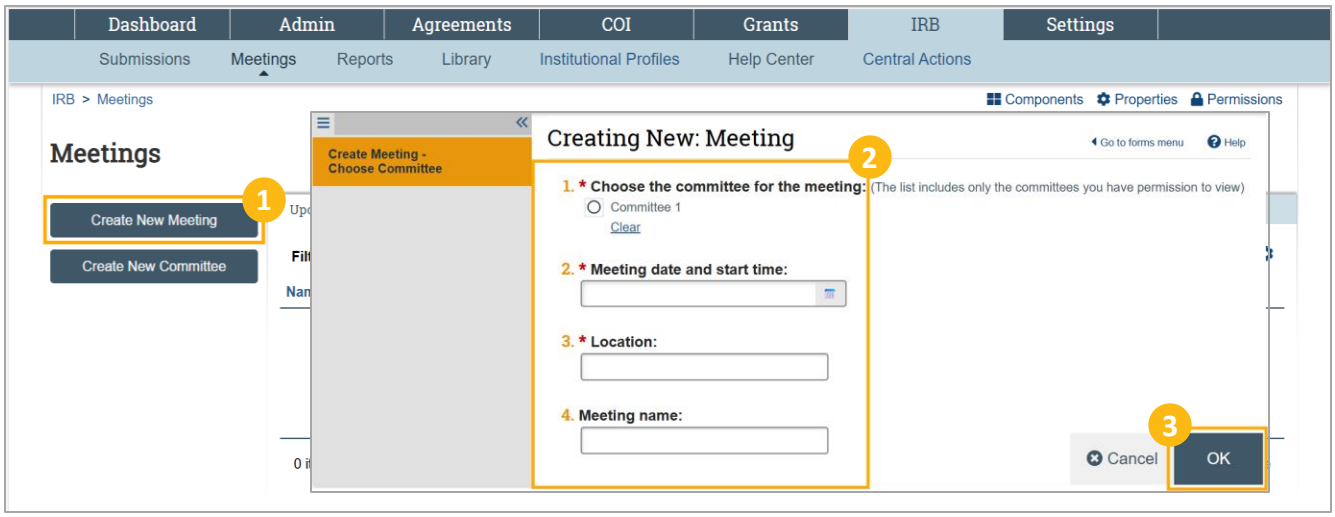
This guide explains the Meeting Management processes in IRB. Meeting Management supports the full lifecycle of an IRB committee meeting: from creating the meeting and preparing the agenda, to conducting the meeting, recording committee decisions, and completing post-meeting documentation. This process ensures submissions reviewed by committee move accurately through the IRB workflow.

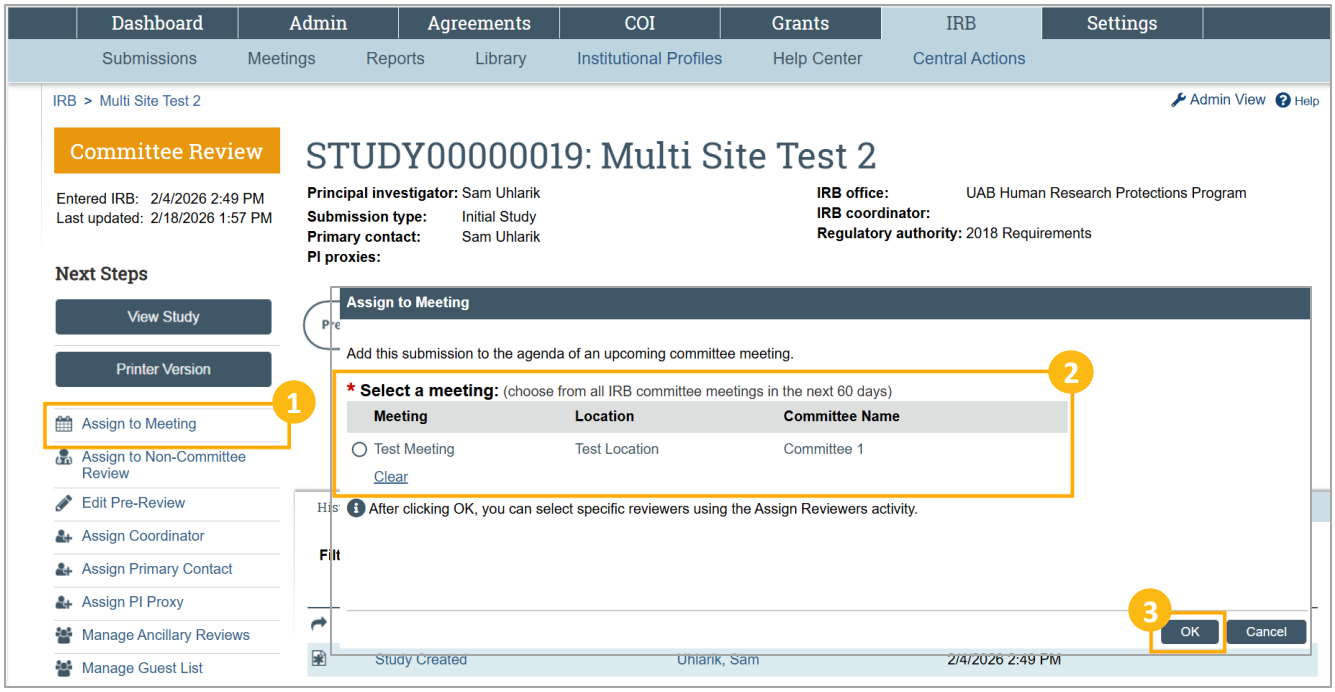
Create a Committee Meeting

1. **To create a Committee Meeting, navigate to Meetings from the Sub-Navigator or My Inbox, select Create New Meeting, complete the meeting SmartForm, and click OK to open the meeting workspace.**

