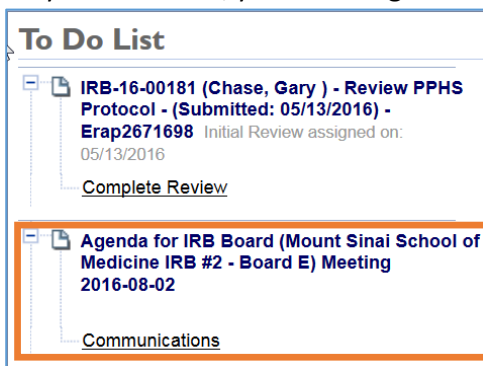


How to Examine the Agenda and Submissions for a Board Meeting

These instructions are for a Board Member who has been sent an agenda for a meeting, for the purpose of examining the agenda and the submissions that are scheduled for the meeting.

If you have been assigned to **review** a submission for a meeting, for that task, please use the instructions *Board Member: Conducting a Review*. They are available from the same site where you obtained these instructions. And, you can also use these instructions to examine the agenda and the submissions that you were not assigned to review.

1. On your To Do List, you see an **Agenda** task for a board meeting:



How to Examine the Agenda and Submissions for a Board Meeting

2. After clicking into the task, you see the task and several actions that you can perform:

The screenshot shows a task titled "Agenda for IRB Board (Mount Sinai School of Medicine IRB #2 - Board E) Meeting 2016-08-02". The interface includes a "From:" field with "PPHS Office", a "Message:" field with "No Comment", and two links: "Download Document: [here](#)" and "Access Submissions: [here](#)". Below these is a response section with a "Response:" dropdown menu and a "Comments:" text area. At the bottom are "Close" and "Delete" buttons. Callout boxes provide instructions: "This agenda comes to you from the PPHS Office." points to the "From:" field; "If the PPHS Office has an additional message to send all Board Members about this agenda, it will appear here." points to the "Message:" field; "Click here to see a list of submissions scheduled for this meeting (more on that later)." points to the "Access Submissions" link; "Click here to download the meeting agenda." points to the "Download Document" link; "You can use this drop-down list and the comments box to indicate if you will attend the meeting, and to send comments to the meeting organizer (more on that later)." points to the response section; "You can close this task, and the agenda task will remain on your To Do List. You can always reopen it and access the agenda and submissions again." points to the "Close" button; and "If you delete this task, you will not be able to click into it and re-download the agenda. Keep the task on your To Do List until after the meeting." points to the "Delete" button.

Agenda for IRB Board (Mount Sinai School of Medicine IRB #2 - Board E) Meeting 2016-08-02

From: PPHS Office

Message: No Comment

Download Document: [here](#)

Access Submissions: [here](#)

Please specify your response in the section below:

Response:

Comments:

Close

Delete

This agenda comes to you from the PPHS Office.

If the PPHS Office has an additional message to send all Board Members about this agenda, it will appear here.

Click here to see a list of submissions scheduled for this meeting (more on that later).

Click here to download the meeting agenda.

You can use this drop-down list and the comments box to indicate if you will attend the meeting, and to send comments to the meeting organizer (more on that later).

