IRB Convened Meeting:
Starting and Ending of a Convened Meeting

Browsers Currently Supported: Windows and Macintosh - Mozilla Firefox; Google Chrome

*Please **do not** use Microsoft Internet Explorer or Microsoft Edge*

When you log in with your Brown credentials, your landing page will be your Dashboard.

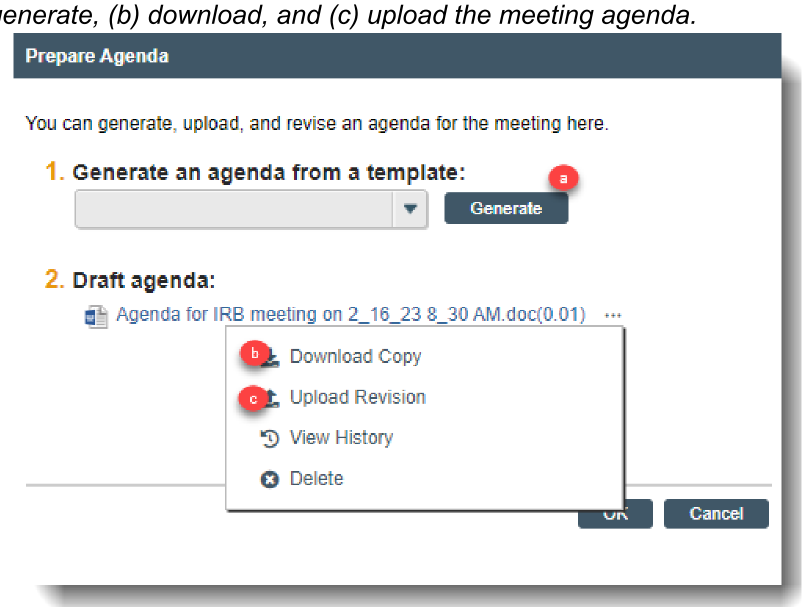
Step	Action to be taken & Screenshot

AGENDA PREPARATION & CONVENING A MEETING

Step 1

1. Navigate to the **IRB** workspace,
2. Select **Meetings** tab, select the **upcoming meeting** (e.g., IRB meeting on 12/08/22 8:30 AM), and
3. **Prepare Agenda** and when finished click **OK**

- *Note: You can (a) generate, (b) download, and (c) upload the meeting agenda.*



- *Reminder: submissions are added to Agenda Items when you click Assign to Meeting within a record, however, if additional items are needed on the agenda, see Optional Steps, below.*
- *Reminder: reviewers are assigned at the record level (open a record, click Assign Reviewers, and complete). See “Reviewing Submission (HRPP Staff Guide)” on how to review a submission.*

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<tr><td></td><td>


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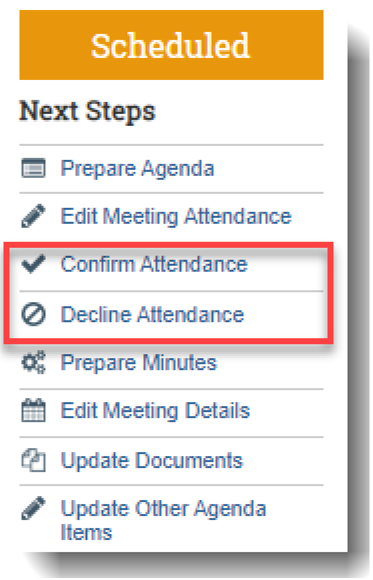
<tr><td>2</td><td>
As an IRB Coordinator & Committee Member,
either Confirm Attendance or Decline Attendance for yourself
Note: attendance will be displayed under the Attendees tab from this workspace


