Although it is not required, a committee member may wish to log into eResearch Regulatory Management (eRRM) before a committee meeting in order to review agenda items.

**eResearch Home Workspace**

1. Click the Committee Member role or verify it is selected on the Home Workspace.
2. Click the Meetings tab.
3. Click the Name of the meeting date.

**Agenda Open**

4. Click View Agenda by Reviewer.

   **Note:** The agenda can also be viewed by clicking on View Agenda by Submission Type.

The Meeting Agenda opens in a separate window and includes the meeting date, time, and location.
The **Meeting Agenda** displays the following:

A. **Discussion Items**: All items added to the agenda for discussion.

   **Note**: If no Discussion Items have been added to the agenda, this field will be blank.

B. **Previous Meetings**: 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.

C. **Primary Reviewer**: The Primary Reviewer for each of the submissions.

   **Note**: If viewing agenda by Submission Type, the type of Submission will display in this area.

D. **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.

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

**Note:** The **View Study** Activity will change depending on the type of submission being viewed (e.g., View Amendment, View Adverse Event, etc.).