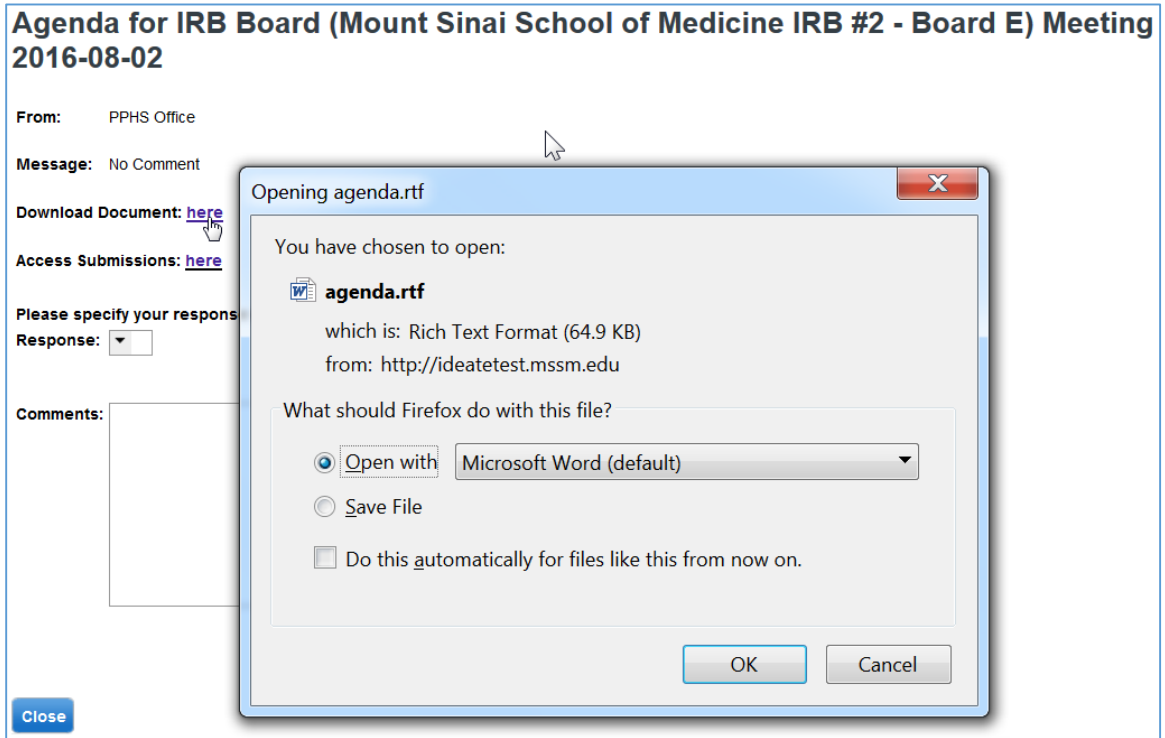
You can close this task, and the agenda task will remain on your To Do List. You can always reopen it and access the agenda and submissions again.

If you delete this task, you will not be able to click into it and re-download the agenda. Keep the task on your To Do List until after the meeting.

How to Examine the Agenda and Submissions for a Board Meeting

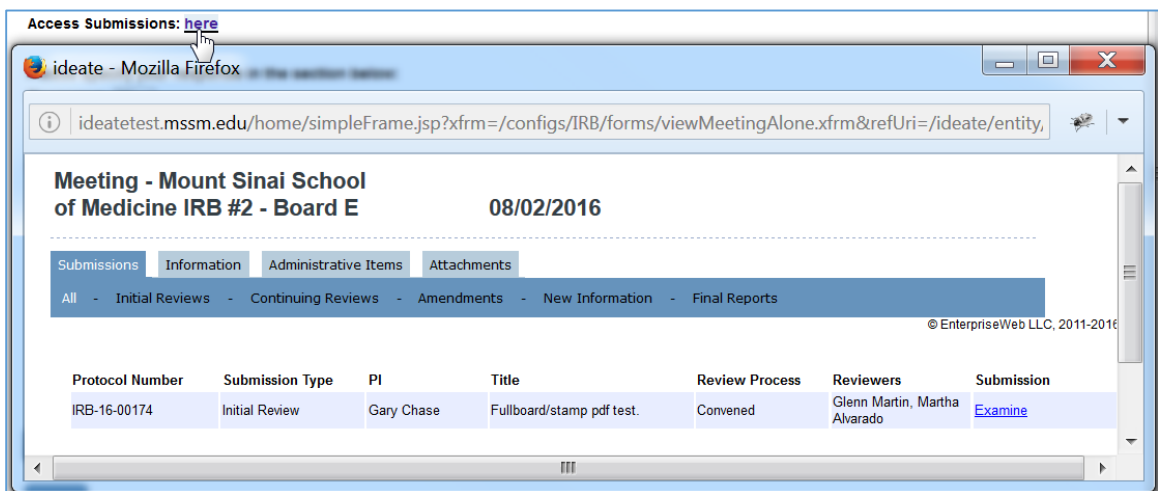
Download the Agenda

- When you click to download the agenda, your computer will offer to open it using *Microsoft Word* or whatever other word processor you have installed on your computer (such as *Pages* for Macintosh).



