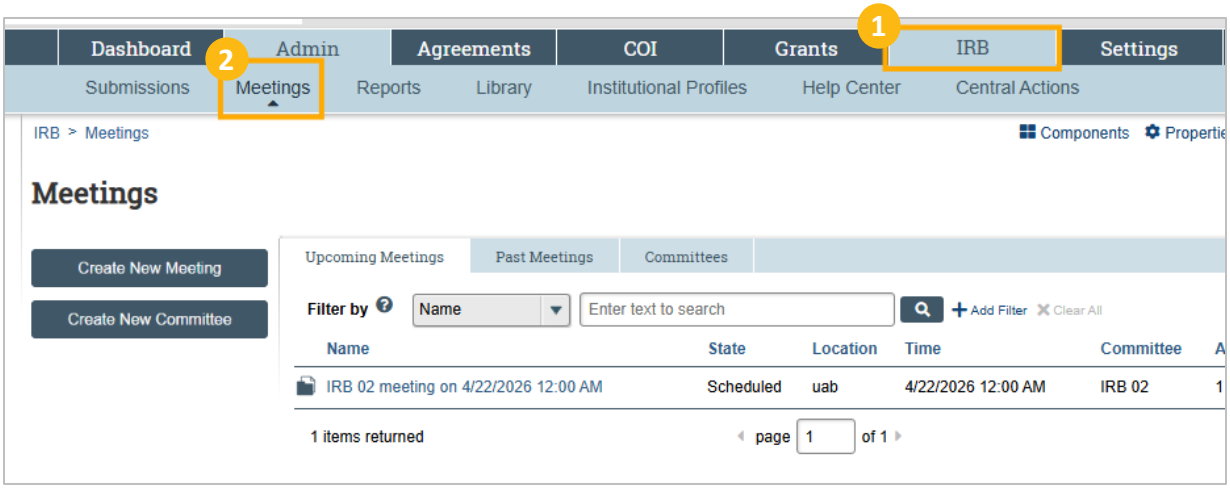
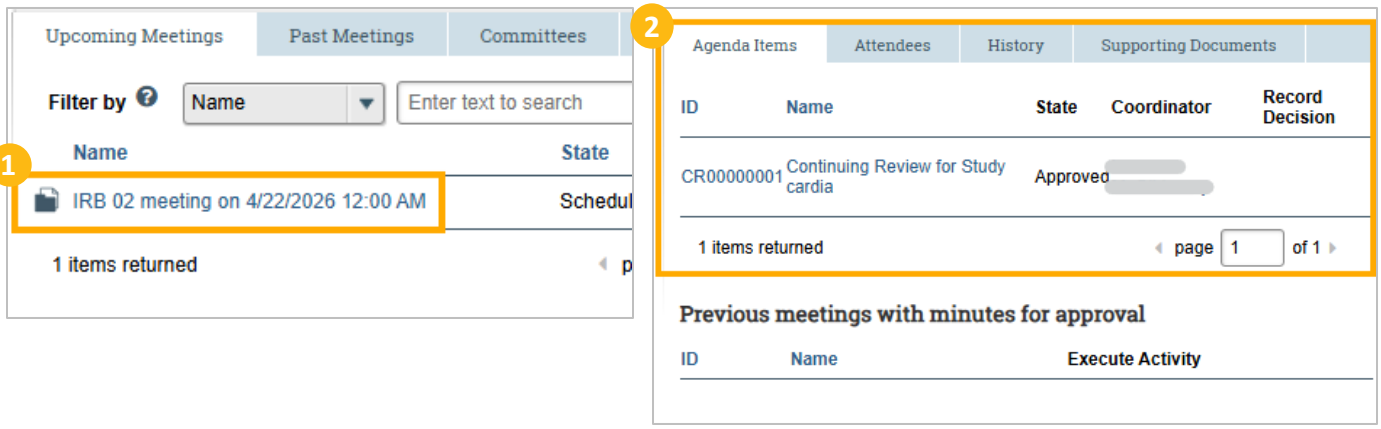
This guide shows IRB committee members and reviewers how to access important study documents such as agendas, worksheets, or checklists.

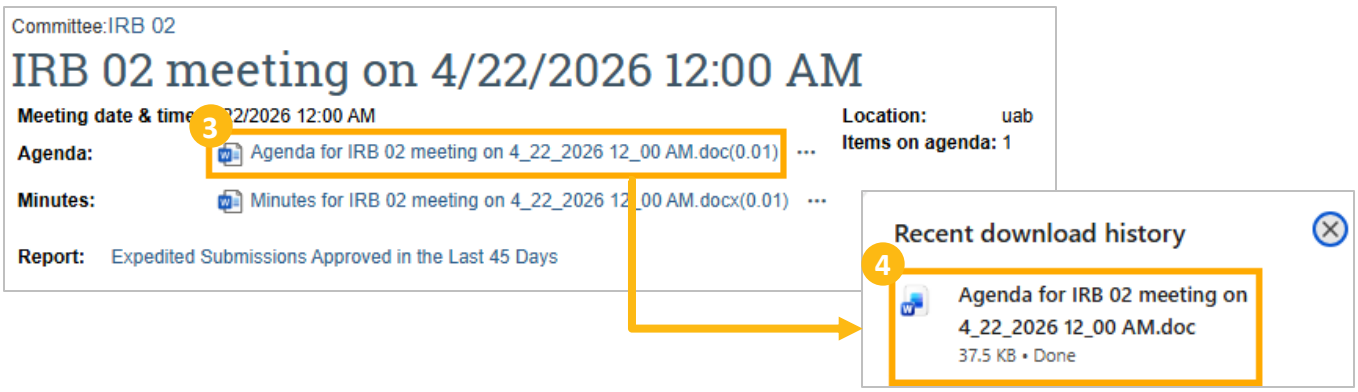
To locate meeting agendas:

