Generating and Sending an Agenda

Before this process, the submissions that are scheduled for the board meeting were assigned to reviewers. The reviewers responded with their comments and recommendations. Now that all of the reviews have been completed, the Analyst can generate and send an agenda for the meeting.

1. From the home page, select **Manage > IRB Board Management**.
2. Select the **Board**.
3. The Board Management page is displayed. You should be on the **Meeting Schedule > Scheduled** subtab.
4. A list of meeting dates for the Board is displayed. Next to the date for the meeting whose agenda you want to generate, click the **Manage** link.
5. If you want to examine the reviews that were done for this meeting:
    a. For any submission, click the **Examine** link. That opens a window for the submission.
    b. Go to the Review Dashboard tab, and find the row for **Send to Board**. Expand this row by clicking the checkbox at the right end of the row.
    c. Now you're looking at the board member reviews for this submission. You can see the status of the reviews.
    d. To examine a review, click the checkbox at the right end of the row, and in the resulting window, click the **Examine Review** link. The review will open in another window.
6. Under the **Information** tab, enter the time and location information for the meeting. This information will be sent in an invitation to the Board Members.
7. Click the **Save** button.
8. Select the **Administrative Items** tab.
9. In this tab, you can **Add** agenda items that are not submissions. For example, a note to discuss adopting a new consent form or a vote to approve a new member.
10. After adding items to the **Administrative Items** tab, you must **Save** your work before switching tabs.
11. Select the **Attachments** tab.
12. In this tab, you can **Add** any files to the agenda. Those files will be sent to the Board Members with the agenda, and also sent out with the minutes after the meeting is processed (see the check boxes). For example, you could add a new consent form that is being discussed at the meeting or the CV for a new board member.
13. After adding items to the **Attachments** tab, you must **Save** your work before switching tabs.
14. Select the **Agenda** tab. Here is where you will build and send the agenda.
15. Click the **Build** link.
16. After building the agenda, under **Current Document**, click the **View** link. You should view the agenda before you send it. The agenda opens in a popup window.
17. Examine the agenda and then close this window.
18. When ready, click the **Send** link. A popup window appears where you select to "Send to:"

    As of now, the only selection is **All Staff and Members**. This selection could be expanded in the future. The agenda will go to the PPHS Analyst(s) who is associated with the Board, and the Board Members.

19. Any text that you enter into the **Comment** field will appear in the body of the email and in the task.
20. Click the **Send** button. The agenda task is sent to the members.

    As Members respond whether they will attend, their responses will be tallied under the **Agenda** tab.

An agenda can be rebuilt and sent again. This will create another task on everyone's to do list. The original agenda task will remain and will need to be deleted by each user.