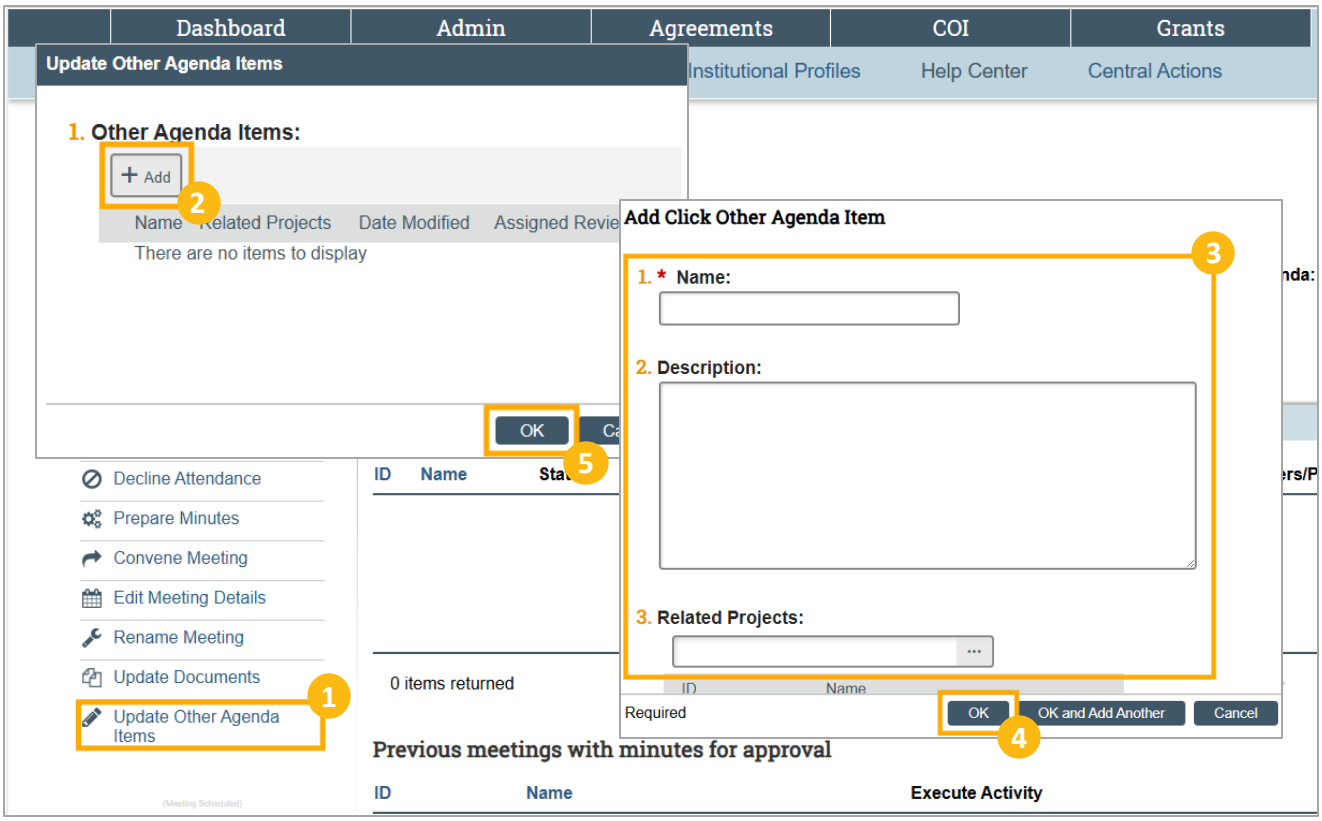


Prepare for a Committee Meeting

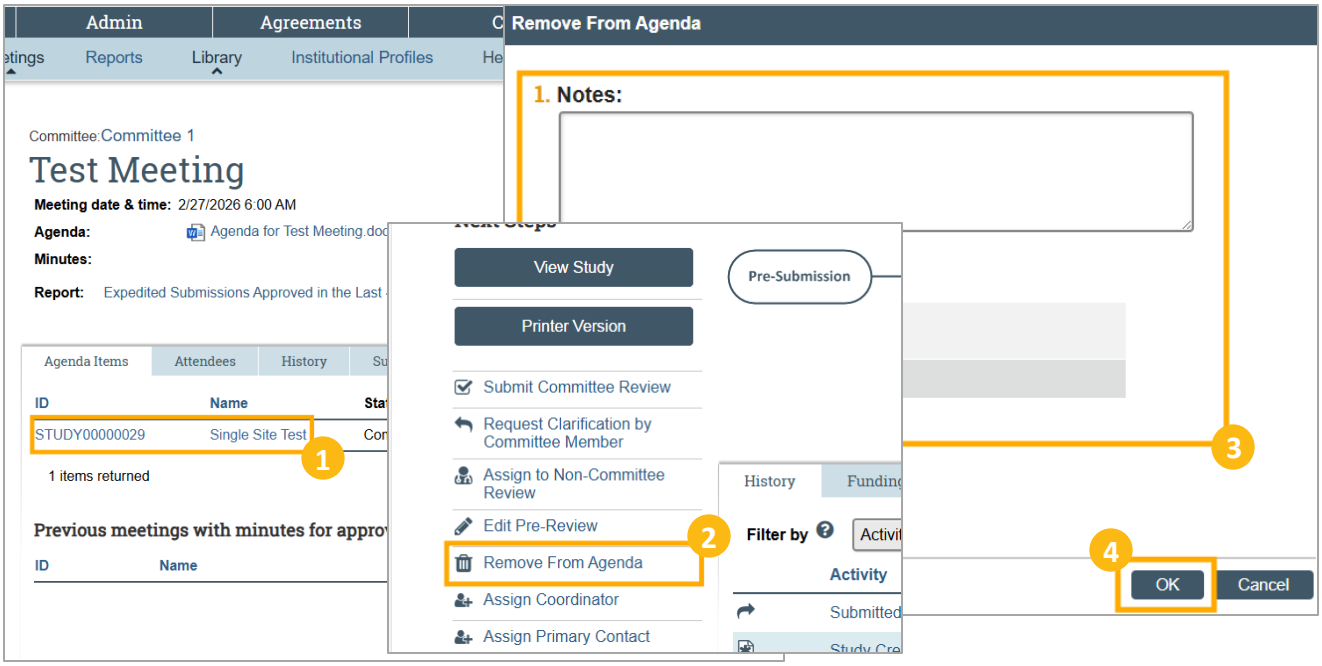
1. **To assign submissions for a committee meeting, from the submission workspace, select Assign to Meeting, choose the appropriate upcoming IRB meeting, and click OK.**



