

REB Board Meeting

RAS Training Documentation

Last Modified: June 10, 2022

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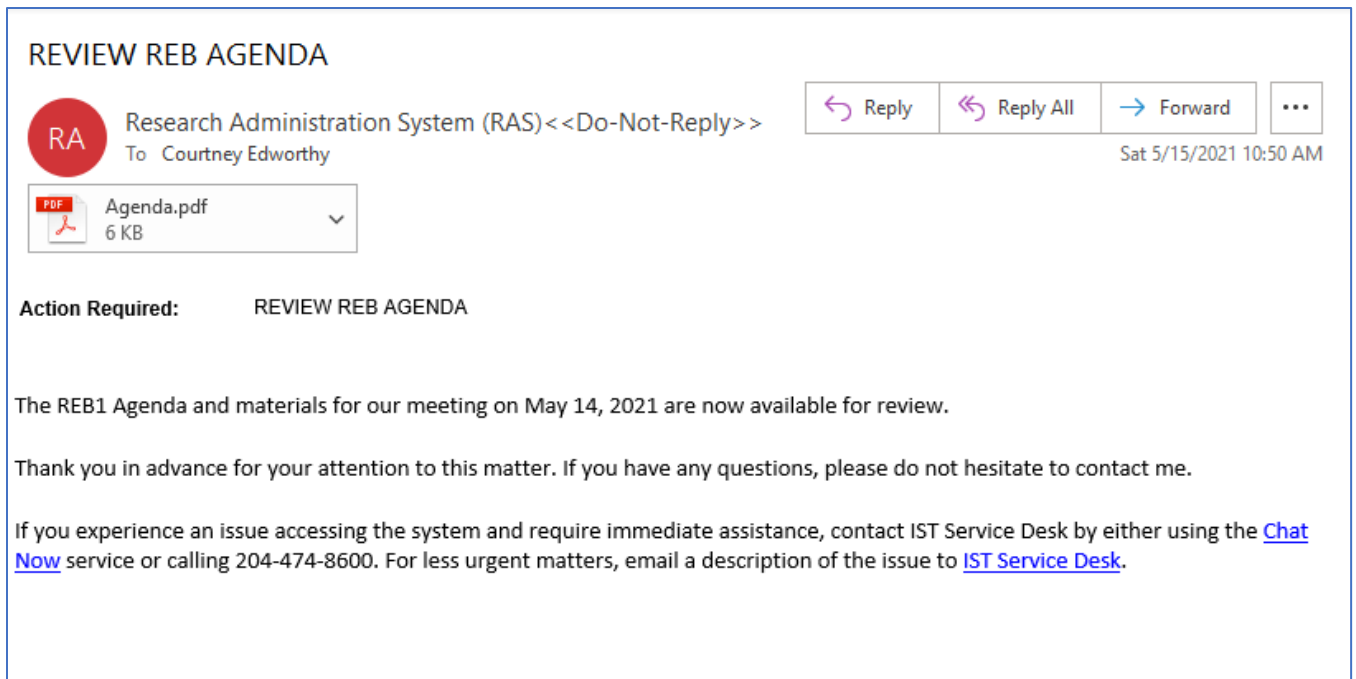
Board Meeting

Reviews for each submission will be sent to the members prior to the board meeting. The Agenda task is the committee members access to the meeting information. All submissions will be included in the Agenda and the committee members will be able to view any other relevant meeting information or administrative items. Committee members will also have the ability to add their own review via the Agenda on a submission listed for board review.

Review Agenda

The HEO will send out the Agenda to all committee members. The committee members will receive an email notification along with a task on in the LiveList.

A copy of the Agenda will be attached to the email notification.



REVIEW REB AGENDA

RA Research Administration System (RAS) <<Do-Not-Reply>>
To Courtney Edworthy

Reply Reply All Forward ...