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<tr><td>3</td><td>
As an IRB Coordinator,
Edit Meeting Attendance for all members, as needed
Note: the IRB Coordinator can edit all IRB attendance on the scheduled meeting day prior to the meeting or after the meeting is convened.
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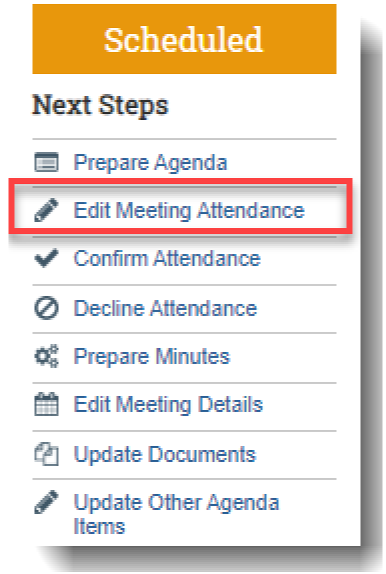
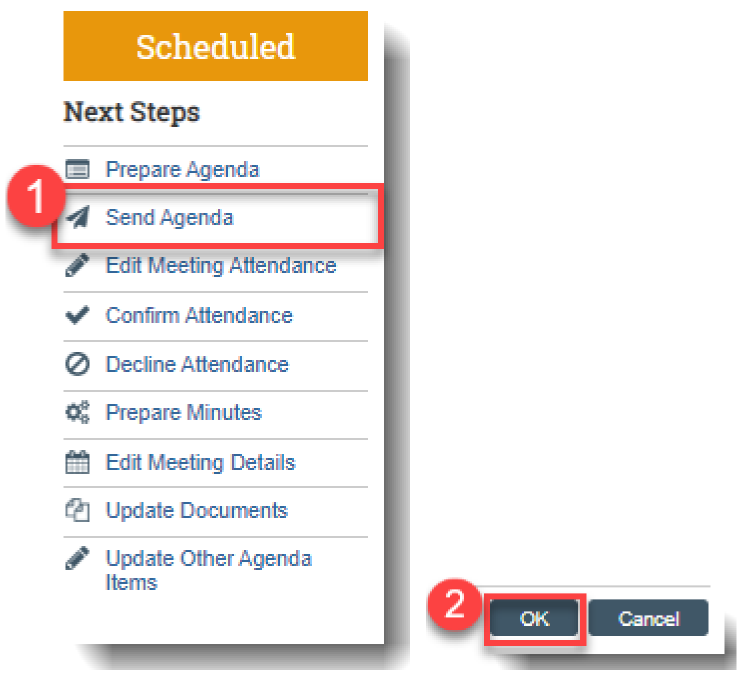
	
4	After preparing the agenda and confirming attendance, 1. **Send Agenda** to all committee members. 2. Click **OK** to send the email. • *Note: If you assign new items to the meeting or remove items after the agenda was sent out to the committee, you will need to resend out the updated agenda after it is prepared.* • *To remove a study from the agenda, click **Remove from the Agenda** within the study record itself (not from the Meeting workspace).* 

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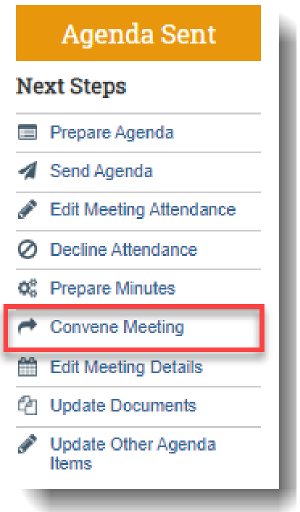
To start the meeting, select **Convene Meeting**.

- *Note: After clicking **Convene Meeting**, the meeting state moves from **Agenda Sent** to **Meeting Convened***



APPROVING MINUTES & STUDY REVIEW

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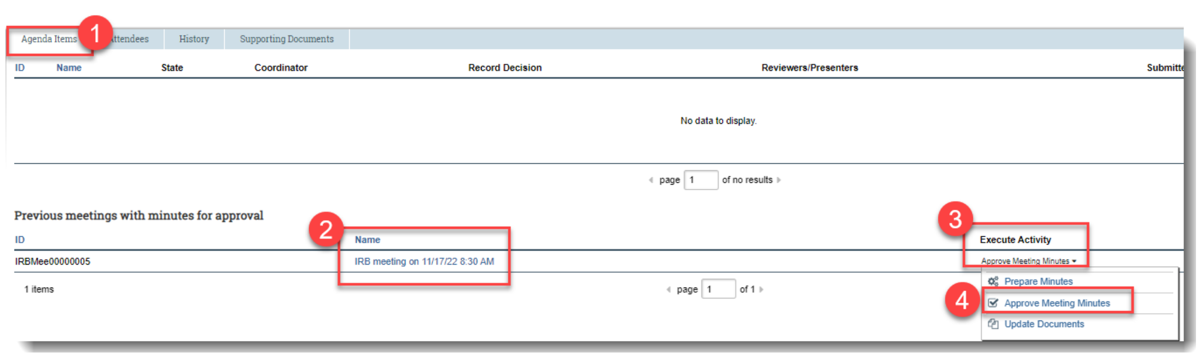
To approve the previous meeting minutes:

