Schedule a Meeting

1. Verify that the Core Committee Staff role is selected or select it from the My Roles list.
2. Select the Committee from the Committee list in your home workspace.
3. Click the Meeting button.
4. Enter the basic meeting information:
   - Name
   - Meeting Date
   - Location
   - Start Time
5. Enter comments in the Notes field, if applicable. Comments display as a Special Notice in the Meeting Workspace.
6. Click OK.

Upcoming meetings display in chronological order on the Meetings tab.

Prepare Reports

1. From the Meeting Workspace, click the Generate Reports activity. A pop-up window opens.
2. Click the checkbox(es) to indicate the desired content of the report (e.g., Exempt, Expedited, etc.).
3. Click the calendar icon to select the Start Date and End Date range for the report.
4. Click OK. Click the View Reports activity to open a view-only version of the report. Repeat this process to run as many different reports as needed.

View Agenda / Manage Meeting Documents

To display the agenda as a web page, click the desired activity in the Meeting Workspace:
- View Agenda by Reviewer
- View Agenda by Submission
- View Agenda for PRC

To covert any of these agendas to an MS Word document, click the Manage Meeting Documents activity. In the pop-up window, select an agenda type and, if desired, click the checkbox to also generate Vote Sheets.
- The files generated with this activity display on the Documents tab, which is only visible to Core Staff. Agendas also display as an MS Word file at the top of the Agenda tab in the Meeting Workspace.
- If you wish to edit the Word docs, you can upload revised versions to the Documents tab by re-executing the Manage Meeting Documents activity and clicking Upload Revision next to the applicable file.
- Note that uploading revised MS Word docs to the Documents tab does not alter the content of the agenda views in eRRM (e.g., View Agenda by Reviewer, etc.).

Add Previous Meeting Minutes to Agenda

1. From the Meeting Workspace, click the Add-Remove Previous Meetings Minutes to Agenda activity. A pop-up window opens.
2. Click Add to upload the file(s) from your computer. You may add multiple files (i.e., minutes from more than one previous meeting) to the agenda if you wish.
3. Click OK. A link to the previous meeting minutes is added to the Meeting Minutes Presented for Discussion list in the Meeting Workspace.

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Execute Activity

Assign Owner

Changes Requested By Core Committee Staff

Manage reviewers

Prepare and Mail Out Agenda

1. From the Meeting Workspace, click the Mail Out Agenda activity. You may wish to review the agenda first by clicking one of the "View Agenda by..." activities.
2. (Optional) Enter a Message for Committee Members.
3. Click OK. The agenda (and message, if applicable) is emailed to Committee Members.

After Committee Meeting

Record Vote

All activities that can be used for a submission can be accessed via the applicable Execute Activity widget on the Items to Process tab in the Meeting Workspace.

Click the Record Committee Decision activity to enter vote counts and other information related to the decision. Once this activity is completed, the submission is removed from the Items to Process tab.

Approve Meeting Minutes

Once the meeting is adjourned, Core Staff approve the minutes in eResearch.

1. From the applicable Meeting Workspace, click the Record Committee Decision activity. A pop-up window opens.
2. Complete the required fields marked with a red asterisk *.
3. Click OK. The state of the meeting changes to Minutes Approved.

Upload Approved Meeting Minutes

Once approved, upload minutes to the Meeting Workspace.

1. Click the Add Approved Meeting Minutes activity. A pop-up window opens.
2. Click Add and upload the approved minutes.
3. Click OK. The file displays on the Agenda tab of the Meeting Workspace.

As Needed (Additional Options)

Change Meeting for Submission Review

In order to change the assigned meeting date for a submission, you must first remove it from the agenda. Only then can it be added to a different meeting's agenda.

1. From the Agenda Items list in the Meeting Workspace, click the applicable Link to Submission Workspace activity.
2. Click the Remove from Agenda activity.
3. Click OK.
4. Click the Full Committee activity and assign a new meeting date.

Send Special Notice

Special Notices can be used to post information (e.g., presenter names, food options, etc.) at the top of the Meeting Workspace and email this information to committee members.

1. From the Meeting Workspace, click the Send Special Notice activity.
2. Enter comments (or edit existing comments) in the field provided.
3. Click OK.

Close Agenda

To indicate that no additions should be made to the agenda, click the Close Agenda activity in the Meeting Workspace, and then click OK to confirm. This activity also changes the state of the meeting to Agenda Closed. "Agenda Closed" will also display next to the meeting when the Full Committee activity is executed on a submission.

Cancel Meeting

To cancel a meeting, click the Cancel Meeting activity in the applicable Meeting Workspace, and then click OK to confirm. All submissions on the agenda must be reassigned to another meeting before executing this activity.

Closed