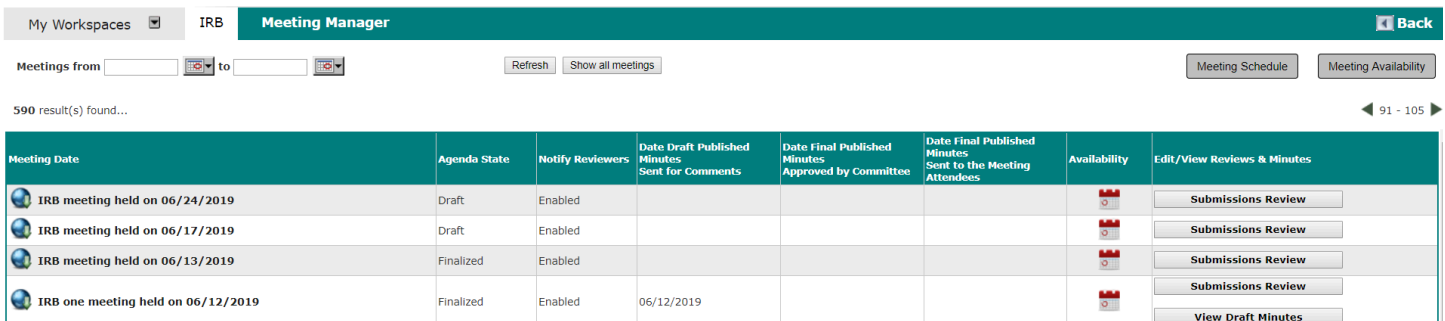


Meeting Manager

Within the Meeting Manager, you can view meeting agendas, set the board’s meeting schedule, and set meeting availability. Access to this menu item can be controlled with the Role Access matrix in Review Board Administration. The Meeting Manager is typically reserved for a review board administrator. You can view current agendas and publish/create document versions of Agendas and Meeting Minutes to send to review board members. The Agenda and Meeting Minutes templates are created in Review Board Administration. For more information, see the Review Board Administration documentation.



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



Below is a description of the columns on this page.

Meeting Date – Click on one of the Meeting Dates to open a screen where you can open the meeting agenda, change the Meeting Status, and Enable Reviewer Notifications. This screen will be described in further detail later in the manual.

Agenda State – This column displays the agenda status as **Draft** or **Finalized**.


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


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


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


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


Meeting Minutes Options

 **Send Out A Final Copy Of The Minutes To The Meeting Committee Members**

 **Unpublish The Final Version Of The Minutes**

 **View The Final Version Of The Minutes**


Date Final Minutes Approved by Committee : 

Date Final Minutes Sent to the Meeting Attendees : 

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

Yes No

Draft Routing Approved. [Click here to view the routing list.](#)

Availability – You can click the  icon in this column to set whether board members will be present at this meeting.

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

Meeting Schedule

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

A new page will open, broken into two parts. The first part of the page lists recurring meetings and the second part of the page lists regular meeting dates that are individually created. Note that this list only shows meetings that have not yet occurred; past meeting dates are not shown. You can setup a recurring meeting pattern if your board meets on a regular basis. When you create a recurrence, the system will create meeting dates for up to 12 months and populate them in the

second portion of the page. If you do not use a recurring pattern for your meetings, you can add meetings individually using the second part of the page.

My Workspaces ▾ IRB **Setup Board Meeting Dates** [Back](#) [Add a New Recurring](#)

IRB list of meeting recurring pattern.
3 result(s) found...

Delete	Edit	Recurring Pattern Name	Committee Name	Location	Start Time	End Time
		Second Thursday	IRB	VA	4:00 PM	5:30 PM
		Fourth Thursday	IRB	VA	4:00 PM	5:30 PM
		Wings IRB	IRB			

[Add a New Meeting](#)

IRB list of meeting dates.
81 result(s) found... 1 - 10 ▶

Delete	Edit	Meeting Date	Submission Due By	Committee Name	Location	Start Time	End Time
		07/22/2019		IRB			
		07/25/2019		IRB	VA	4:00 PM	5:30 PM
		07/29/2019		IRB			

Recurring Meetings

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

A new page will open. You must first enter a name for the recurring pattern. “Monthly” is the name used to reference this particular recurring pattern.

Start Date is a required field and would be the beginning date that the recurring meeting dates would trigger from. The Start Date does not have to be the day of the first meeting. iRIS will not generate any meetings before the start date, only after the start date.

Start Time and End Time are fields where you can enter the planned meeting start and end times.

Meeting Type is a required field. This is a dropdown list of review board committees.

Meeting Location allows you to specify where the meeting will be held. This can be set up now, and changed for an individual meeting at a later time.

A Comments field is also provided in case you need to document anything related to the meeting record. To add comments, click the **Comments** link and a text editor will open where you can enter information.

My Workspaces ▾ IRB **Setup Board Meeting Recurring Pattern** Back

[Save Meeting Schedule](#)

IRB add a meeting recurring pattern.

Recurring Pattern Name: Monthly Meeting

***Start Date:** 07/22/2018

Start Time: 10:00 AM

End Time: 11:00 AM

***Meeting Type:** IRB one

Meeting Location: 123 Main Street USA

Comments:

Change Recurrence Pattern: Monthly

Monthly Pattern:

Day 1 of every 1 month(s)

The first Wednesday of every 1 month(s)

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

Click on the **Save Meeting Schedule** button, and the system will generate 12 months’ worth of meeting dates based on the pattern you set up.

Monthly Pattern:

Day 12 of every 1 month(s)

The first Tuesday of every 1 month(s)

Weekly Pattern:

Rekurs every 2 week(s) on:

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

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

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

Add a New Meeting

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

A new page will open. You can provide specific details about the meeting. The Meeting Date is a required field and this indicates the date for the meeting.

Start Time and End Time are fields where you can enter the planned meeting start and end times.

Submission is Due By is a date field used to inform study personnel when a form should be submitted in order to make it onto the meeting agenda.

Meeting Type is a required field. This is a drop down list of your committees for the Review Board.

Meeting Location allows you to specify where the meeting will be held. This can be set up now and changed at a later time.

There is also a comments field provided in case additional documentation related to the meeting is necessary. Click the **Enter Comments in the Editor** link to open a text editor where you can enter comments.

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

IRB list of meeting dates.
81 result(s) found... 1 - 10

Delete	Edit	Meeting Date	Submission Due By	Committee Name	Location	Start Time	End Time
		07/22/2019		IRB			
		07/25/2019		IRB	VA	4:00 PM	5:30 PM
		07/29/2019		IRB			

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

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

Meeting Agenda/Meeting Minutes

You can prepare a certain meeting by clicking on the link for the meeting date. Doing this will enable you to set the agenda status, enable reviewer notifications, generate your meeting agenda, and once a meeting has taken place, you will be able to generate and send out the minutes.