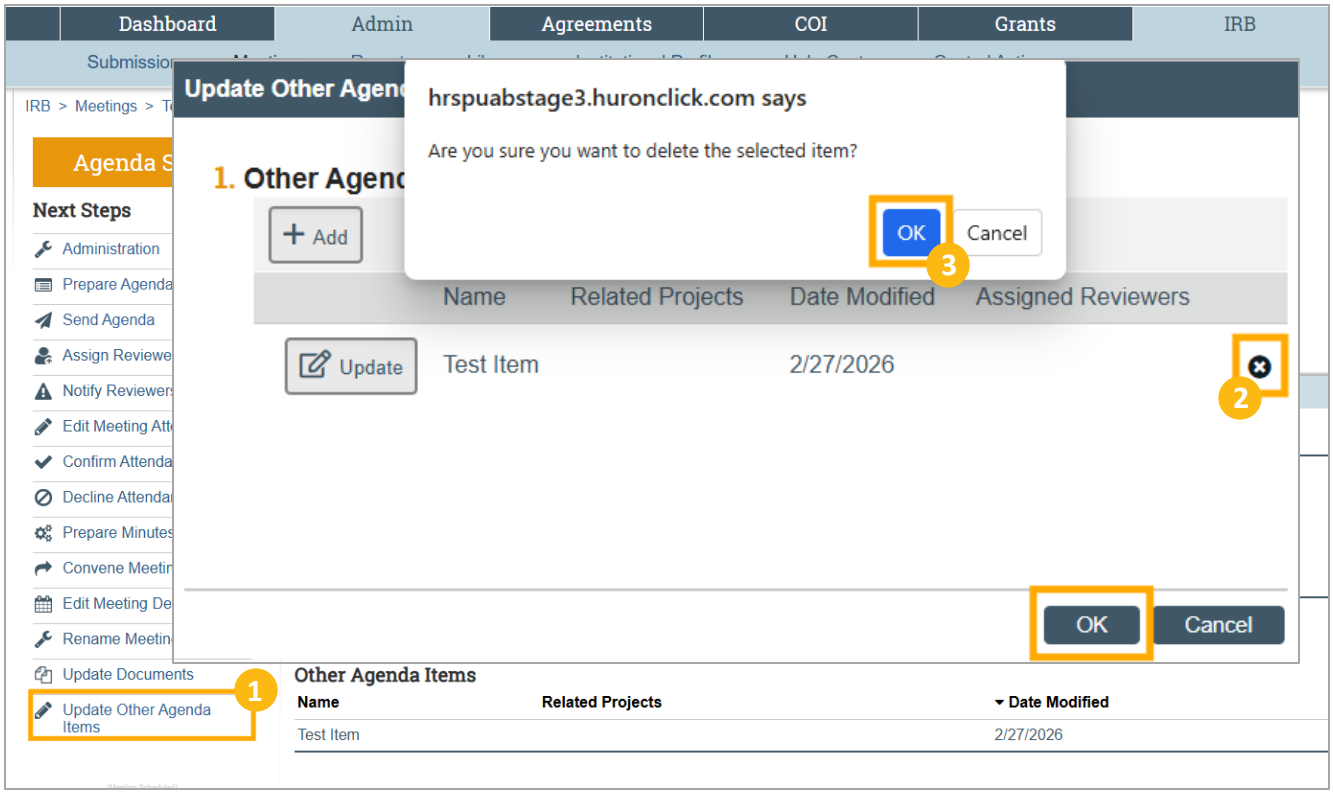
2. **To add other agenda items for a committee meeting, from the meeting workspace, click Update Other Agenda Items, click Add, and complete the form to add a related project. After adding, click OK, then click OK again.**



3. **To remove an agenda item from a committee meeting, remove the associated submission. Click on the submission in the Agenda Items tab, click Remove from Agenda, complete the form, and click OK.**

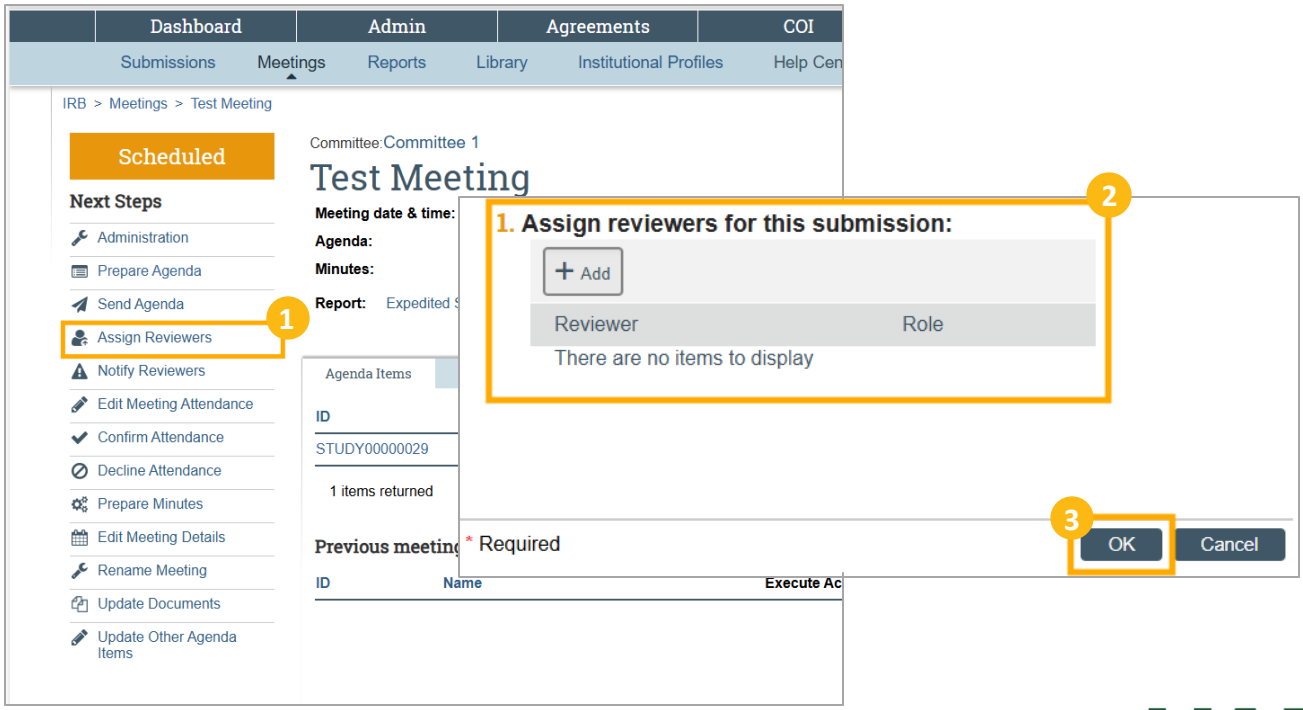


4. **To remove a non-submission item, click Update Other Agenda Items, click the delete icon, and click OK.**

