Holding a Board Meeting

This process is begun at the actual board meeting. During the meeting, the analyst begins the "Hold Meeting" task in Ideate. That task does not need to be closed at the actual meeting. After the meeting, the analyst can return to the task and finish processing the information that was generated at the meeting.

Start the Board Meeting

1. From the home page in Ideate, click **Manage > IRB Board management**.
2. Select the board.
3. In the Board Management window, find the meeting date. Look under **Meeting Schedule > Scheduled**.
4. Next to the meeting date, click **Hold**.
5. Make sure there is no HOLD meeting task for this meeting date already in progress. Click **OK**.
6. A new task is created and added to your To Do list. It is labeled **IRB Board Meeting YYYY-MM-DD**, where YYYY-MM-DD is the date.
7. At the actual board meeting, click into the **Hold Board Meeting** task.
8. Fill in necessary information in the **Information - Meeting Information** tab. You won't be able to fill in the **Meeting End Time** yet, which is expected.
9. Go to **Attendance** tab and use check list to take attendance. Record anyone who is substituting for another member. **Save**.
10. If there are guests attendance, add them in the **Guests** subtab.

Record Comments for a Protocol at the Meeting

1. Click into the **All – Convened** subtab. The protocols that are scheduled to be reviewed at the meeting are listed here.
2. For the protocol under discussion, click the **Review** check box. The protocol's row expands to take over the window.
3. During the meeting, if appropriate, you can enter comments into the **Regulatory determination…** and **Rationale…** fields. As long as you don't end the meeting, you can also return to this screen to enter them later (for example, you took notes by hand during the meeting and need to record them later). Comments entered into these fields *will* appear in the minutes. They *will not* be returned to the PI.
4. You can add any number of controverted issues by clicking the **set/view** link next to **Controverted issues**. As long as you don't end the meeting, you can also return to this screen to enter them later. Controverted issues *will* appear in the minutes. They *will not* be returned to the PI.
5. In the **Review Notes** section, avoid recording any information in the **Investigator Actions** field. Instead, enter any comments that you want to communicate to the PI in the **Review Comments** field. Once again, as long as you don't end the meeting, you can also return to this screen to enter them later. **Review Comments** *will not* appear in the minutes. They *will* be returned to the PI.

Examine the Board Member's Reviews

During a board meeting, you can examine the reviews conducted by the board members who were assigned the protocol. Clicking the **Examine Review** link next to a reviewer's name will open the review that the reviewer submitted. You will see the comments left by that board reviewer.

Recording the Motion and Vote

1. In the **Determination** section, from the drop-down menus, select a **Risk Level** and **Determination**.
2. In the **Meeting Information** section, next to **Attendance**, click the **Set** link.
3. The **Set Attendance** popup window appears. It lists the names of all the board members who were selected as being in attendance.
4. Click the place a check mark next to each person who was in attendance *for this vote*.
5. Click the close box in the upper right corner of the window. You might need to scroll to see the box.
6. Record the number of votes in the fields provided.
7. If appropriate, enter comments into the **Vote Comments** field.
8. In the upper left of the page, click the **Save** button.

Moving to the next Protocol on the Agenda

At this point, clicking the purple **Process Review** button would push the comments and decision back to the analyst who owns the micro review task. However, the comments entered during the meeting might require editing before that is done. You can move on to the next protocol to be discussed, and return to this window after the meeting to complete the notes.

1. Click the **Review** check box for this protocol. The row collapses, and the list of protocols to be covered at this meeting is displayed again.
2. On the row for the next protocol to be discussed, click the **Review** check box. Repeat the procedures for *Recording Comments* and *Examining Past Reviews* as needed.

At the End of the Meeting

Unless and until you have recorded the final versions of the comments for each protocol covered, do not click the **End Meeting** button. You will do that later.

1. Click into the **Information** tab.
2. Enter the **Meeting End Time**.
3. **Save** the meeting.
4. Do not click the **End Meeting** button. Just click the Home button instead.

After the meeting

After the meeting, you will complete the notes taken at the meeting and inform the Analysts of the decisions made during the meeting.

Until you click the **End Meeting** button, the **Hold Meeting** task will remain on your To Do List. When you are ready to finalize the comments gathered at the meeting, do this:

1. Click into the **Hold Meeting** task. The meeting opens.
2. Click into the **All – Convened** subtab. The protocols that were scheduled to be reviewed at the meeting are still listed here.
3. Using the steps given under *Record Comments for a Protocol at the Meeting*, you can add/edit/delete the comments made during the discussion of the protocol.
4. If needed, you can use the steps under *Recording the Motion and Vote* to edit the record of the vote on the protocol.
5. **Save** your work.
6. When you are ready to finalize the meeting record for the protocol, click the purple **Process Review** button.
7. Click the **Review** check box for this protocol. The row collapses, and the list of protocols to be covered at this meeting is displayed again.
8. Repeat as needed.

What if a protocol wasn't covered at the meeting?

If you don't get to a submission during the meeting, you can manually remove it from the meeting. That will push the submission back to the Analyst who owns its micro task.

To remove a protocol from the meeting, click the red **X** at the beginning of its row.

Ending the Meeting

When all processing for the meeting is completed, end the meeting by clicking the **End Meeting** button. The **Hold Meeting** task will be removed from your To Do List.