1. From the **Agenda Items** tab,
2. Click the link found under **Name** to review the minutes,
3. and to approve them, click **Approve Meeting Minutes**,
4. and select **Approve Meeting Minutes** from the dropdown menu found under **Execute Activity** within the ***Previous meeting with minutes for approval*** table
5. In the pop-up window, **confirm** that you approve these minutes by checking the box
6. Click ***OK***

- *Note: the approved minutes disappear from the agenda items completing this task. They will appear in the previous month as approved.*



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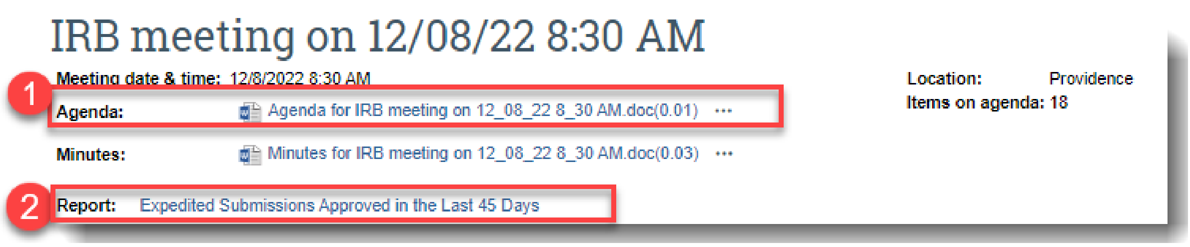
At the top of the Meeting record, the user can review the:

1. Agenda, or

2. Report of Expedited Submissions Approved in the Last 45 Days

• Note: The minutes that appear in this section will be generated for this particular meeting after they are prepared (see Step 11) and will get approved at the next meeting.



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To view a submission during the meeting:

1. From Agenda Items,

2. Select the record to view in its entirety

• Note: you will now be in the study record and can View Study, open Documents, and review Sites, etc. To return to the meeting, follow the first two steps within Step 2.

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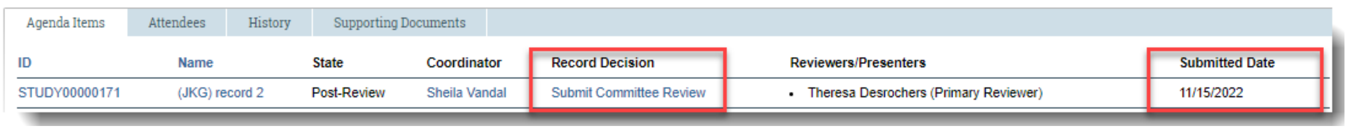
9 As the IRB Coordinator or Chair,

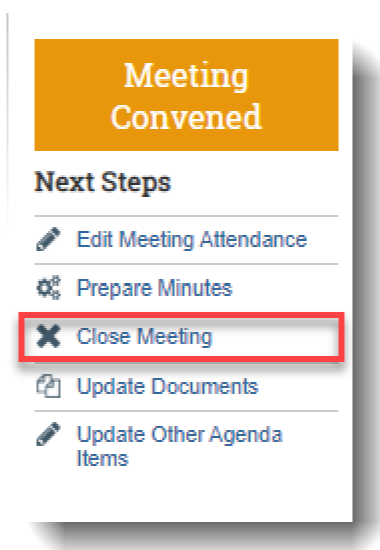
- record the board's determination (e.g., vote, approval) on each submission (in real time) by clicking **Submit Committee Review** and completing the decisions made.
  - *Note: **It's important that this step <u>not</u> be missed**. If this step is missed, the IRB Coordinator will not be able to send a letter to the PI/PI Proxy following the meeting of the Board's decision.*
  - *When completing this task within the Meeting window, the determination does not get sent to the PI/PI Proxy. To send the committee's decision to the PI, see step 13, below, as this process can occur following the meeting.*
  - *To confirm that a decision was made during the meeting on a submission, a **Submitted Date** will appear in the table (see 2nd outlined box within this screenshot).*