Examine the Submissions

- When you click the **Access Submission here** link, a list of submissions opens in a new window:



How to Examine the Agenda and Submissions for a Board Meeting

5. Clicking the **Examine** link for a submission opens that submission in a new window:

The screenshot shows a web browser window titled 'ideate - Mozilla Firefox'. The address bar contains the URL: `ideatetest.mssm.edu/home/simpleFrame.jsp?xfrm=/configs/IRB/forms/details.xfrm&refUri=/ideate/entity/IRB/records`. The main content area displays the following information:

Protocol: IRB-16-00174 **Submission Type: Initial Application** [Print](#)

Navigation tabs: **Review Dashboard** | Summary | Research Personnel | Sites | Subjects | Procedures | Consent | Data | Attachments

Version 1

Date	Duration	Office	Type	Process	Decision	Reviewer(s)
5/6/2016	0 days, 0 hrs, 2 mins	Macro	Intake	Administrative	Assigned Analyst	David Dalton
5/6/2016	0 days, 0 hrs, 10 mins	Macro	Analyst	Administrative	Assigned Offices	Gabriella Foe
5/6/2016	0 days, 0 hrs, 44 mins	Macro	Analyst	Administrative	Established Determining Review	Gabriella Foe
5/6/2016	0 days, 0 hrs, 7 mins	PPHS	Analyst	Administrative	Setup Review	Gabriella Foe
5/6/2016	0 days, 0 hrs, 7 mins	PPHS	Meeting Review	Convened *	Approved	Glenn Martin, Martha Alvarado
5/6/2016	0 days, 0 hrs, 2 mins	Macro	Administrative Review	Administrative *	Approved	Gabriella Foe

Summary Table:

Protocol Number	Submission Type	PI	Title	Review Process	Reviewers	Submission
IRB-16-00174	Initial Review	Gary Chase	Fullboard/stamp pdf test.	Convened	Glenn Martin, Martha Alvarado	Examine

6. As you can see in the screenshot above, the **Review Dashboard** tab tells you who reviewed the submission and when they reviewed it. However, from here, you cannot see the reviewers' comments. This screen tells you only who and when.
7. You can navigate freely around the protocol, examining all of the tabs and subtabs in the submission:

The screenshot shows the 'Setup' subtab under the 'Review Dashboard' for protocol IRB-16-00174. The subtab displays the following information:

Protocol: IRB-16-00174 **Submission Type: Initial Application** [Print](#)