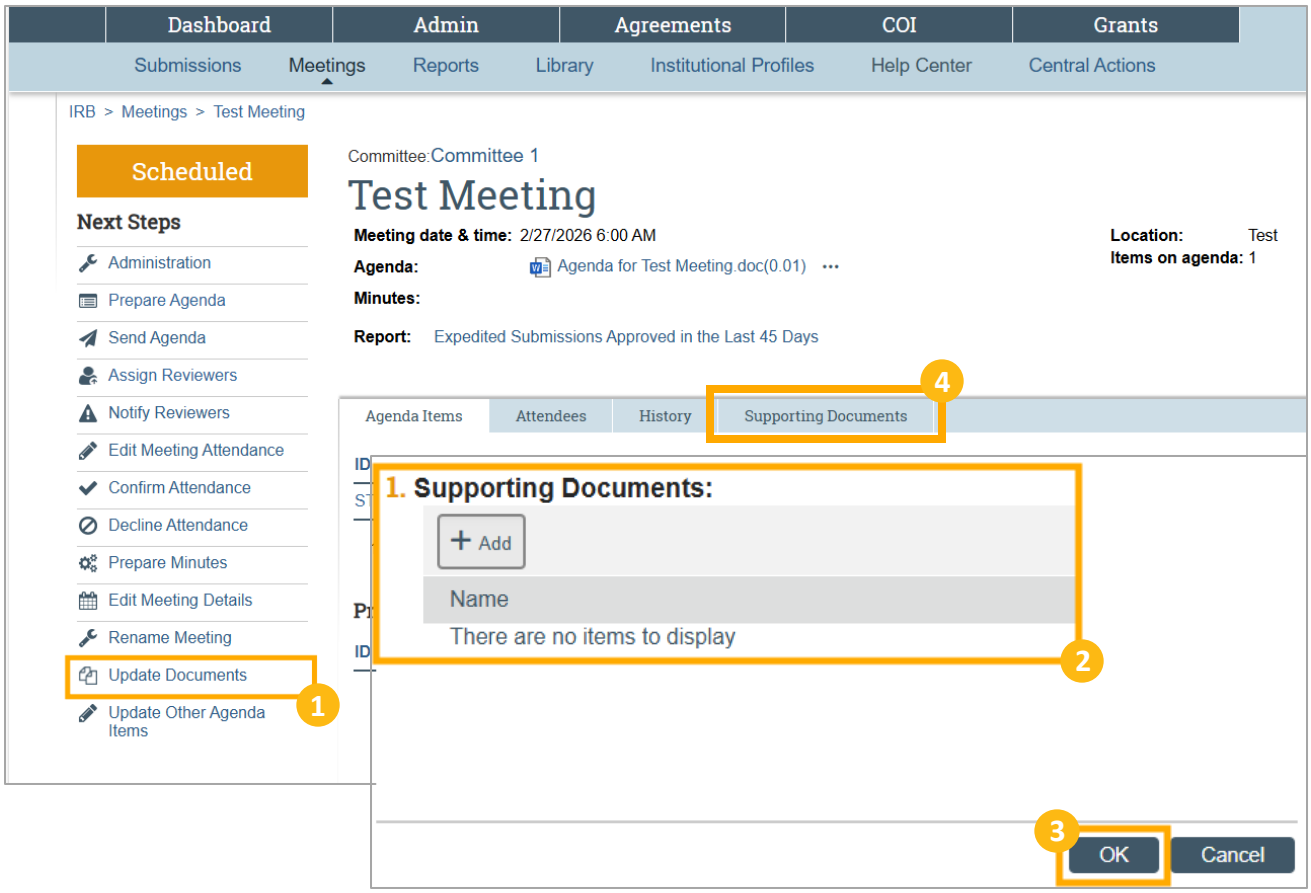


5. **To assign reviewers for a committee meeting, from the submission or meeting workspace, click Assign Reviewers, complete the reviewer assignment form, and click OK.**

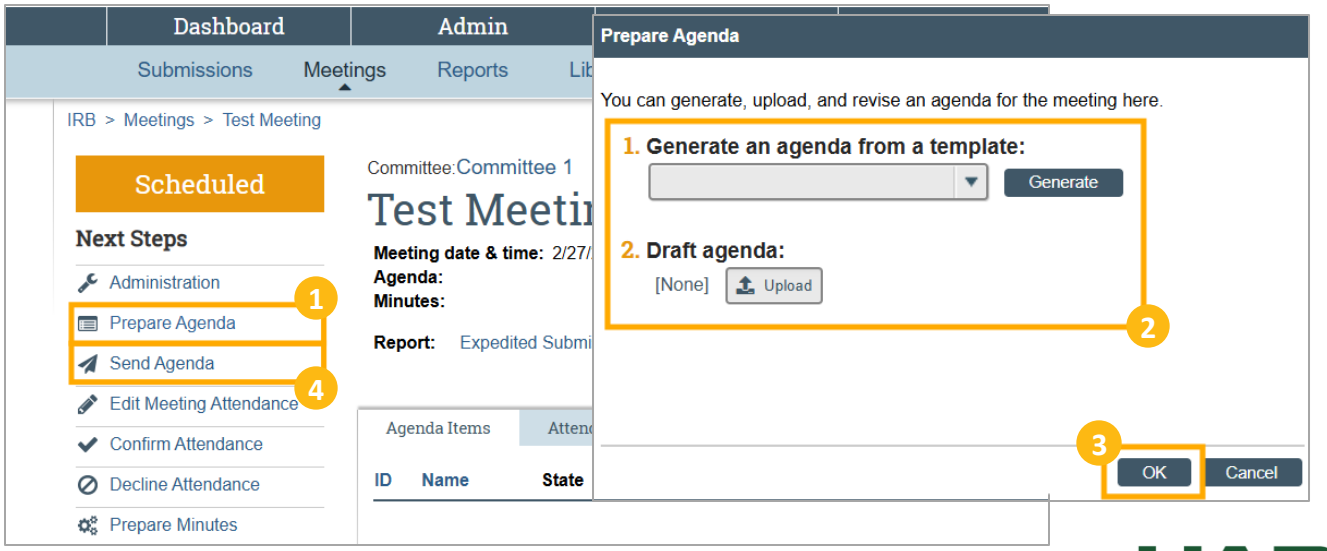
Note: For COI and non-submission agenda items, click Assign Reviewers from the meeting workspace.