My Workspaces ▾ IRB **Meeting Manager** Back

Meetings from 2018 to 2019 Refresh Show all meetings Meeting Schedule Meeting Availability

590 result(s) found... ◀ 91 - 105 ▶

Meeting Date	Agenda State	Notify Reviewers	Date Draft Published Minutes Sent for Comments	Date Final Published Minutes Approved by Committee	Date Final Published Minutes Sent to the Meeting Attendees	Availability	Edit/View Reviews & Minutes
IRB meeting held on 06/24/2019	Draft	Enabled					Submissions Review
IRB meeting held on 06/17/2019	Draft	Enabled					Submissions Review
IRB meeting held on 06/13/2019	Finalized	Enabled					Submissions Review
IRB one meeting held on 06/12/2019	Finalized	Enabled	06/12/2019				Submissions Review View Draft Minutes

Meeting Agenda

Click on the name of the meeting in the Meeting Date column.

A new page will open, displaying meeting agenda options for the meeting date you selected. If you have not generated the meeting agenda for this meeting yet, the page will display as shown in the screenshot below. You can access the Meeting Agenda page in iRIS by clicking on the link that reads **Click to Open the Meeting Agenda**.

My Workspaces ▾ IRB **Meeting Minutes from 07/22/2019**

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

Click To Open The Meeting Agenda

Meeting Status: Draft Finalized

Enable Reviewer Notifications? Yes No

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

My Workspaces ▾ IRB **Board Meeting Agenda** Back


Items to be Reviewed at IRB Meeting held on July 22, 2019 Agenda State: **Draft** Reviewer Notifications: **Enabled** [Save Changes](#)


Meeting Attendance	Voting Members Present Billy Ack, R.N., Abby Ack, MSN Ph.D., Admin Admin admin, B.S. Brig. Gen. Staff Present Jane Investigator Jr., M.D. Brig. Gen. Guests Present Lisa Smith, Ph.D (Biostatistics) from Professor at Institution																								
Call to Order	Call to Order Demo																								
Old Business	Old Business Demo																								
New Business	New Business Demo																								
Miscellaneous	Misc. Demo																								
Closing Comments	Closing Comments Demo																								
Meeting Motions	<p>Motion: Meeting Minutes Approval for the IRB one meeting held on December 03, 2018</p> <table border="0"> <tr> <td>Total votes For:</td> <td>1</td> <td>Total votes Absent:</td> <td>0</td> <td>Against:</td> <td>1</td> </tr> <tr> <td>Conflict of Interest:</td> <td>0</td> <td>Not present For Vote:</td> <td>0</td> <td>Abstained:</td> <td>1</td> </tr> </table> <p>Motion: Meeting Motion Demo</p> <table border="0"> <tr> <td>Total votes For:</td> <td>1</td> <td>Total votes Absent:</td> <td>1</td> <td>Against:</td> <td>0</td> </tr> <tr> <td>Conflict of Interest:</td> <td>1</td> <td>Not present For Vote:</td> <td>0</td> <td>Abstained:</td> <td>0</td> </tr> </table>	Total votes For:	1	Total votes Absent:	0	Against:	1	Conflict of Interest:	0	Not present For Vote:	0	Abstained:	1	Total votes For:	1	Total votes Absent:	1	Against:	0	Conflict of Interest:	1	Not present For Vote:	0	Abstained:	0
Total votes For:	1	Total votes Absent:	0	Against:	1																				
Conflict of Interest:	0	Not present For Vote:	0	Abstained:	1																				
Total votes For:	1	Total votes Absent:	1	Against:	0																				
Conflict of Interest:	1	Not present For Vote:	0	Abstained:	0																				
Review Documents	<table border="1"> <thead> <tr> <th>View File</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td></td> <td>Agenda Document</td> </tr> </tbody> </table>	View File	Title		Agenda Document																				
View File	Title																								
	Agenda Document																								


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

My Workspaces ▾ IRB **Meeting Minutes from 07/22/2019**

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

 Click To Open The Meeting Agenda

 Meeting Status: Draft Finalized

 Enable Reviewer Notifications? Yes No


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


Enable Reviewer Notifications – When you are ready to notify reviewers with review assignments for a meeting date, switch this status from No to Yes. As soon as you set this option to Yes, assigned reviewers will receive an email notification with their reviewer assignments, if emails are turned on for the notification, as well as a home screen task.


At this point, you will also be able to send out the published version of the agenda to the board members.

My Workspaces ▾ IRB **Meeting Minutes from 07/22/2019**


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

 Click To Open The Meeting Agenda

 Meeting Status: Draft Finalized





 Enable Reviewer Notifications? Yes No

Finalized Agenda

 [Generate A Finalized Agenda Document](#)

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

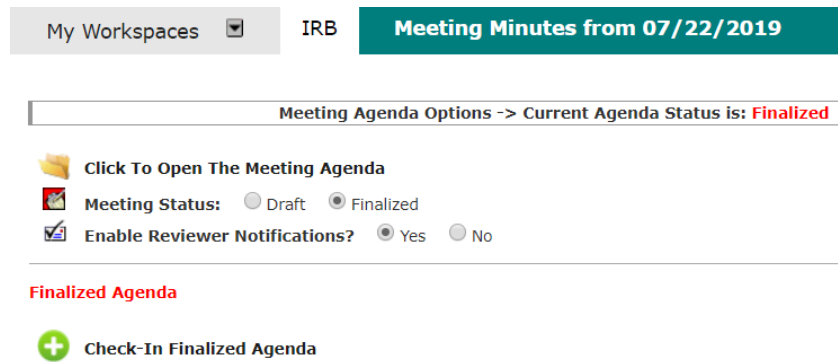
Finalized Agenda

-  [Generate A Finalized Agenda Document](#)
-  [Check-Out The Finalized Agenda For Editing In Word](#)
-  [Edit The Finalized Agenda Within The Browser](#)
-  [Publish The Finalized Version Of The Agenda](#)

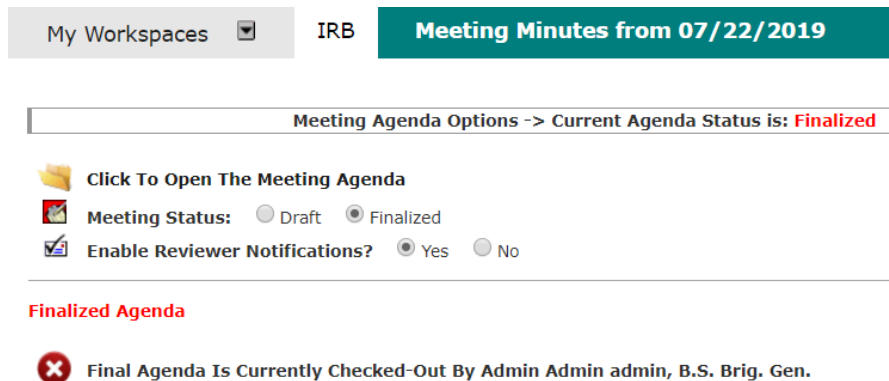
iRIS will grab your Meeting Agenda Template as it is set up under Review Board Administration > Setup Finalized Agenda Document Template. This is a Microsoft Word document that uses merge codes to pull in specific information about the meeting and items placed on that meeting's agenda. When the agenda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

