Committee Member Reviewing Agenda Items

Important Information

- Verify Committee Member is displayed on the Home Workspace.
- Look for the Committee Member header on the left side of the workspace.
- To change your role, click the desired role on the Home Workspace.

eResearch Home Workspace

1. Click the Meetings tab.
2. Click the Name of the meeting date with the agenda to be reviewed.

Agenda Open

3. Click View Agenda by Reviewer.
   Note: The agenda can also be viewed by clicking on View Agenda by Submission Type.
4. The **Meeting Agenda** opens in a separate window and includes the meeting date, time and location.

5. **Discussion Items** displays all items added to the agenda for discussion.  
   **Note:** If no Discussion Items have been added to the agenda, this field will be blank.

6. **Previous Meetings** displays previous meeting minutes that have been added to the agenda.  
   **Note:** If no Previous Meeting Minutes have been added to the agenda, this field will be blank.

7. **Primary Reviewer** displays the Primary Reviewer for each of the submissions.  
   **Note:** If viewing by Viewing Agenda by Submission Type, the type of Submission will display in this area.

8. **Submission Information:**
   - **Submission Summary** opens a Submission Summary for the submission.
   - **Print Version** opens a Print Version of the Submission.
   - **Reviewers** displays the Primary Reviewer and also any Secondary Reviewers assigned to the submission.
   - **Principal Investigator** displays the name of the PI for the submission.
   - **Expiration Date** displays the expiration date of the submission.
   - **Current Risk Level** displays the risk level of the study.

9. If desired, click the **Name** of the submission to open the submission for review.
10. The submission opens in a separate window.
11. Click **View Study, Printer Friendly Version** or **Submission Summary** to view the study information.