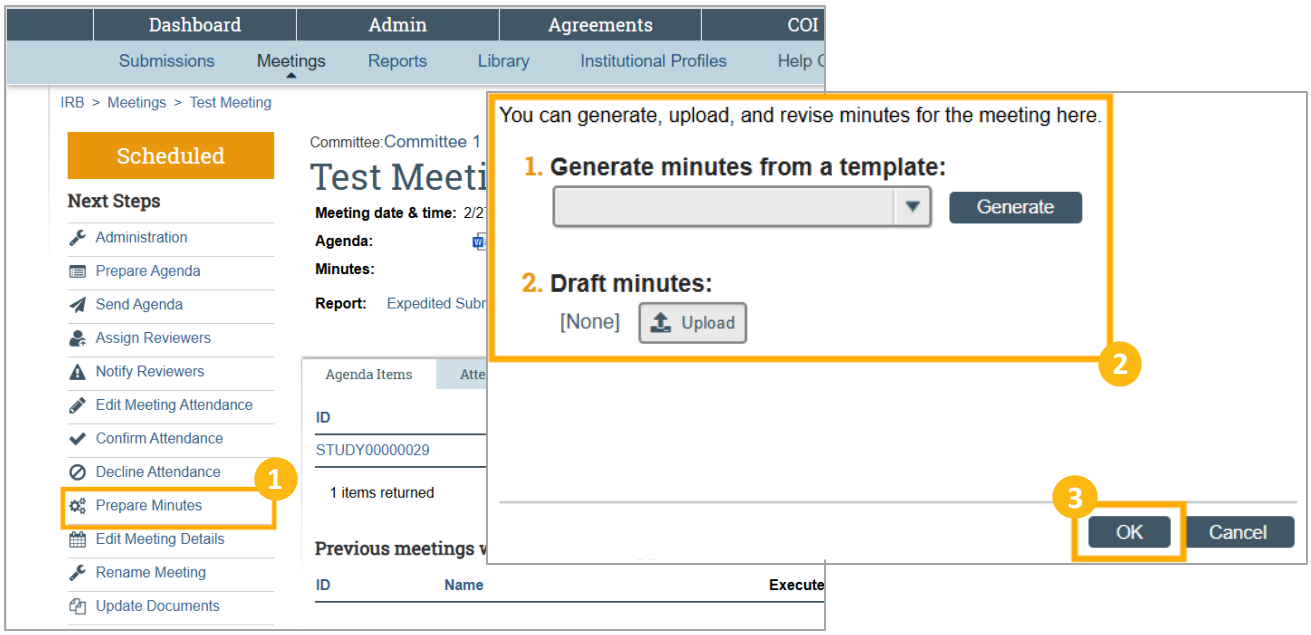
6. **To add supporting documents for a committee meeting, from the meeting workspace, click Update Documents, upload the supporting documents, and click OK. The documents will appear in the Supporting Documents tab.**



7. **To prepare and send a committee meeting agenda, from the meeting workspace, click Prepare Agenda. On the Prepare Agenda form, you have two options:**
   - **To create an agenda from a template, select the template from the list and click Generate.**
     - **Note: You can open the draft agenda, change it as needed, and then add the revised document.**
   - **To add an agenda, click Upload and then browse for the letter.**

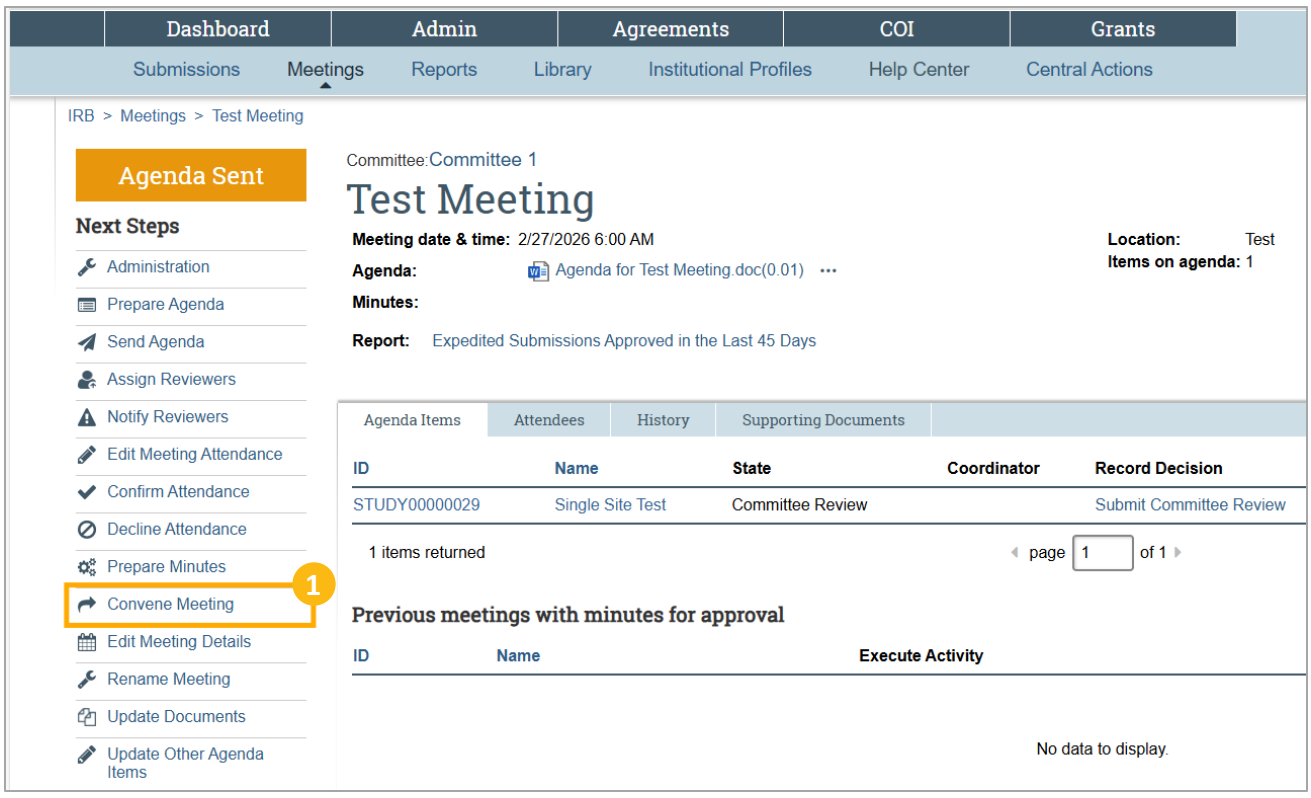


8. **To prepare minutes during a committee meeting, from the meeting workspace, click Prepare Minutes. Generate minutes from a template or upload a document, and click OK.**