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

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



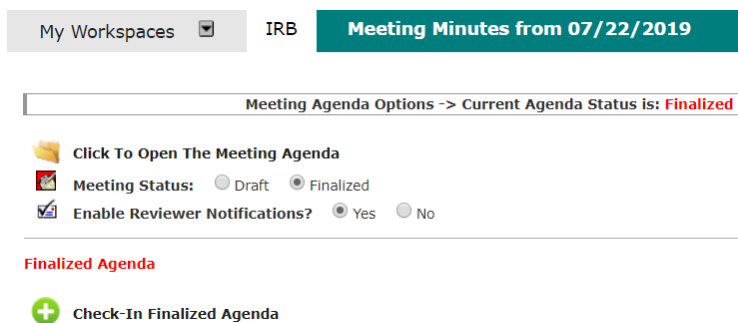
If another user views this page while the agenda document is checked out, they will see that it is checked out, along with the name of the user who currently has this document checked out. They will not be able to view, modify, or publish the agenda until the document is checked back in.



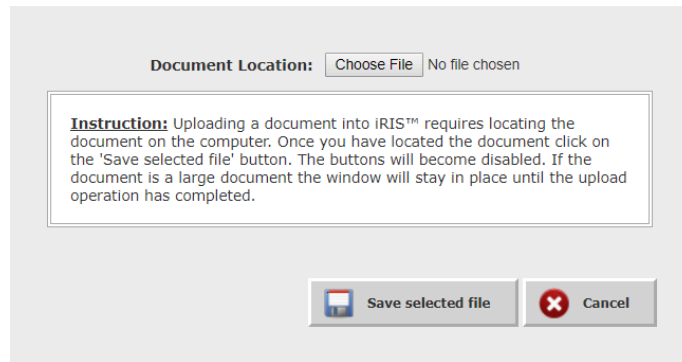
Once you make any necessary edits to the agenda in Microsoft Word on your computer, you can check it back in to iRIS.

Navigate back to the page for the meeting date.

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







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



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

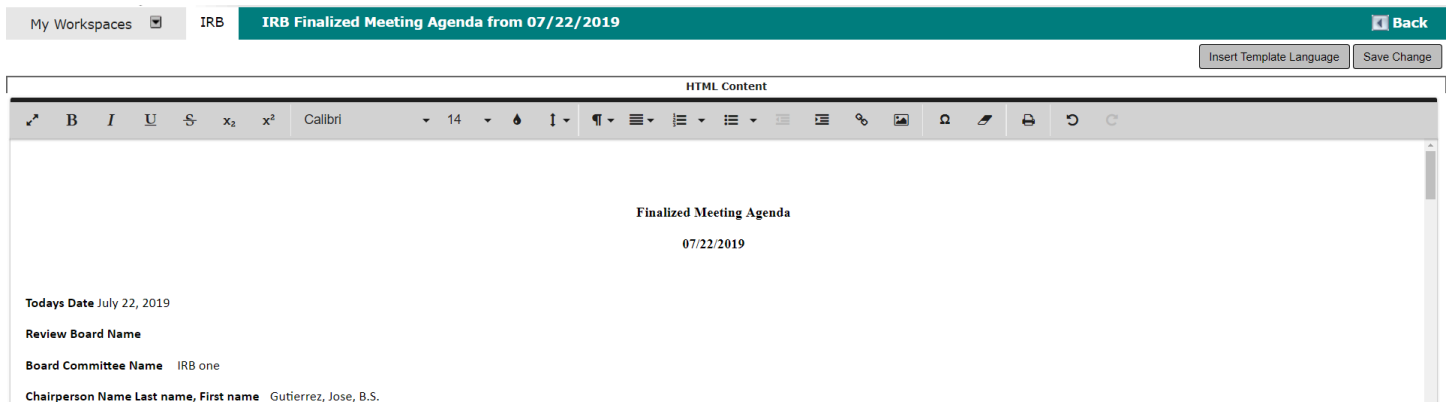
Finalized Agenda

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





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

A new page will open with an embedded Microsoft Word tool containing the generated agenda. You may need to download and install an Active X to display the Microsoft Word editor, a feature only available when using Internet Explorer as your browser.

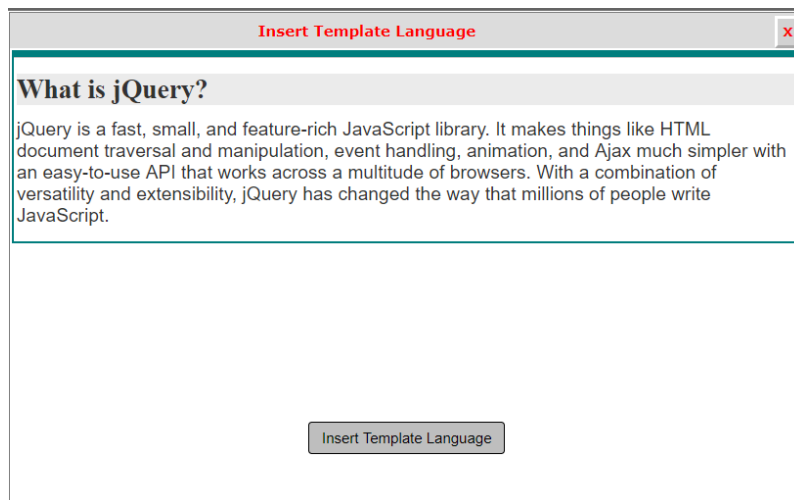
You may make any changes needed to the document by typing in or copying and pasting in text.