CLOSING MEETING & MINUTES PREPARATION

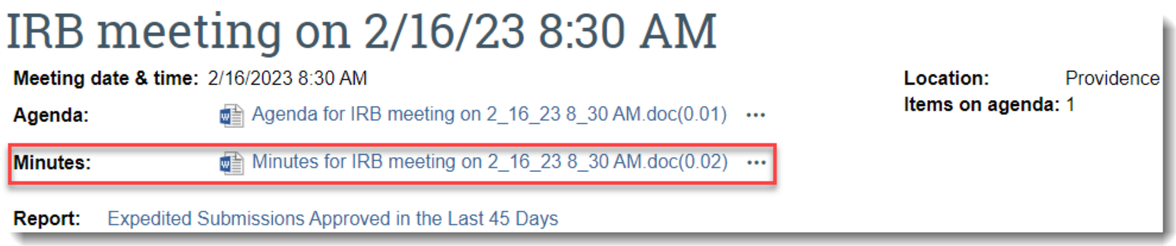
10 To end the meeting select **Close Meeting**

- *Note: You can generate, upload, and revise minutes for the meeting*
- *The meeting state moves from **Meeting Convened** to **Meeting Complete***



11 **Prepare Minutes** to create the meeting minutes

- *Note: Minutes from this month's meeting can be found on the top portion of the Meeting workspace with a link.*
- *The minutes once prepared will also appear on next month's meeting under **Previous meeting with minutes for approval** after the current meeting has been closed.*