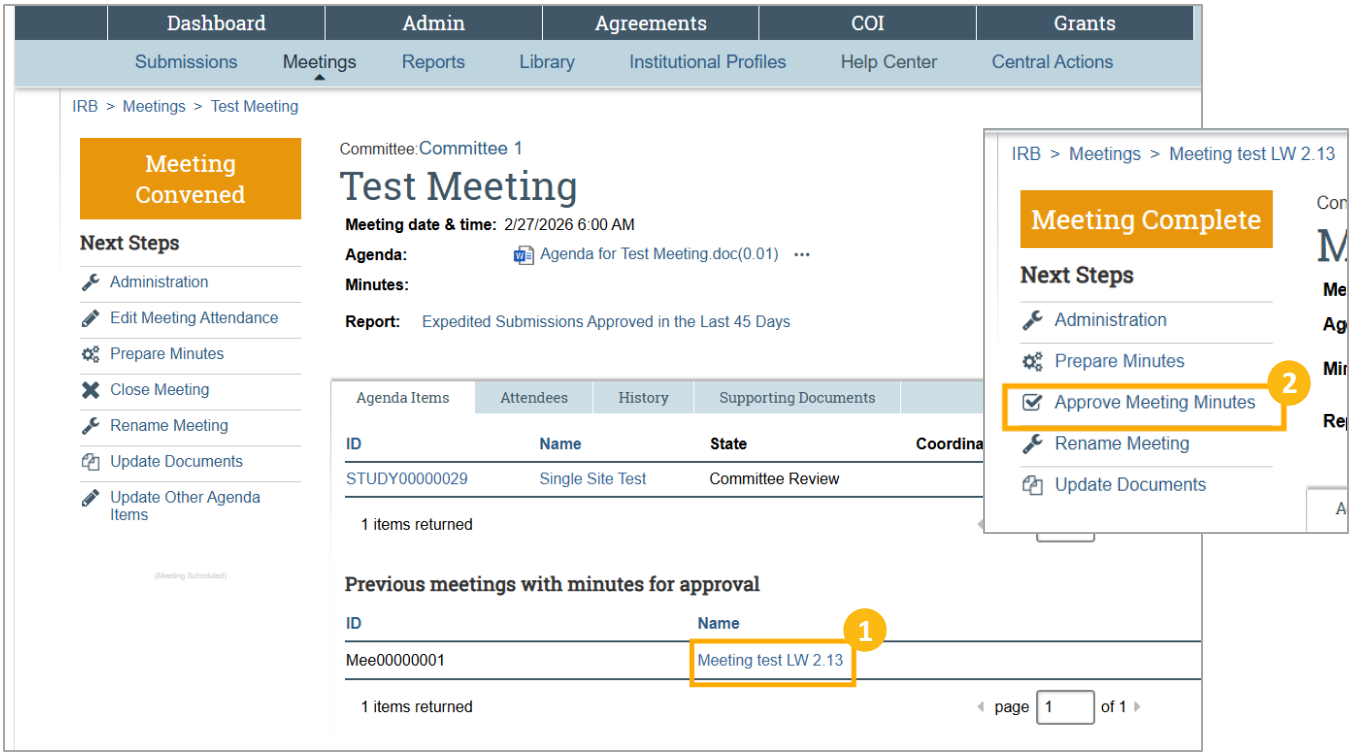


Conduct a Committee Meeting

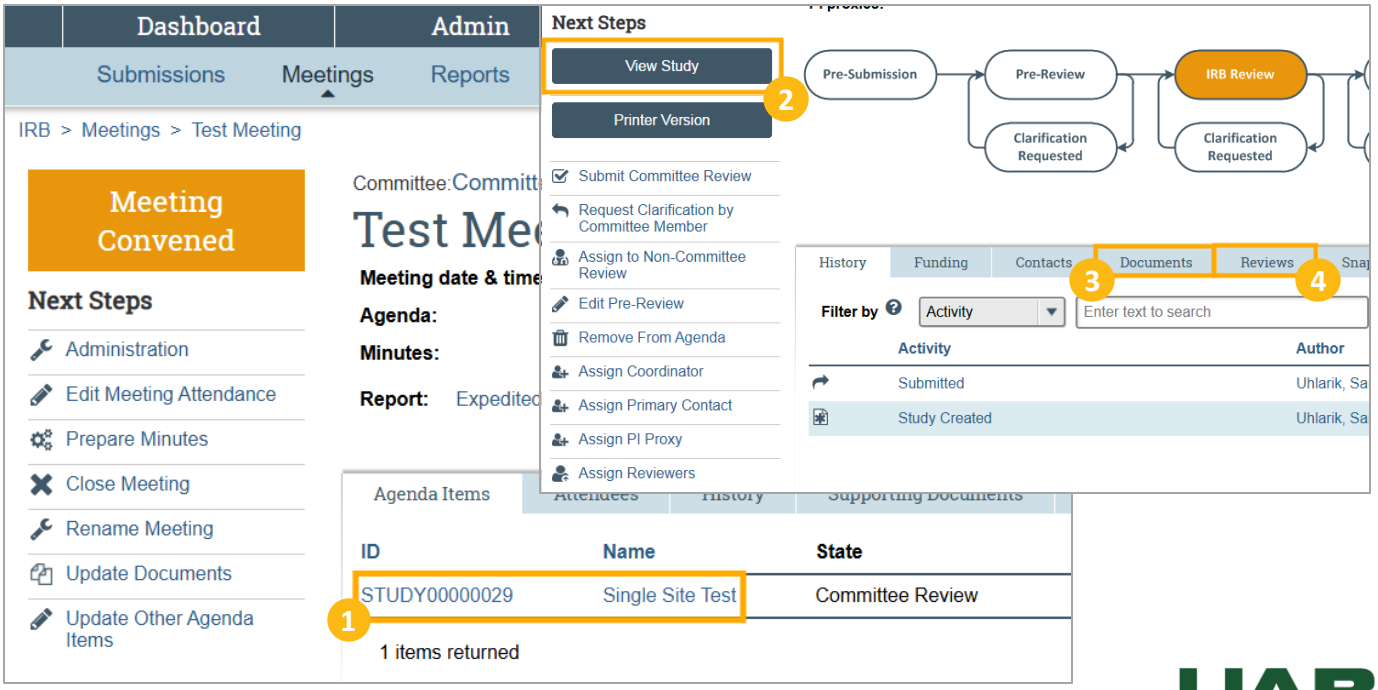
1. **To start a committee meeting, from the meeting workspace, click Convene Meeting.**



2. **To approve previous committee meeting minutes once the meeting has started, from the agenda, select a previous meeting listed for approval and click Approve Meeting Minutes.**