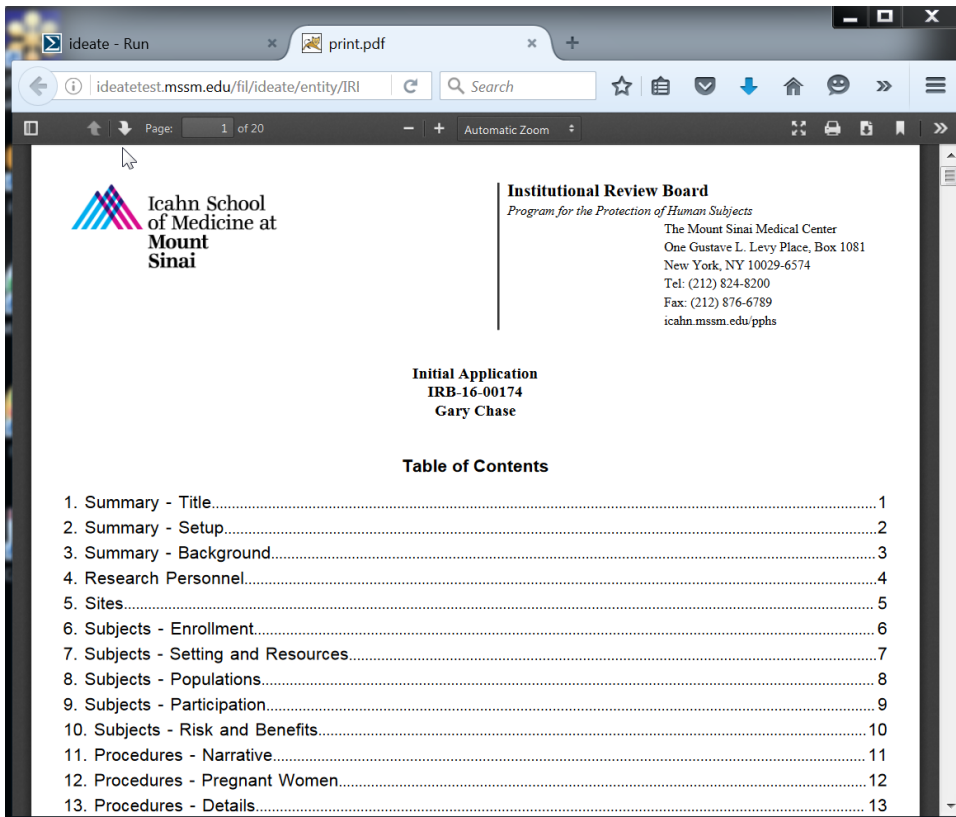
Navigation tabs: **Review Dashboard** | **Summary** | Research Personnel | Sites | Subjects | Procedures | Consent | Data | Attachments

Subtab: **Title - Setup - Background**

External Funding Has Been Requested or Obtained?	No
Application Type	Request to Rely on Mount Sinai IRB
Research Involves	Prospective Study ONLY
Consenting Participants	No
Humanitarian Use Device (HUD) Used Exclusively in the Course of Medical Practice	No
Use of an Investigational Device to Evaluate Its Safety or Effectiveness	No

How to Examine the Agenda and Submissions for a Board Meeting

- Clicking the **Print** link creates a PDF (Adobe Acrobat) document. Your computer will open that PDF document using whatever method it usually handles PDFs. It might open in Adobe Acrobat Reader, or in a new browser tab:



Other Agenda Items

- Under the **Administrative Items** tab, non-submission items might have been added to the agenda. Also, the Attachments tab can contain files that the meeting organizer would like you to have:

Meeting - Mount Sinai School of Medicine IRB #2 - Board E 08/02/2016

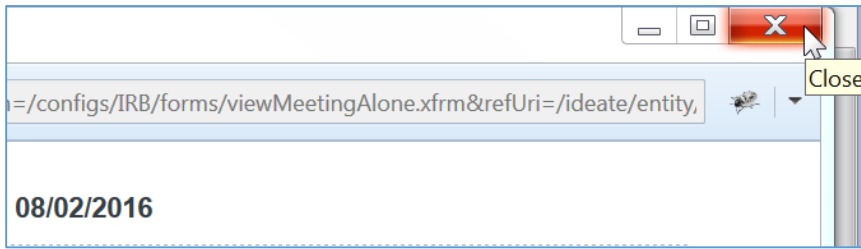
Submissions Information **Administrative Items** Attachments

Administrative Items

Sort Order	Type	Title	Description
------------	------	-------	-------------

How to Examine the Agenda and Submissions for a Board Meeting

10. You can close the window at any time by clicking the X in the upper right corner. Because you don't enter or edit any information in the agenda window, there is no Save button. You can just close the window:



Note that you can always find the protocols that are covered in a meeting, and any other protocol in the system, using your LiveList. For instructions, see *Finding a Protocol in the LiveList*, available from the same site where you obtained these instructions.