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

Insert Template Language	
Name	
 192.168.0.112 - What is jQuery?	
 192.168.0.112 - Java	
 192.168.0.112 - Javascript	
 192.168.0.112 - php	

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



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


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


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


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

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


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


 **Click To Open The Meeting Agenda**


 **Meeting Status:** Draft Finalized

 **Enable Reviewer Notifications?** Yes No

Finalized Agenda

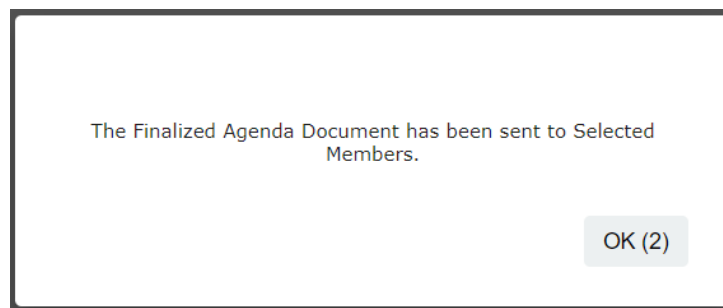
 **Send The Finalized Agenda Document To All Members**

 **Unpublish The Finalized Agenda**

 **View The Finalized Agenda Document**

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

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



Expedite Report

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

Expedite Report



Generate An Expedite Report

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

Expedite Report

-  **Generate An Expedite Report**
-  **Check-Out The Expedite Report For Editing In Word**
-  **Edit The Expedite Report Within The Browser**
-  **Publish The Expedite Report**

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

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

Expedite Report

 **Check-In Expedited Report**

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

Expedite Report


 Expedite report Is Currently Checked-Out By Admin Admin admin, B.S. Brig. Gen.

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

Navigate back to the page for the meeting date.

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

Expedite Report

 **Check-In Expedited Report**

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

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

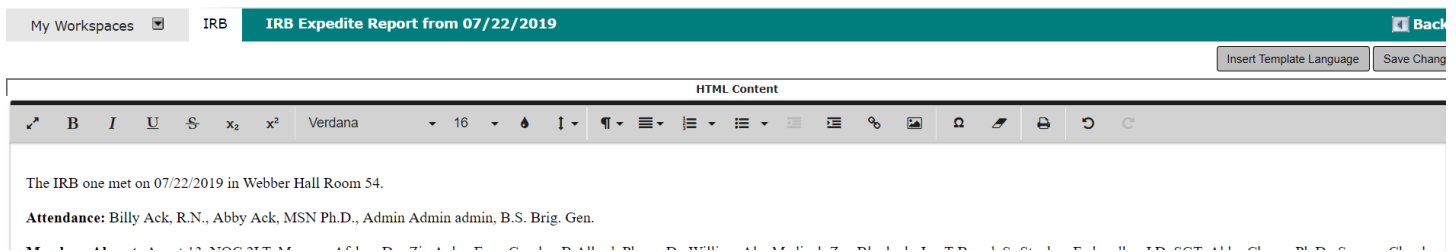
Expedite Report

-  **Generate An Expedite Report**
-  **Check-Out The Expedite Report For Editing In Word**
-  **Edit The Expedite Report Within The Browser**
-  **Publish The Expedite Report**

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

A new page will open with an embedded Microsoft Word tool containing the generated report. You may need to download and install an Active X to display the Microsoft Word editor, a feature only available when using Internet Explorer as your browser.

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







The IRB one met on 07/22/2019 in Webber Hall Room 54.

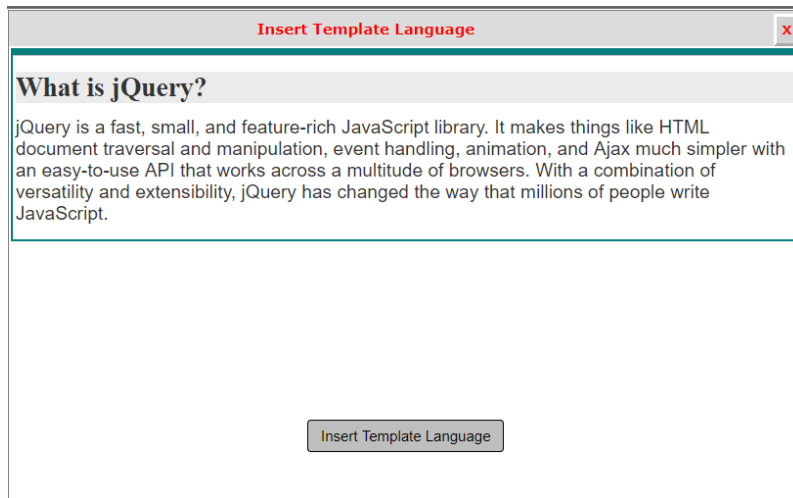
Attendance: Billy Ack, R.N., Abby Ack, MSN Ph.D., Admin Admin admin, B.S. Brig. Gen.

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

Insert Template Language

Name
 192.168.0.112 - What is jQuery?
 192.168.0.112 - Java
 192.168.0.112 - Javascript
 192.168.0.112 - php

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



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

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

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

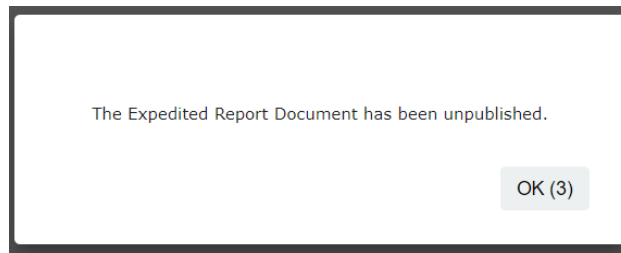
Publish The Expedite Report — After making any necessary edits, whether you had checked out the document or edited within the browser, you are ready to publish the expedite report.

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



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

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



Meeting Minutes

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

My Workspaces ▾ IRB
Meeting Minutes from 07/22/2019

Meeting Agenda Options -> Current Agenda Status is: Finalized

📁 Click To Open The Meeting Agenda

📄 Meeting Status: Draft Finalized

☑ Enable Reviewer Notifications? Yes No

Finalized Agenda

- ➡ Send The Finalized Agenda Document To All Members
- 🌐 Unpublish The Finalized Agenda
- 📄 View The Finalized Agenda Document

Expedite Report

- ➡ Send The Expedite Report To All Members
- 🌐 Unpublish The Expedite Report
- 📄 View The Expedite Report

Meeting Minutes Options

📄 Generate The Minutes From The Agenda

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

Meeting Minutes Options

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


iRIS will grab your Meeting Minutes Template, as it is set up under Review Board Administration >Setup Meeting Minutes Document Template. This is a Microsoft Word document that uses merge codes to pull in specific information about the

meeting, and items placed on that meeting. When the minutes template is generated, the screen will refresh and you will see four new links available.

