

Processing a Decision Made at a Board Meeting

This process begins after a protocol has been reviewed at a board meeting, a decision has been selected, comments have been entered, and the person holding the meeting has clicked the Process Review button for that protocol.

This process is completed by the analyst who owns the PPHS Micro task for the protocol. That is the analyst who assigned the protocol to the board meeting.

Open the Board Decision Task

1. On your To Do List, you will see a task labeled **Process PPHS Board Decision (PPHS: MICRO)...**
2. Click into the **Process PPHS Board Decision...** task. The protocol displays and the page is labeled **Process Review: PPHS/Micro**. On the left, you should see a blue **Develop Response Submission** button.
3. Click into the **Review Dashboard** tab.
4. For the **Meeting Review** row, you should see a **Decision**. Click the check box at the end of that row to expand it.

Process and Send Deferrable Issues Document

If there are no deferrable issues, skip this section and proceed directly to *Develop Response Submission*.

1. If there are deferrable issues, click the **Create Deferrable Issues** button.
2. The system will create the document, and then display a popup window with the message **Deferrable Issues Document has been successfully built. Please download it, modify as required and send to the Research Team.**
3. In the popup window, click the **OK** button. Your computer will download the Deferrable Issues document.

This is a Microsoft Word document. Depending upon how your browser is configured, it might:

- Open in a new browser window.
- Open in Microsoft Word.
- Download to your hard drive.

If your computer does not handle the file in the way that you want, contact Academic Computing Help Desk and ask them to help you configure your browser to handle the file.

4. Open the Deferrable Issues document in Microsoft Word.
5. Edit the document as needed.
6. Save the document.
7. Click the **Send Deferrable Issues** button. A popup window appears.
8. Edit the **To**, **From**, and **Subject** fields as needed.

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9. Using the **Attach Document** link, attach the edited Deferrable Issues document that you saved. This will become an attachment to the email that the system sends to the recipient.
10. Enter your message into the **Message/Body** field. This will become the body of the email.
11. Click the **Send Document** button. The system sends the message and attachment, and confirms.
12. You are returned to the open review row. Notice that there is not indication in the **Review Dashboard** that the deferrable issues communication was sent. To see the communications that were sent, click into the **Deferrable Issues Communications** tab.

Develop the Response Submission

1. Click the **Develop Response Submission** button. If prompted to confirm, click the **OK** button.
2. The protocol opens, with comments from the meeting in place. The window is labeled **Prepare Response Submission: PPHS/Micro**.
3. The **Response Submission** window displays. All of the comments made by reviews in the PPHS office are consolidated. Comments from the Analyst and board reviewers are all displayed here.

In the Hold Meeting window, comments may have been entered into the Review Comments field or Investigator Actions field. If so, they will be consolidated in those fields here, in the Response Submission. Comments that were entered into the other fields of the Hold Meeting window—such as Vote Comments and Regulatory Determinations—are not consolidated here.

4. Edit the comments as needed.

During the meeting, you may have taken notes and entered them into the Review Comments field. Some of these comments might be appropriate for field level comments. If needed, you can cut-and-paste comments from the Review Comments field and disperse them to the individual fields.

5. When comments have been edited and dispersed, click the **Submit** button.
6. You are returned to your Ideate home page. The **Process PPHS Board Decision...** task is removed from your To Do List.

Note that the Micro and Macro tasks for this protocol remain open, and will need to be processed.

7. Click into the Micro task for this protocol.
8. In the Micro task, click the Submit button. The Micro task closes, you are returned to your Ideate home page, and the Micro task is removed from your To Do List. The Macro task remains.