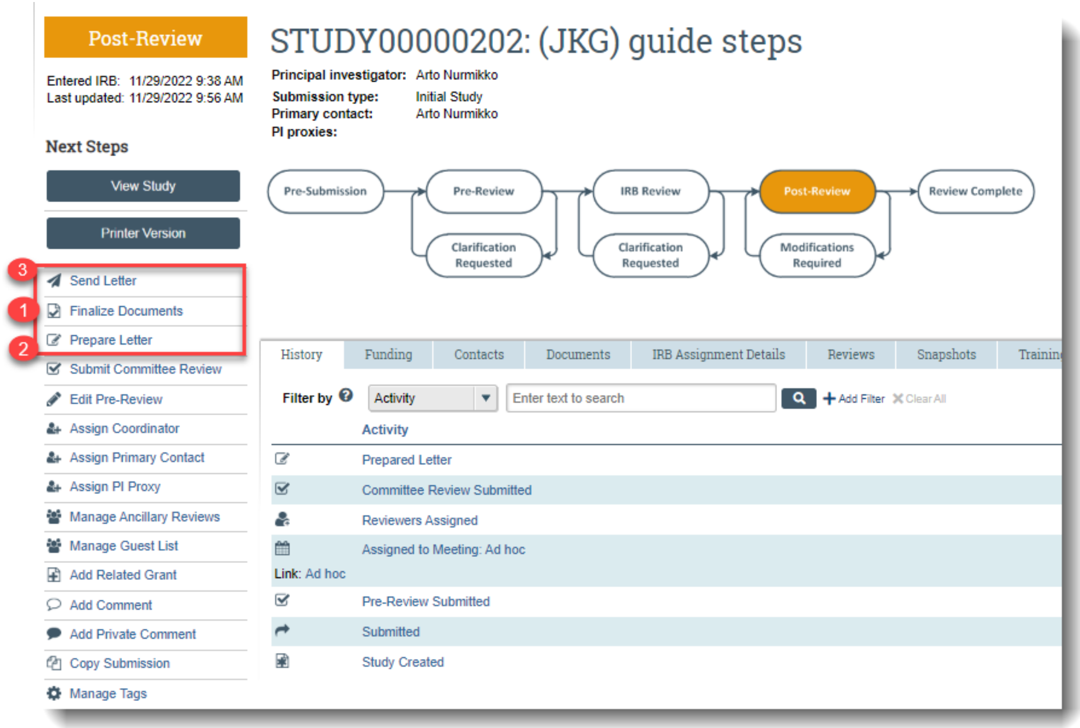


SENDING IRB DETERMINATION TO PI

12 As the IRB Coordinator, enter into the study record that was reviewed at the convened meeting,

1. **Finalize Documents**,
2. **Prepare Letter**, and
3. **Send Letter**

- *Note: **Send Letter** action does not appear until after the letter is prepared. See History tab showing **Prepared Letter**.*



<table>
<tr><th colspan="3">OPTIONAL STEPS</th></tr>
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<u>Create a New Meeting</u>

As an IRB Coordinator, if a meeting is not already present or an ad hoc meeting is needed:

1. From the **IRB** tab,
2. select **Meetings** tab, and
3. **Create New Meeting**

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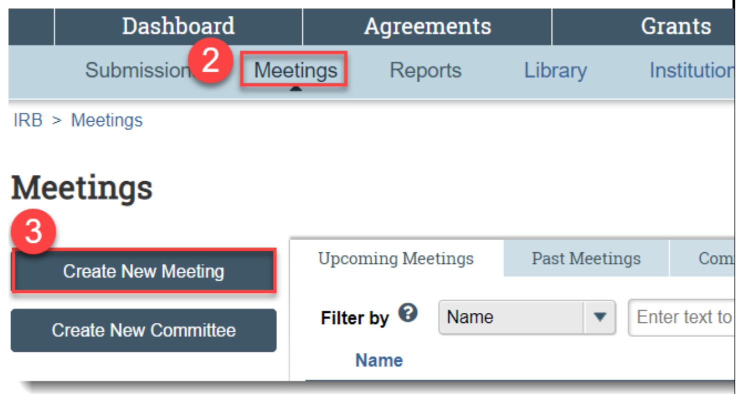

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<u>Edit Meeting Details (e.g., date/time, name)</u>

As an IRB Coordinator,

- **Edit Meeting Details** to change the scheduled date and time of the meeting, location, and name of the meeting (e.g., ad hoc).

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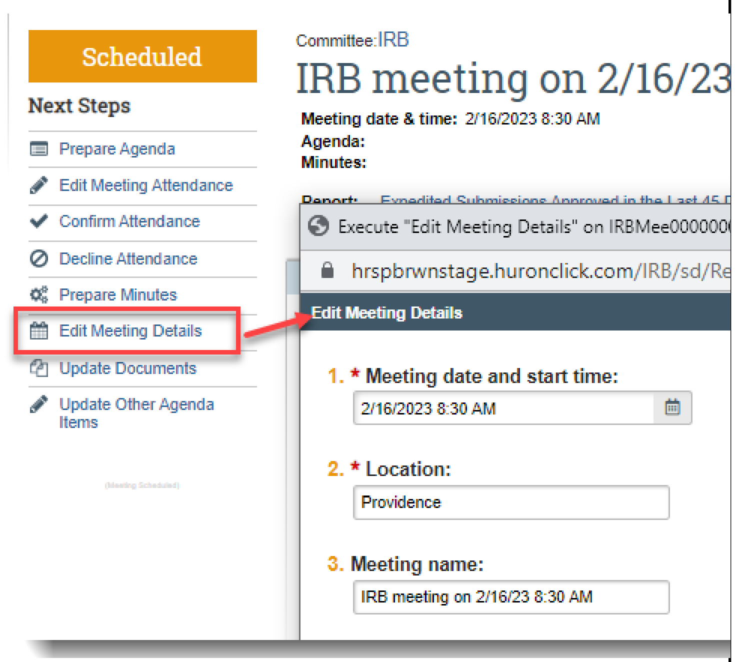

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<u>Add Additional Agenda Items for Review</u>

As an IRB Coordinator,

- **Update Documents** to include other documents to the Agenda, which will be seen in the **Supporting Documents** tab (e.g., educational materials).