Sat 5/15/2021 10:50 AM

PDF Agenda.pdf
6 KB

Action Required: REVIEW REB AGENDA

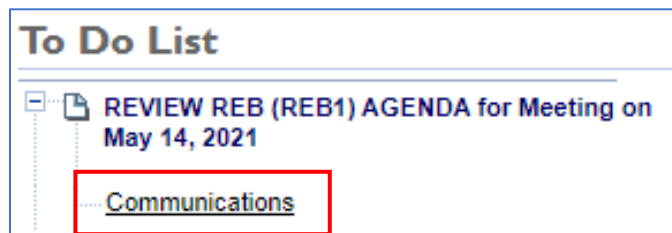
The REB1 Agenda and materials for our meeting on May 14, 2021 are now available for review.

Thank you in advance for your attention to this matter. If you have any questions, please do not hesitate to contact me.

If you experience an issue accessing the system and require immediate assistance, contact IST Service Desk by either using the [Chat Now](#) service or calling 204-474-8600. For less urgent matters, email a description of the issue to [IST Service Desk](#).

View Agenda

1. Click on the **Communications** link under the Agenda To Do List task



To Do List

REVIEW REB (REB1) AGENDA for Meeting on May 14, 2021

[Communications](#)

2. To view the Agenda, click the **here** link beside Download Document

REVIEW REB AGENDA

Action Required: REVIEW REB AGENDA

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Download Document [here](#)

Click to view/download the Agenda

Access Submissions [here](#)

Click to view/review any submission for the meeting

Please specify your response in the section below:

Response:

Comments:

Close

Delete

3. To view the Submissions, click the **here** link beside Access Submissions
 - a. To view each submission review, click the **Examine** link under **Submissions**

Meeting - REB1		05/14/2021					
<div style="display: flex; justify-content: space-between;"> Submissions Information Administrative Items Attendance Attachments </div>							
<div style="display: flex; justify-content: space-between; font-size: small;"> All - Initial Reviews - Renewal Requests - Personnel Changes - Amendments - Amendment / Personnel Changes - REB Events - Protocol Closures </div>							
© EnterpriseWeb LLC, 2011-2021							
Protocol Number	Submission Type	PI	Title	Review Process	Reviewers	Submission	Add my Review
HE2021-0003	Initial Review	Courtney Edworthy	CE - REVIEW BOARD	Convened	RAS Reviewer	Examine	Add

- b. To add a review, click the **Add** link under Add my Review
 - i. Link will change to **Review Task**, click the link to add your review

Add my Review

[Review Task](#)

- ii. Follow the **Board Member Review** section on how to complete the review

Important: If a reviewer submitted a protocol and can view the agenda, the names of the reviewers will be hidden.



c. The **Information** tab includes the meeting information

Meeting - REB1
05/14/2021

Submissions
Information
Administrative Items
Attendance
Attachments

Meeting Information

Start Time

End Time

Location

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d. The **Administrative Items** tab lists all admin items the HEO has created for the meeting

Meeting - REB1
05/14/2021

Submissions
Information
Administrative Items
Attendance
Attachments

Administrative Items

Sort Order	Type	Title	Description
<input type="text" value="1"/>	<input type="text" value="Announcements"/>	<input type="text" value="New Meeting Dates"/>	<div style="border: 1px solid #ccc; min-height: 80px; padding: 5px;">See new meeting dates.</div>

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e. The **Attendance** tab lists all members in attendance

Meeting - REB1 05/14/2021

Submissions
Information
Administrative Items
Attendance
Attachments

Member Attendance

Member	Board Role	Type	Appointment Period	Expertise
<input checked="" type="checkbox"/> REB Chair	Chair	Primary	05/01/2021 - 05/13/2022	
<input checked="" type="checkbox"/> RAS Reviewer	Member	Primary	05/01/2021 - 05/13/2022	
<input type="checkbox"/> <input style="width: 100%;" type="text"/>	Vice-Chair	Primary	09/01/2020 - 07/01/2021	
<input type="checkbox"/> <input style="width: 100%;" type="text"/>	Member	Primary	09/01/2020 - 08/31/2021	

f. View all extra documents under the **Attachments** tab

Meeting - REB1 05/14/2021

Submissions
Information
Administrative Items
Attendance
Attachments

Attachments

File	Name/Description
© EnterpriseWeb LLC, 2011-2021	

g. Click the X at the top of the window to close the Agenda/Submission information