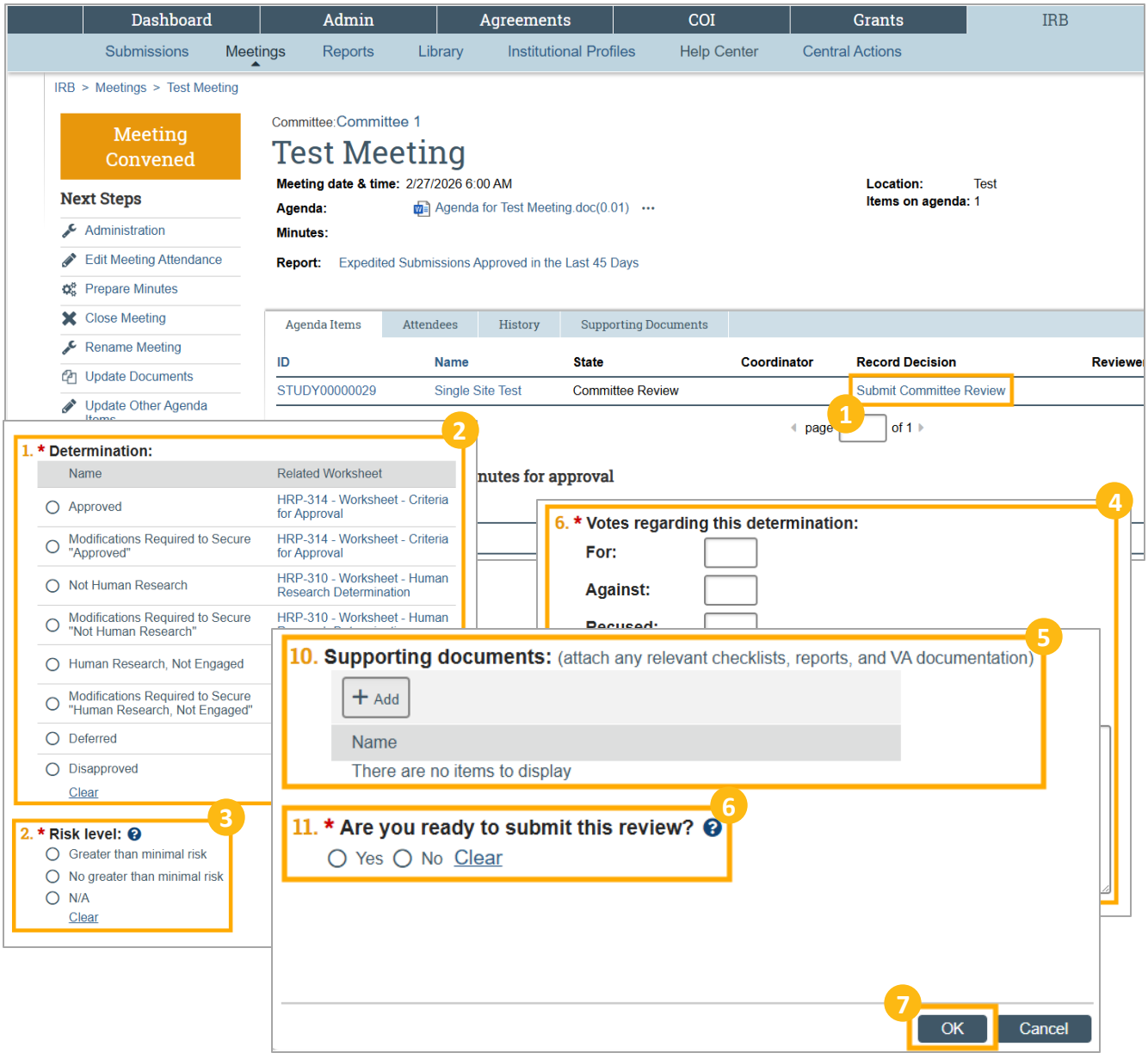
3. **To display submission information and reviewer comments during a meeting, from the meeting workspace, click on the submission in the Agenda Items tab. From the submission workspace:**
   - **To show contents of the forms, click the View Study button.**
   - **To show attached documents, click the Documents tab.**
   - **To show information recorded during previous reviews, as well as committee, meeting, and reviewer assignments, click the Reviews tab.**



Submit a Committee Review

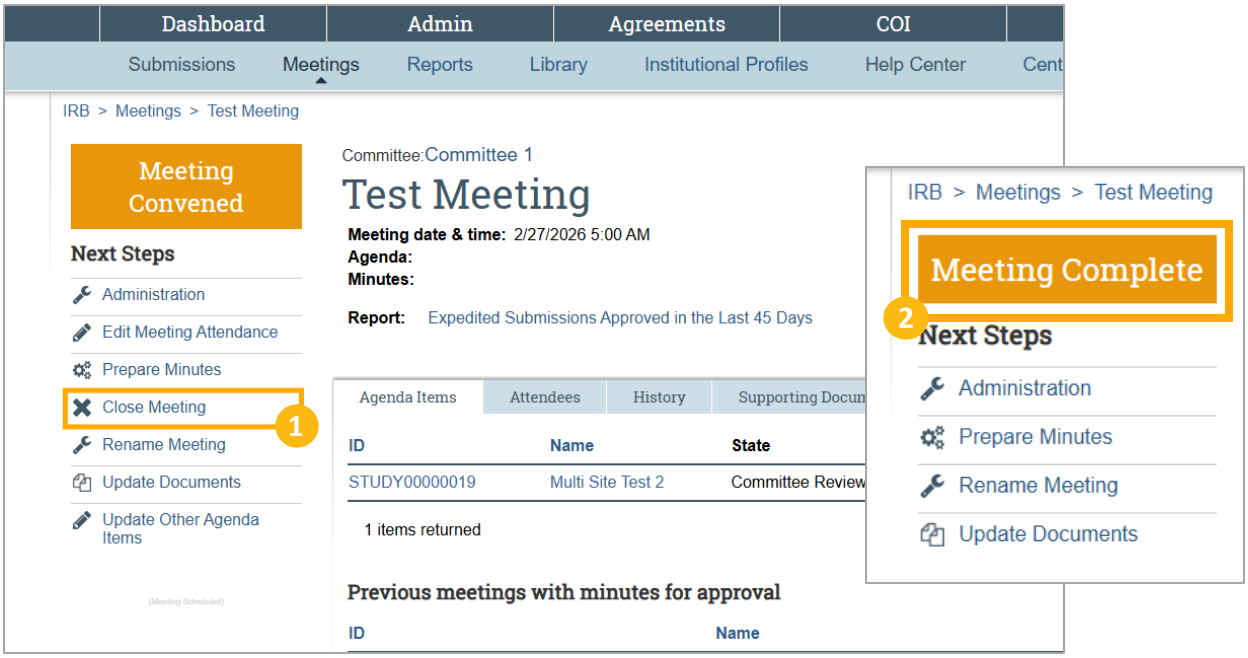
1. To submit a committee review, from the meeting workspace and under the Record Decision column, select Submit Committee Review. On the Submit Committee Review page, pay close attention to the following sections:
   - Determination: Select the appropriate determination
   - Risk level: Select the appropriate risk level
   - Votes: Fill in all votes regarding the determination
   - Supporting Documents: Include the final version of any relevant checklists
   - Are you ready to submit this review: Click Yes to move the submission to Post-Review. Click No to return and finish the review at another time
   - Click OK when done

Note: To correct a committee review after you submit it, you can click Submit Committee Review once more, make the necessary corrections, and click OK to resubmit.

