

## Work Instructions

<b>TITLE:</b>	<b>Reviews – Full Committee Procedures</b>		
<b>EFFECTIVE DATE:</b>	<b>05/30/2019</b>	<b>REVIEWED BY:</b>	<b>OHRS</b>

### SYNOPSIS

These work instructions indicate the processes for board member full procedures such as providing meeting availability, filling out the COI disclosure form, navigating meeting agendas, etc.

### Providing Meeting Availability

1. Reviewers will be asked by OHRS Meeting Coordinators to provide their availability in iRIS in the days prior to releasing the meeting agenda.
2. Upon receipt of the meeting coordinators prompt, log into iRIS and navigate to the meeting workspace by hovering over **“My Workspaces,”** further hovering over **“SRC (or) IRB Assistant,”** and selecting **“SRC (or) IRB Assistant Workspace.”**
3. In the **“Select the Committee”** drop-down menu, select the committee panel for which you need to provide your availability for (i.e., if you’re responding to a prompt indicating availability for an SRC meeting, select the appropriate SRC panel (1, 2, 3, 4 or PSRC). Likewise, for IRB (A, B, C, D, F or G.))
4. Once you have selected the appropriate committee, select the **“Meeting Availability”** icon.
5. The page will open automatically to the availability module for the next committee meeting on the schedule. If this is not the meeting date that you have been asked to provide your availability for, use the forward and back toggle buttons (**“<”** and **“>”**) under **“Board Meeting Availability”** to navigate to the correct meeting date.
6. Once you have navigated to the appropriate meeting date, indicate your availability next to your name by selecting the **“Will be Present”** or **“Will Not be Present.”** Additionally, indicate whether or not you’ll be able to perform a review or provide comments under **“Available for Review.”**
7. When complete, click **“Save the availability.”**
8. Feel free to provide attendance information for future meetings by selecting the forward toggle button in the **“Board Meeting Availability”** area and performing the same steps as above.

### Receiving Meeting Agenda and Reviewing Meeting Materials

1. When the meeting coordinator has finalized and released the agenda, you will receive an email notification.
2. Review the information in the email regarding the committee panel as well as the meeting date.
3. In iRIS, navigate to My Workspaces>SRC or IRB Assistant Workspace.
4. In the **“Select the Committee”** drop-down menu, select the appropriate committee panel (i.e., SRC 1, 2, 3, 4 or IRB A, B, C, etc.)
5. Select the **“Meeting Agenda”** icon.
6. The page will open automatically to the agenda module for the next committee meeting agenda on the schedule. If this is not the correct meeting date, use the forward and back (**“<”** and **“>”**) toggle buttons under **“Board Meeting Availability”** to navigate to the correct meeting date.
7. Review the list of submissions and determine if you have been assigned any reviews. If you have a conflict of interest associated with any of your assignments, please contact the OHRS Meeting Coordinator as soon as possible so they can reassign the submission.
8. Once you know your assignments, click the paper and pencil edit icon in the **“Click to Open”** column and follow the work instructions for how to perform reviews in iRIS.

- a. [Work Instructions - Performing Reviews – SRC](#)
  - b. [Work Instructions – Performing Reviews – IRB](#)
9. Under “**Review Documents**” review the following items:
- a. **Previous meeting minutes:** Review the document to ensure that the minutes accurately represent the meeting discussion and any conditions for submissions that were reviewed at the previous panel meeting. If you identify any issues, contact the OHRs Meeting Coordinator.
  - b. **Finalized Meeting Agenda**
  - c. Review any other documents or administrative items added to this area by OHRs.

### **Filling out COI Disclosure Forms**

1. After the agenda is released, review the items for review and take note if there are any submissions for which you have a conflict of interest.
2. Navigate to the COI form area by hovering over “**My Workspaces,**” further hovering over “**Special Purpose Submission Forms**” and selecting “**Board Disclosure Form.**”
3. Click “**Add a New Form.**”
4. Complete the form as follows:
  - a. Committee = Chose the appropriate committee panel
  - b. Date = Enter the committee panel meeting date
  - c. Indicate “**No**” or “**Yes**” for “**Do you have any conflicts of interest to disclose?**”
    - i. If “**Yes,**” a free text field titled “**Please Describe**” will appear; enter the protocols for which you’re conflicted.
5. Click “**Save and Continue to Next Section**” and “**Exit Form**” once complete.