4. If any additional attachments are included with the agenda, you can view them under **Download Other Attachments**
5. Specify whether you will be attending this meeting using the drop down beside **Response**
6. Add additional **Comments**, if applicable

Please specify your response in the section below:

Response: ▼ -Select-

Comments:

7. Click **Close** to close the agenda task, closing the task does not delete it so you can still go back to the task to view the agenda
8. Click **Delete** to delete the minutes task, you will not be able to **Delete** the Agenda task till after scheduled meeting

Once the submission has been processed in the meeting, the reviewers can then view the decision via the Agenda.

1. View the Agenda
2. Click Examine beside the submission

Meeting - REB1 05/14/2021

Submissions | Information | Administrative Items | Attendance | Attachments

All - Initial Reviews - Renewal Requests - Personnel Changes - Amendments - Amendment / Personnel Changes - REB Events - Protocol Closures

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Protocol Number	Submission Type	PI	Title	Review Process	Reviewers	Submission	Add my Review
HE2021-0003	Initial Review	Courtney Edworthy	CE - REVIEW BOARD	Convened	RAS Reviewer	Examine	Add

3. The Decision will be listed

Protocol: HE2021-0003 **Submission Type: Initial Application**

[Print](#) [ZIP Attachments](#)

Review Dashboard | Summary | Research Personnel | Participants | Consent Process | Data | Risks/Benefits | Dissemination/Withdrawing | Attachments

Version 1


Date	Duration	Type	Process	Board	Decision
5/13/2021	0 days, 0 hrs, 11 mins	Analyst	Administrative		Send to Board
5/13/2021	2 days, 1 hrs, 10 mins	Full Review	Convened *	REB1	Modifications Required

Review Minutes

The HEO will send out the Minutes to all committee members. The committee members will receive an email notification along with a task on in the LiveList.


A copy of the Minutes will be attached to the email notification.

REVIEW REB MINUTES

 Research Administration System (RAS) <<Do-Not-Reply>>
To Courtney Edworthy

[Reply](#) [Reply All](#) [Forward](#) [...](#)

Sat 5/15/2021 4:00 PM

 Minutes.pdf
7 KB

Action Required: REVIEW REB MINUTES

The REB1 Minutes and materials from our meeting on May 14, 2021 are now available for review.


Thank you in advance for your attention to this matter. If you have any questions, please do not hesitate to contact me.

If you experience an issue accessing the system and require immediate assistance, contact IST Service Desk by either using the [Chat Now](#) service or calling 204-474-8600. For less urgent matters, email a description of the issue to [IST Service Desk](#).

View Minutes

1. Click on the **Communications** link under the Minutes To Do List task

To Do List

 **REVIEW REB (REB1) MINUTES for Meeting on May 14, 2021**

[Communications](#)

2. To view the Minutes, click the **here** link beside Download Document
3. Click **Close** to close the minutes task, closing the task does not delete it so you can still go back to the task to view the minutes
4. Click **Delete** to delete the minutes task

REVIEW REB MINUTES

Action Required: REVIEW REB MINUTES

The REB1 Minutes and materials from our meeting on May 14, 2021 are now available for review.

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Download Document: [here](#)


Close

Delete

Meeting Cancellation

If a meeting gets cancelled but the HEO, each member will get a Cancellation Notice.

To Do List

-  **Cancellation Notice for Human Ethics Board (REB2) Meeting: 12/19/2020**
[Communications](#)

To remove the cancellation notice, open the task from the To Do list and click **Delete**.

Cancellation Notice for Human Ethics Board (REB2) Meeting: 12/19/2020

Message: Please note the Board Meeting on 12/19/2020 has been cancelled. The tentative date for the next meeting is 05/14/2021. An agenda will be sent out for the new meeting. Thank You.

Close

Delete