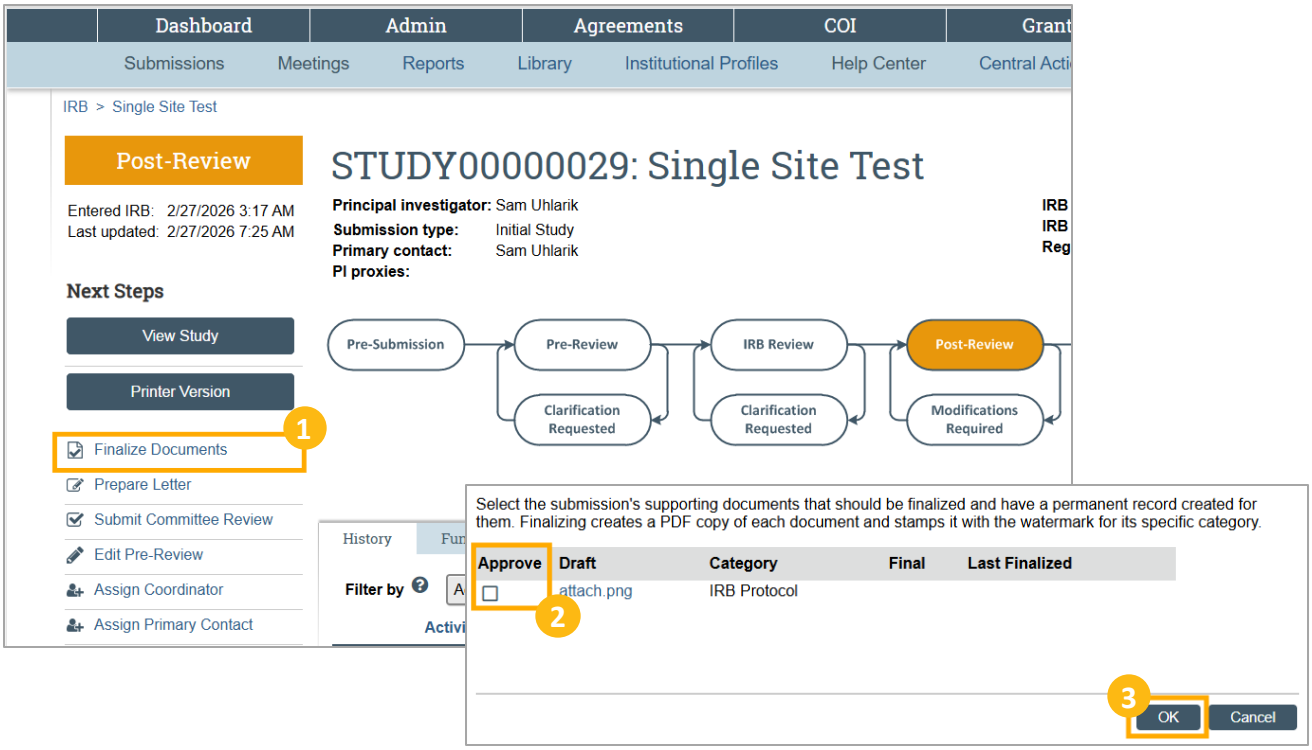


Wrap Up a Committee Meeting

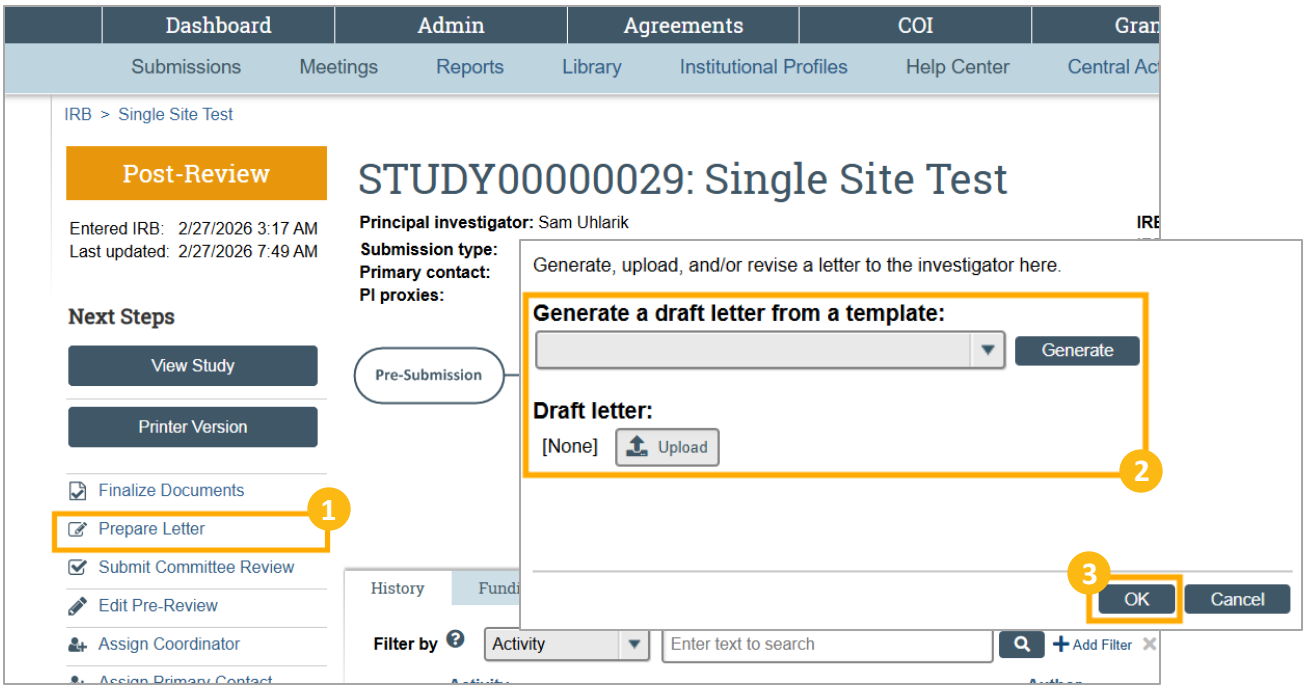
1. **To close a committee meeting, from the meeting workspace, click Close Meeting. The meeting status will change to Meeting Complete.**



2. **To finalize documents ahead of sending them to a PI, from the submission workspace, click Finalize Documents. Select the documents to change to PDF and watermark, and click OK.**



3. **To prepare a determination letter for a PI, from the submission workspace, click Prepare Letter. Generate a draft letter from a template or upload a draft letter, and click OK.**



4. **To send the determination letter, from the submission workspace, click Send Letter. Review the determination and letter and then click OK.**
   - **Note: You may want to verify the accuracy of the dates listed on the Send Letter page before clicking OK.**

The letter is sent to the PI, PI proxy, and primary contact.