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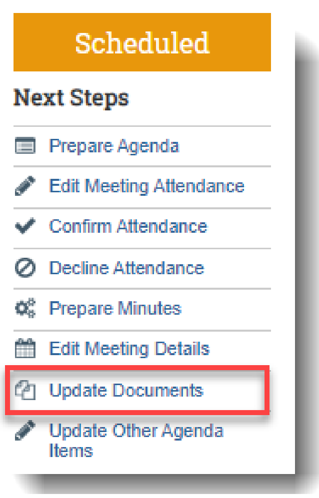

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<u>**Update Other Agenda Items with Details**</u>

As an IRB Coordinator,

1. **Update Other Agenda Items** to include non-submission related items to the agenda (e.g., further details). This action also relates certain supporting documents to a submission, if needed. The other items can be found in the **Agenda Items** tab under **Other Agenda Items.**

- *This section allows the coordinator to provide a description, relate items to a study, and provide further notes, as needed. A study link will be provided.*
- *If other agenda items were added to the agenda, then two new activities will appear in your workspace called **Assign Reviewers** and **Notify Reviewers***

2. **Assign Reviewers** appears if reviewers have not been assigned to a submission that was recently added to the agenda

   Notify Reviewers to notify anyone newly appointed as a reviewer for a particular document/submission

- *To remove non-submission agenda items (other agenda items), click **Update Other Agenda Items**, and click **x** (delete) to the right of the item.*

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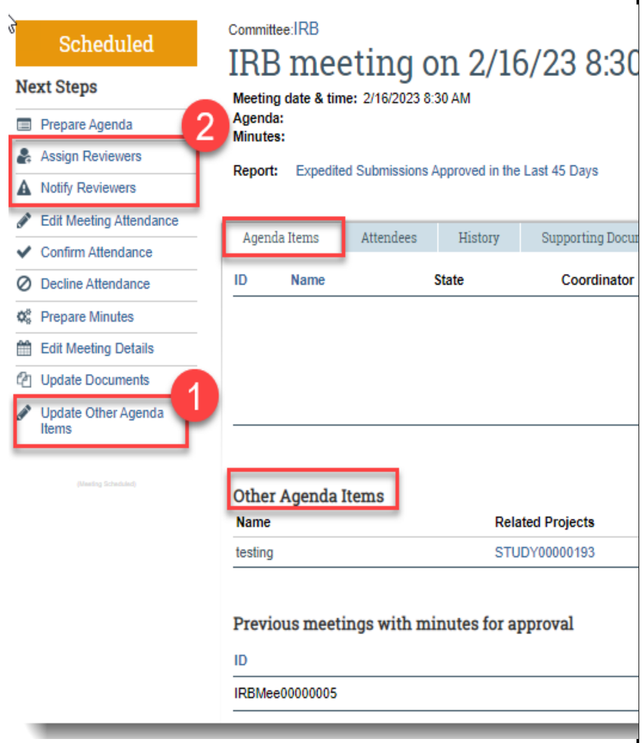

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<u>**IRB Vote on Other Agenda Items**</u>

To record the Board's decision/vote of **Other Agenda Items**:

1. Open **Update Other Agenda Items**,
2. Click **Update next** to the item reviewed
3. Record the determination in **Notes**.

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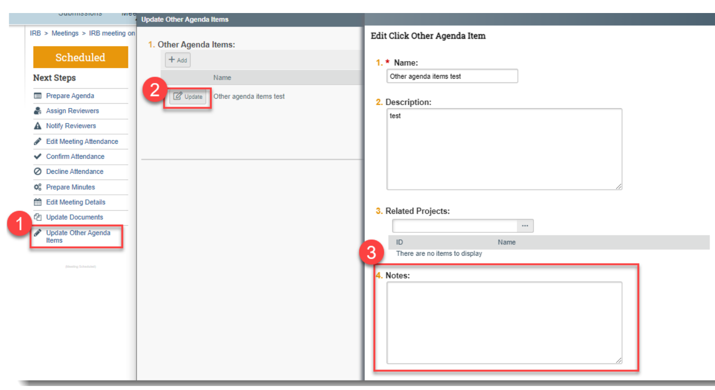

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