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

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

Meeting Minutes Options

 **Check-In The Minutes**

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

Meeting Minutes Options

 **Minutes Are Checked-Out By Admin Admin admin Mr, J.D. Brig. Gen.**

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

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






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

Document Location: No file chosen

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

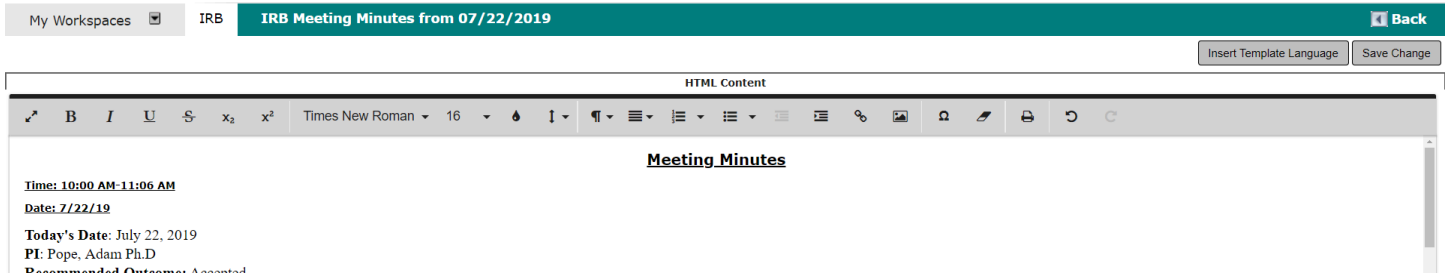
After you save the file, the links will be restored to the page and you will be able to continue to work on publishing the minutes.

Meeting Minutes Options

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

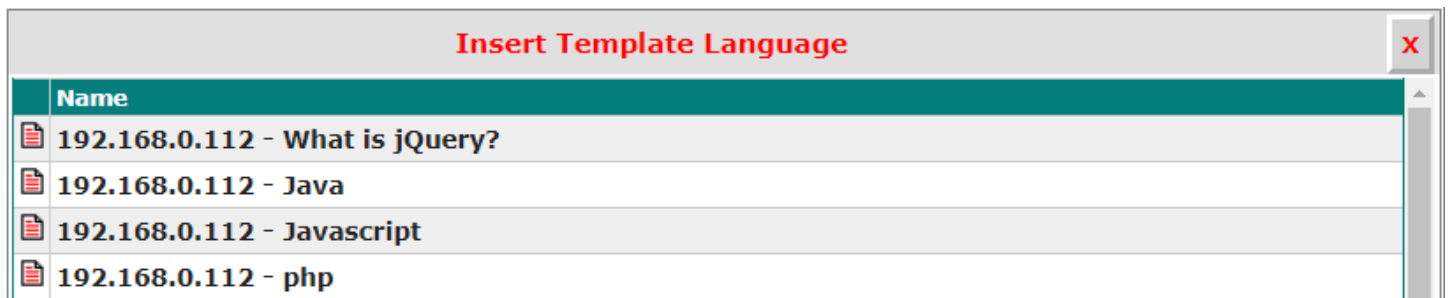
Edit The Minutes Within The Browser – You can click on this link to view the generated minutes as well as make some changes to the document without having to check it out to your computer.





A new page will open with an embedded Microsoft Word tool containing the generated minutes. You may need to download and install an Active X to display Microsoft Word editor, a feature only available when using Internet Explorer as your browser.



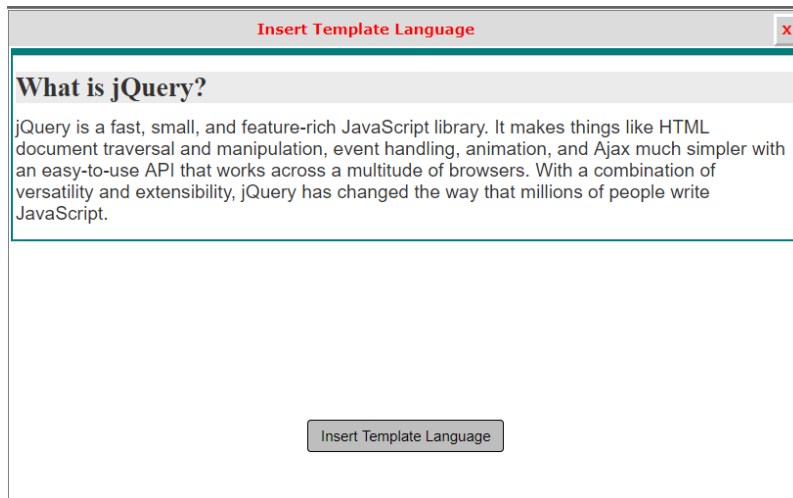
You may make any changes needed to the document by typing in or copying and pasting in text.

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



Insert Template Language	
Name	
 192.168.0.112 - What is jQuery?	
 192.168.0.112 - Java	
 192.168.0.112 - Javascript	
 192.168.0.112 - php	

A small popup window will open, containing a list of available language. Template language is setup in Review Board Administration > Setup Template Language. In the window, click on the template language you would like to insert.



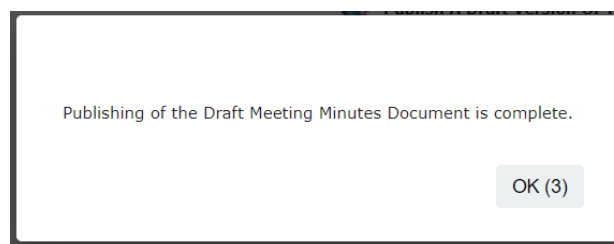
The window will update, displaying the full content of the template language. If this is the language you would like to merge into the minutes document, make sure you position your cursor at the location in the minutes document where you want the language to appear. Then, click on the **Insert Template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

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









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

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

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



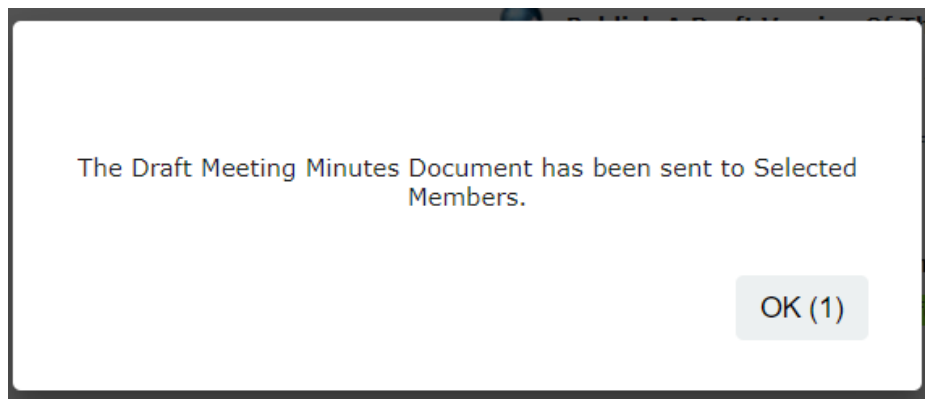
The links on the page will change when the conversion is complete. When you publish the draft minutes, the minutes template is still available for editing; however, if you modify the minutes, you will need to publish the draft version of the minutes again. There are several options available to you at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

Meeting Minutes Options	
	Generate The Minutes From The Agenda
	Check-Out The Minutes For Editing In Word
	Edit The Minutes Within The Browser
	Publish A Draft Version Of The Minutes
	Publish The Final Version Of The Minutes
	Send Out A Copy Of The Draft Minutes To The Meeting Committee Members
Date Minutes Sent for Comments :	<input type="text"/> 
	View The Draft Version Of The Minutes
Do you want to route the minutes for approval?	
<input type="radio"/>	Yes
<input checked="" type="radio"/>	No

Publish The Final Version Of The Minutes – Click on this link when you are ready to publish a finalized version of the minutes. This means that you have verified the minutes are complete and ready to be approved by the board. When you click on this button, the system will generate a PDF version. The page will refresh and you will no longer be able to modify the minutes. You would need to unpublish the minutes, make your changes, and then publish the minutes again.

