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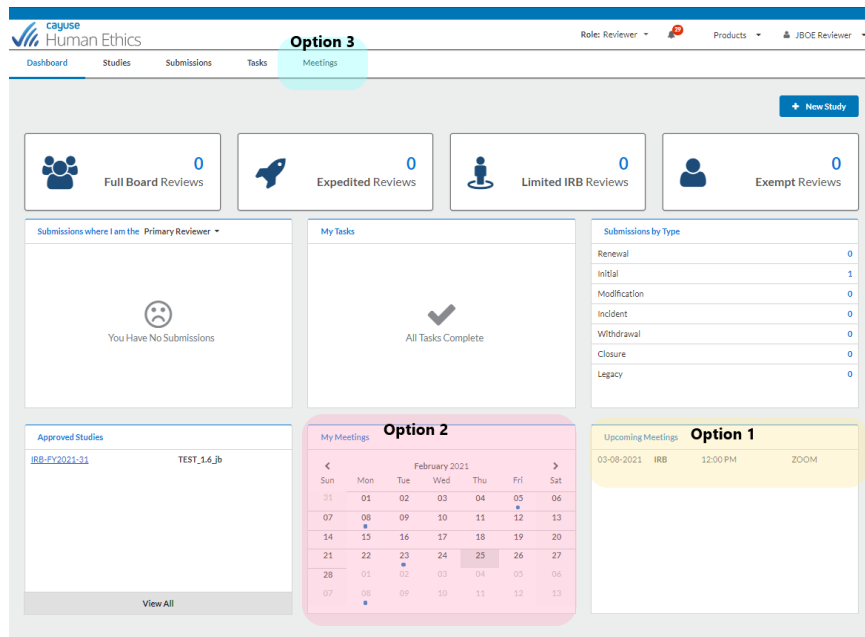
1. Confirming Meeting Attendance

The IRB analyst will confirm the attendance in the Meeting Details space; however, IRB Members cannot RSVP or confirm meeting attendance directly in Cayuse HE. IRB members must confirm their attendance with the IRB analyst via email and the calendar event.

2. Viewing Meeting Details

To view the Meeting Details (which includes the Agenda and full list of submissions for review), there are 3 options:

1. Click on the meeting date under Upcoming Meetings (on the dashboard), or
NOTE: Meetings will not appear under Upcoming Meetings on the day of the meeting.
2. Click on the date under My Meetings (on the dashboard) and select View Details, or
NOTE: Selecting View Agenda will generate a PDF of the Meeting Details page. If the information on the Meeting Details page is not final, be sure to generate a new PDF once the information is final and confirmed by an IRB analyst.
3. Click on the Meetings tab (at the top of the screen), click on the date of the meeting, and select View Details



3. Navigating the Meeting Details page

1. When preparing for a meeting, you will not need to click the Agenda or Minutes buttons at the top right of the Meeting Details page.

Clicking Agenda creates a PDF view of the Meeting Details page.

REMINDER: *If you prefer this view, wait to create the PDF until the IRB analyst has confirmed the agenda is final.*

IRB Members will not create minutes. Once the IRB analyst and chair/vice chair finalize the minutes, the minutes will be shared with the full board for review and final approval.

2. The Agenda will summarize items to discuss as well as submissions for review. Once this section is final, the IRB analyst will notify all board members.
3. The Notes will provide the zoom link and passcode (for meetings held remotely) and other helpful reminders for IRB members.

NOTE: *You can click the zoom link directly from the Meeting Details page.*

4. The Full Board Reviews tab will provide a list of all submissions assigned for review.

REMINDER: *Click the ellipsis (...) next to each item to view the Submission Details page.*

The screenshot shows the Cayuse Human Ethics interface. At the top, the logo and navigation menu are visible. The main content area is titled 'Meeting Details' and includes a navigation bar with 'Agenda' and 'Minutes' buttons. A yellow box labeled '1.' is placed over the 'Agenda' button. Below this, there are navigation buttons for 'Previous Board Meeting' and 'Next Board Meeting'. The 'IRB' section displays the date 'Mar 08, 2021' and time '12:00 PM - 1:00 PM'. The 'Agenda' section lists several items, with a yellow box labeled '2.' highlighting the second item: '2. Review and Approve IRB Minutes'. The 'Notes' section contains the text 'The meeting will be held via Zoom:' followed by a blue link for 'Zoom Link' and a bullet point for 'Passcode', with a yellow box labeled '3.' highlighting the 'Zoom Link' text. At the bottom, there is a tabbed interface with 'Attendees' selected. A yellow box labeled '4.' is placed over the 'Attendees' tab. Below the tabs, a table header is visible with columns: 'Present', 'Name', 'Status', 'Representation', 'Affiliation', and 'Office'.

4. Finding Meeting Details from the Submission Details

A link to the Meeting Details is in the Submission Details page.

Click on the meeting link from the Submission Details page to return to the Meeting Details.

NOTE: You can also find a link to the meeting under the Meetings tab at the bottom of the Submission Details.

Submission Details

Under Review Submission is with reviewers

Initial
JPP CV2021 21 - TEST_1.6_jb

Review PDF Delete Checklist

PI: Erin Venegoni
Current Analyst: Jennifer Boe
Decision: N/A
Policy: Post-2018 Rule
Required Tasks: N/A

Review Type: Full Board
Review Board: IRB
Meeting Date: [02-25-2021](#)

Approvals Task History **Meetings** Attachments

Research Team

Name	Role	Result	Date
Erin Venegoni	Principal Investigator	Certified	02-19-2021 4:38 PM
Erin Venegoni	Primary Contact	Completed by Erin Venegoni	