1. **In the top navigator, click IRB, then Meetings.**



2. **From the list of meetings, click the name of the meeting. The meeting workspace displays the list of agenda items. Click the agenda link for printable agenda documents.**



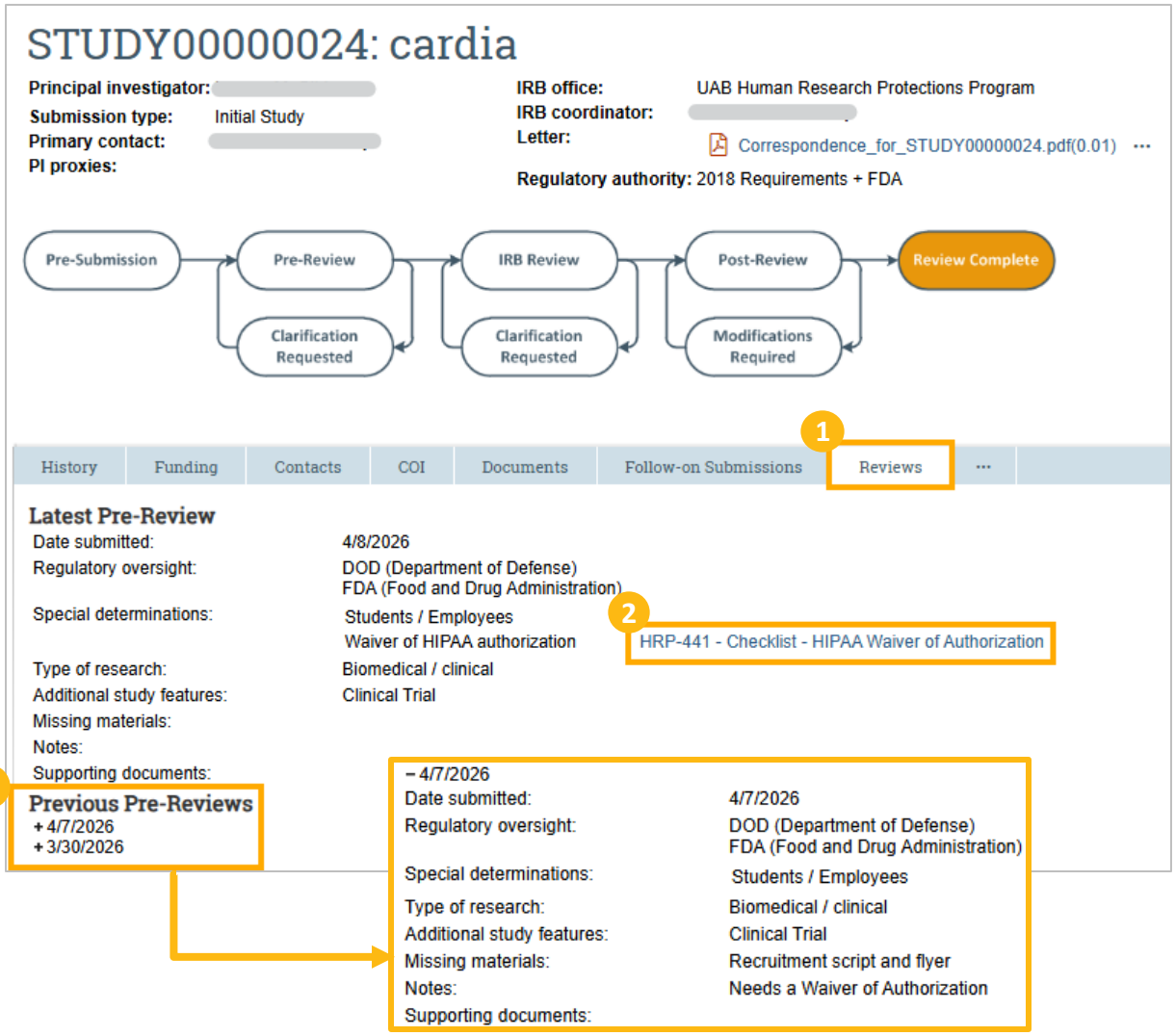


Finding Important Documents for Meetings

To locate reviewer checklists and worksheets:

Note: Worksheets are for the reviewer's benefit only, but checklists must be completed and attached when submitting review comments.
Checklists uploaded by an IRB coordinator will be most relevant to your review, to find them:

1. **In the study workspace, click the Reviews tab. Under Latest Pre-Review, click the link to download checklists relevant to your review. Click to see previous reviews.**



2. **To find a list of all worksheets and checklists in the IRB Library, click IRB then Library. For more information, see the Protocol Documents job aid.**