Send Out A Copy Of The Draft Minutes To The Meeting Attendees – If you would like to send a copy of the draft to the board members who attended the meeting, click on this link. The system will generate an email with the draft minutes PDF attached and send it to anyone who was marked present at this meeting. You can select all or a few members.

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



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

Meeting Minutes Options

- Generate The Minutes From The Agenda**
- Check-Out The Minutes For Editing In Word**
- Edit The Minutes Within The Browser**
- Publish A Draft Version Of The Minutes**
- Publish The Final Version Of The Minutes**
- Send Out A Copy Of The Draft Minutes To The Meeting Committee Members**

Date Minutes Sent for Comments : 07/22/2019

- View The Draft Version Of The Minutes**

Do you want to route the minutes for approval?

Yes No

View The Draft Version Of The Minutes – You can view the PDF version of the draft minutes by clicking on this link. The PDF will open in a separate window. Note that because this is the draft version of the document, a **DRAFT** watermark displays.

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

Do you want to route the minutes for approval?

Yes **No**

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

A [Click here to generate the routing list](#) link will populate on the page.

My Workspaces ▾ IRB **Meeting Minutes Routing Selection List** Back

Meeting Type: IRB
 Meeting Date: 07/22/2019
 Meeting Location:

Have you completed your selection of required routings? Yes No

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

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

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

My Workspaces ▾ IRB **Meeting Minutes Routing Selection List** Back

Meeting Type: IRB
 Meeting Date: 07/22/2019
 Meeting Location:

Have you completed your selection of required routings? Yes No

Order Number	Name	Signoff	Approved	Include Signature	Date Received	Date Completed	Comments
0	--none--	←		Yes ▾			

--none--
 Acheson, Dean T.
 ACHIS, Jamie Marie.
 Ack, Abby
 Ack, Billy
 Adams, Robert d.

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

When you have located the user you wish to add to the routings using the Search User Directory filters, click the icon next to their name to add them to the routing list.

Check for Multiple	Select User	Training	User Name	Department	Email
<input type="checkbox"/>	<input checked="" type="checkbox"/>		Doe, Jane		defaultExpected@email.com
<input type="checkbox"/>	<input checked="" type="checkbox"/>		Dong, Jane	Research (primary)	
<input type="checkbox"/>	<input checked="" type="checkbox"/>		Fidler, Janel K	Research (primary)	
<input type="checkbox"/>	<input checked="" type="checkbox"/>		Hart, Jane		ljhart@aol.com

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

Order Number	Name	Signoff	Approved	Include Signature	Date Received	Date Completed	Comments
0	Adams, Robert d.			Yes			
1	Doe, Jane			No			

Below is a description of the columns on this page.

Order Number – This specifies who will receive the signoff task first and in what order. Two users with the same number in this column will receive the task at the same time.

Name – This is the name of the Board Member (selected from the dropdown menu) being assigned to review the minutes.

Signoff – This column is used for the currently logged-in user. An icon will populate in this column for each selected user. If you are looking at this page and are selected as the signoff personnel, the icon next to your name will become editable and you will be able to view and sign off on the minutes by selecting this icon.

Approved – This area will display the status of the minutes after the user has approved or denied the document.

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

Date Received – The date the user receives the minutes for signature.

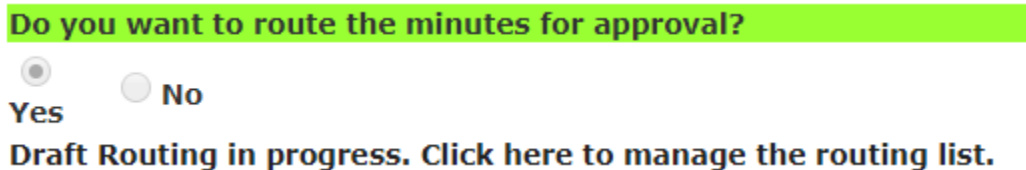
Date Completed – The date the user applies their electronic signature.

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

Delete Selected Routing(s) – If you wish to delete users selected for signoff, check the box(es) next to their name(s) and click this button at the top right.

Once all routing selections are made, select the Yes radio button next to the field **Have you completed your selection of required signatures?** and click **Save Routing List**. This will enable the selected users to sign off.

Navigating back to the previous screen, the link has updated to reflect the current status of the routing.



Any user assigned to review the draft minutes will receive a task on their home screen in the **RB Meeting Minutes Routing Signoff** group.

All Tasks				
Outstanding		Completed		
All Tasks		Study Tasks		
				Task List: All
6 result(s) found... 1 - 6				
	Click to open	Task Type	Received	Description
<input type="checkbox"/>		RB Meeting Minutes Routing Signoff	07/22/2019 09:39 AM PDT	Mr Robert d Adams, J.D. Capt. has been assigned to review and signoff the draft meeting minute
<input type="checkbox"/>		Study Follow-up	05/01/2019 03:00 AM PDT	Follow-up notice for 24 Month Follow Up Notification IRB-2017-1892 for 1102 SQL(Initial Approval Date) with the IRB Initial Approval Date of 05/01/2017

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

My Workspaces ▾ Special Purpose Submission Forms **Meeting Minutes Routing** Back

Save Meeting Minute Review

Meeting Type: IRB

Meeting Date: 07/22/2019

Meeting Location:

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

[Click here to add comments.](#)

No Comments have been posted.

