

Running Committee Meetings in WRG

Quick Reference Guide – Weill Research Gateway



This document is intended for: **EHS Regulatory Coordinators**

Send an agenda in advance of the meeting

- Select the **Research Safety** tab from the left navigation menu.
- Click the orange **Reviews Management** button.
- On the screen that pops up, locate the **name of the committee** you'd like to build and send an agenda, and click the **corresponding blue Meetings link**.
- Click the corresponding blue **number link in the Items column**.
 - *Conduct a final review of the protocols listed here to ensure everything appears.*
 - ***Click the **Close Agenda** checkbox in the top left corner of the page. If you don't complete this step, you won't be able to distribute the agenda.*
 - *Note that you cannot add any more records to this meeting after closing the agenda. If you need to add records to this meeting date, the agenda needs to be re-opened by unchecking this box.*
 - *Click **Save** and then **Close** to return to the Meetings page.*
- Click the **Open** link under **Admin Items** for the corresponding date.
 - *Enter a **Start** and **End Time** as well as a **Location** for the meeting.*
 - *In the spaces provided, enter the Conflicts of Interest disclosure, Approval of previous meeting minutes, the Safety Officer report, and any New Business.*
 - *Note that if nothing is entered here, that section will not display on the agenda.*
 - *When you're finished, click **Save** and then **Close** at the top of the page.*
- Click the **Build** button to build your agenda.
 - *The Use Template should be appropriately defaulted, click **Continue**.*
 - *Optional: You can click the View link back on the Meetings page to view the agenda.*
 - *Note that if make changes, or add another protocol to this date, you can update the agenda by clicking the Build button again.*
 - *Click Replace if you want to manually upload an agenda.*
- Click the **Publish** link.
- Click the **Distribute** link.
 - *Click the **Message From** link and enter your name.*
 - *Enter a **Message Subject** (ex: 'Upcoming IBC Meeting – Dec 19')*
 - *At the bottom of the page, click **Select All** under the **Email** column.*
 - *Click **Select All** under the **Send** column.*
 - *Click the **Send** button toward the top of the page.*
 - *The screen will flash and you'll see the Date Sent column populate with today's date.*

Run the meeting and review the protocols

These activities occur on the day of the meeting.

- Select the **Safety** tab from the left navigation menu.
- Click the orange **Reviews Management** button.
- Click the **Meetings** link next to the name of the committee.
- Next to the corresponding date, click the **Run** link.
- Click the **Set Meeting Attendance** button.
 - Click the **Present checkbox** next to each member who is present for the meeting.
 - Click **Save** and then click **Close**.
- Click the **Open Review** link to open a protocol.
 - *Optional: Click the open link next to Member Review to review the individual committee member initial review determination and comments.*
 - Under **Components for Initial Review**, make the appropriate selection from the radio buttons.
 - *After discussion, click the **Review Decision dropdown** and select the agreed upon recommendation.*
 - *The Approval Date and Period Start fields will automatically populate if you choose Approved.*
 - Click the **Approval Period** dropdown and make a selection. The Period End date will automatically populate based on your choice.
 - **Tally the Votes** in the appropriate entry fields.
 - Add any **Vote Comments** in the entry field.
 - At the bottom of the page, add any **Provisions** or **Comments** in the appropriate field.
 - *When you're finished with reviewing this protocol, scroll up to the top of the page and click the **Complete** and **Save** button. This will return you to the Meeting Details screen, where you can repeat the process for the rest of the protocols.*
- *Optional: You can click the Hide Completed Items button to only display the protocols that are awaiting review.*
- If you have any protocols that you were unable to review during the meeting, click the **Move All Completed Protocols** button.
 - *On the screen that pops up, click the **Migrate "On Agenda" Protocols dropdown** and select the date you'd like to move them.*
 - Click the **Submit** button.
 - Click the **Close** button.
- Click the **Close** button on the Meeting Details screen once the meeting has concluded.

Build and distribute the meeting minutes

- Select the **Safety** tab from the left navigation menu.
- On the Meetings screen, click the corresponding **Build** link under the **Minutes** column.
 - *The appropriate Use Template should appear by defaulted. Click Continue.*
- Click the **Publish** link under the **Minutes** column.
- Click the **Distribute** link under the **Minutes** column.
 - Click the **Message From** link and enter your name.
 - Enter a **Message Subject** (ex: 'Dec 19 IBC Meeting Minutes')
 - At the bottom of the page, click **Select All** under the **Email** column.

- Click **Select All** under the **Send** column.
- Click the **Send** button toward the top of the page.
 - *The screen will flash and you'll see the Date Sent column populate with today's date.*
- Click the **Save** button followed by the **Close** button.

Send the approval letter to the PIs

- On the Meetings screen, click the **Build** link under the **Letters** column.
- Click the **Communication dropdown** and select **Approval Letter**.
- Click the **Build** link.
- Under Open Communications, click the **Open** link
- Under the Addresses column, click the **Edit** link
 - Click the **Add New by Name** button.
 - Click the first letter of the **PIs last name**.
 - *In the search box, type the name in this format: Last Name, First Name.*
 - Click the **Select** button.
 - Next to the PI's name, select the **Email** and **To** checkboxes.
 - Click the **Add New by Name** button.
 - Click the first letter of **your last name**.
 - *In the search box, type your name in this format: Last Name, First Name.*
 - Click the **Select** button.
 - Next to your name, select the **Email** and **From** checkboxes.
 - At the top of the screen, click **Save** and then **Close**.
 - Repeat this process for other approved protocols.
- Back on the Open Documents page, click the **All checkbox** to select all approval letters.
- Click the **Send** button. A confirmation window will appear. Click **OK**.
- Click the **Close** button.