Lay Summary:

Submission Discussion (Regulatory Determinations Pertaining to this Approval):

Stipulation:

Submission Review Process: Full Committee Review

Review Outcome:

Submission Outcome:

Submission Type: Initial Review Submission Form Real

IRB Comments (sub_stips_3):

Continuing Review Full Board:
 Todays Date: July 22, 2019
 Review Boards Name: IRB
 Principal Investigator: Task Tester

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

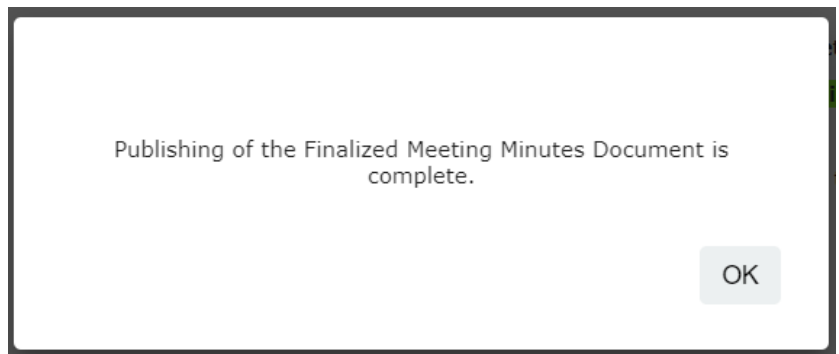
This will cause the status of the routing to update. If the draft minutes are approved, you may continue on with processing the minutes. If the minutes were denied, you can open the link to view any comments the reviewer may have left. To make any corrections, you would need to regenerate the minutes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

Do you want to route the minutes for approval?




Yes **No**


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


Publish The Final Version Of The Minutes – After any necessary draft minutes are published, sent out, reviewed, and approved (if necessary), you can then move on to publishing the finalized version of the minutes. Please note that all submissions reviewed at the meeting must be complete before the final version can be published.



Meeting Minutes Options

-  **Send Out A Final Copy Of The Minutes To The Meeting Committee Members**
-  **Unpublish The Final Version Of The Minutes**
-  **View The Final Version Of The Minutes**

Date Final Minutes Approved by Committee : 

Date Final Minutes Sent to the Meeting Attendees : 

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

Yes **No**

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

The links on the page will change when the conversion is complete. When you publish the final version of the minutes, the minutes are locked down for editing, as the minutes are ready to be approved by board members. You can click the **Unpublish The Final Version Of The Minutes** link to reset the minutes. This will refresh the screen and allow you to check out the minutes document or edit it within the browser. When you are finished making your changes, you would publish the final minutes again. You can also click the **View The Final Version Of The Minutes** link to see the minutes document in a PDF. Clicking this link will open the document in a new window.

The **Date Final Minutes Approved by Committee** field will populate beneath the link to view the minutes. This date will update with the date the minutes were approved by the committee. This is done when a motion is created on the

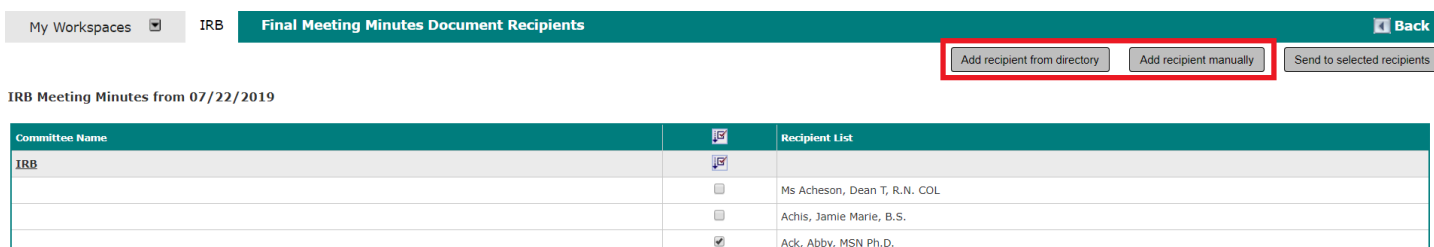
Meeting Agenda page that pulls in the minutes from this meeting. You can also manually set the approval date by selecting a date and clicking on the **Set** button.

If you **Send Out a Final Copy Of The Minutes To The Meeting Attendees**, the **Date Final Minutes Sent to the Meeting Attendees** field will auto-populate with the date the minutes were sent. You can also enter a date manually. Be sure to click the **Set** button to save the date in this field.

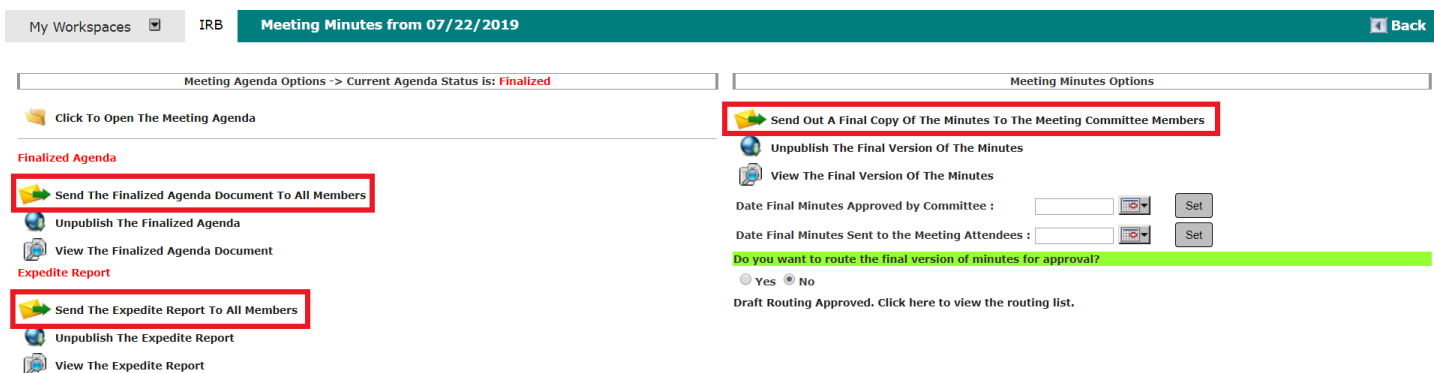
Once you publish the final version of the minutes, there is typically nothing left that needs to be done to the minutes, unless they are denied at a meeting. In that case, you would unpublish the minutes, make any changes, and publish them again so they can be voted on again.

Meeting Minutes and Agenda Option

When sending Meeting Minutes and Meeting Agendas, there is now an option where you can select who receives those documents. You can also add people who are not on the review board to receive the Meeting Minutes or Meeting Agendas.

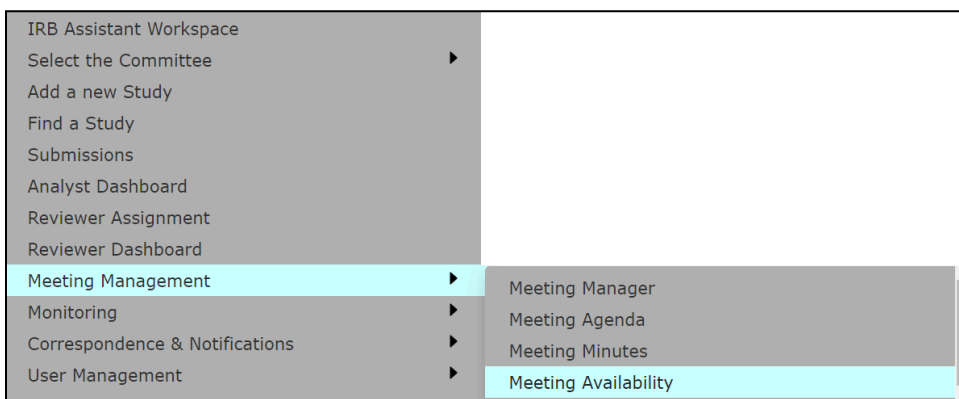


The figure below displays the screen that will appear after you click on “Send Out A Copy Of The Draft Minutes To The Meeting Committee Members”. This page will allow you to add recipients, or select recipients from the Recipient List.

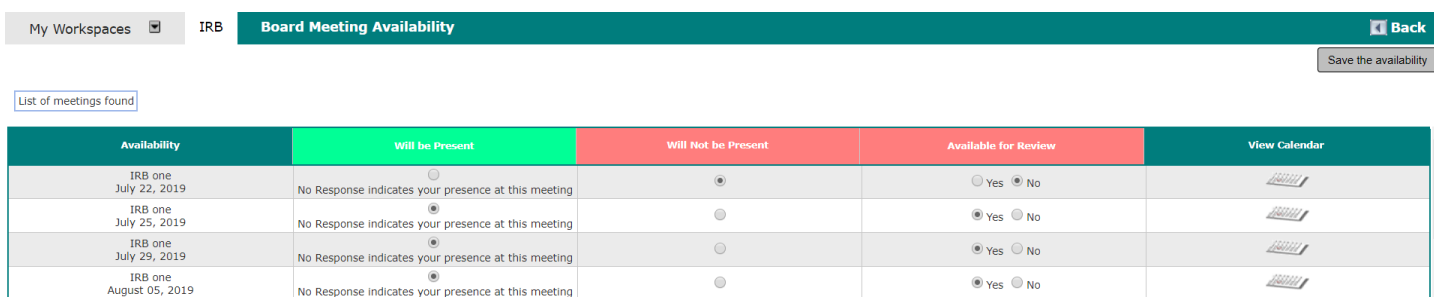


Meeting Availability

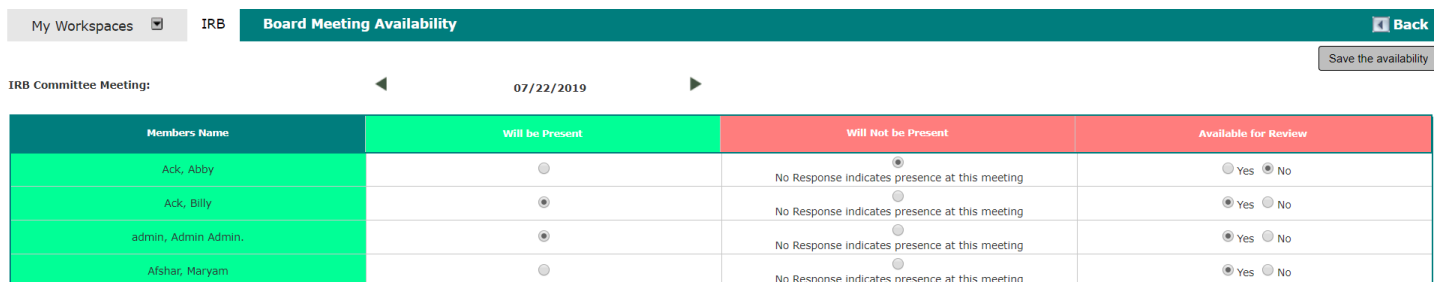
Meeting Availability allows a user to indicate their availability for any future board meetings.



The **Meeting Availability** link is also available from the Meeting Manager screen.



If you log in to Meeting Availability as a system administrator, each meeting date will appear on a single page, as seen in the image below. You can switch between dates by clicking the arrows next to the date at the top of the screen. Each member of the board will display on the page with three columns to the right of their name. You can set a member’s availability for a certain meeting date by marking a response in any of the three columns.



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

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

My Workspaces ▾ IRB **Board Meeting Attendance** Back

Save Changes

Present	Voting Member Name	Member Role	Gender	Specialty	Relationship to the Institution	Affiliation	Representational capacity	Representative of specific entity
<input type="checkbox"/>	Ack, Abby, MSN Ph.D. (May not be present)	IRB Staff						
<input type="checkbox"/>	Ack, Billy, R.N.	Vice-Chairperson						
<input type="checkbox"/>	admin, Admin Admin, B.S. Brig. Gen.	Board Member	Male	Medical Oncology Anesthesiology1 Endocrinology Emergency Medicine Microbiology Medical Oncology	Affiliated		Scientist	test
<input type="checkbox"/>	Afshar, Maryam, Dr. (May not be present)	Board Member						
<input type="checkbox"/>	Agha, Zia, Esq. (May not be present)	Board Member						

Available for Review – If a member has indicated that he or she will not be available for reviewing assignments, set this from Yes to No.

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

My Workspaces ▾ IRB **Board Meeting Availability** Back

Save the availability

IRB Committee Meeting: ◀ 07/25/2019 ▶

Members Name	Will be Present	Will Not be Present	Available for Review
Ack, Abby	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No
Ack, Billy	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No
admin, Admin Admin	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No
Afshar, Maryam	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No
Agha, Zia	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No
Allard, Carolyn R	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No

Each meeting will be listed with the same options: Will be Present, Will Not be Present, and Available for Review. Another column, View Calendar, is also available if you are a board member (attendee and *not* an administrator).

My Workspaces ▾ IRB **Board Meeting Availability** Back

Save the availability

List of meetings found

Availability	Will be Present	Will Not be Present	Available for Review	View Calendar
IRB one July 22, 2019	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	
IRB one July 25, 2019	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	
IRB one July 29, 2019	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	
IRB one August 05, 2019	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	
IRB one August 05, 2019	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	

Print Close

May 2020
 Sun Mon Tue Wed Thu Fri Sat
 03 04 05 06 07 08 09
 10 11 12 13 14 15 16
 17 18 19 20 21 22 23
 24 25 26 27 28 29 30
 31

June 2020

July 2020
 Sun Mon Tue Wed Thu Fri Sat
 01 02 03 04
 05 06 07 08 09 10 11
 12 13 14 15 16 17 18
 19 20 21 22 23 24 25
 26 27 28 29 30 31

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

Clicking this icon will open a new page with a calendar view displaying the month of the meeting. Click the close button when you are finished viewing the calendar.

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