Coeus IACUC Administrative Actions–Full Committee

The following processes apply to use of the Committee Module; including meeting preparation, Committee actions, and generation of minutes.

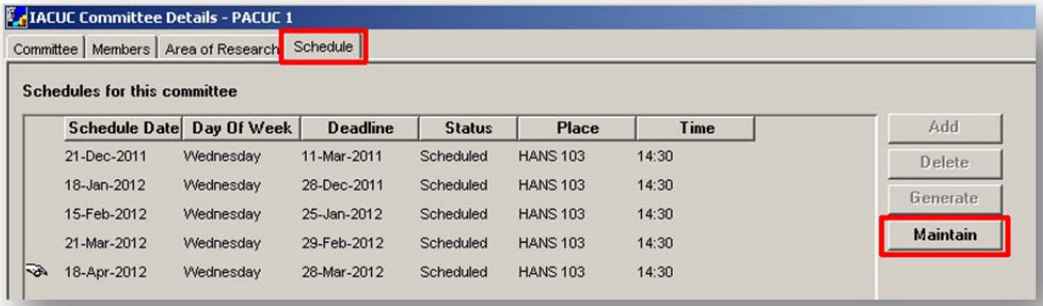
Committee Module

The following steps should take place once you are ready to create the Agenda for you Full Committee meeting

Step 1: Create and Generate Agenda

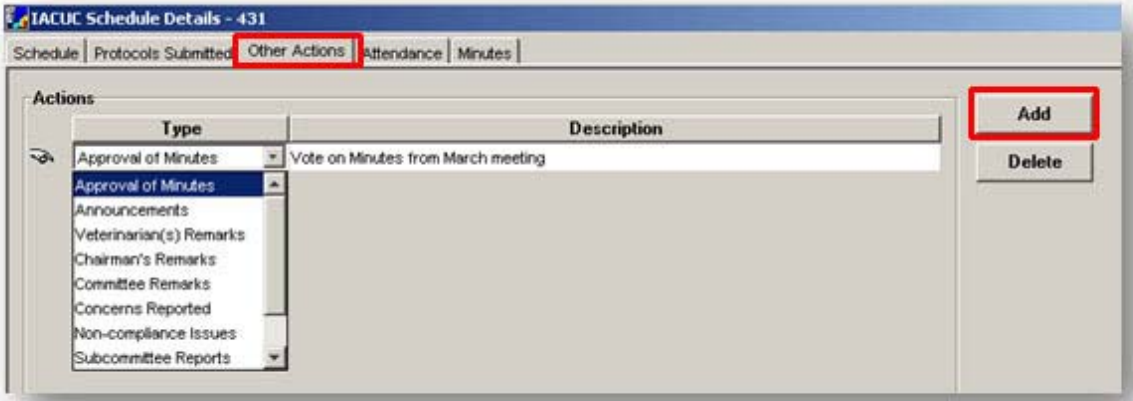
Complete the following steps when all protocols to be reviewed are "In Agenda" submission status

1. Go to Maintain > Committee on the task bar, or click on the Committee button on the tool bar.
2. Double click on the PACUC Committee (Committee ID: PACUC1)
3. Click the Schedule tab
4. Select the appropriate schedule date and click "Maintain"

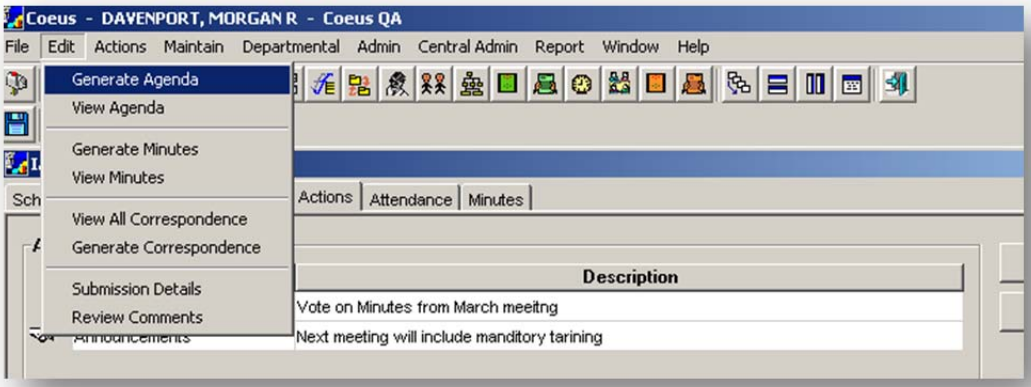


5. With Schedule Details open, click the "Protocols Submitted" Tab
6. Make sure all protocols to be reviewed are "In Agenda" status
7. Click on Other Actions tab to start creating your Agenda
8. Click the Add button to enter items on Agenda
9. Select the action Type from the drop-down menu (this will be your Heading)

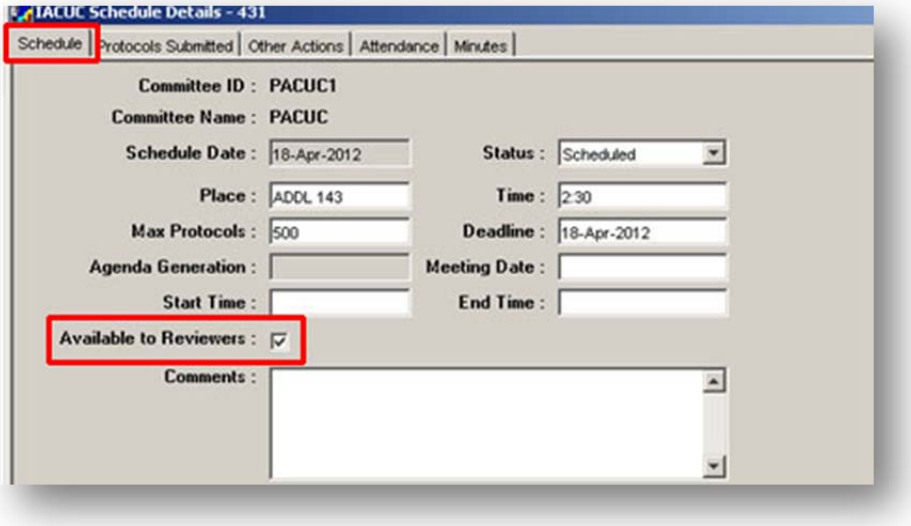
10. Enter the description you want to be visible under the selected heading



11. Continue to add Action Types and Descriptions until all are entered
12. When you are finished, click the Save button on the tool bar
13. To generate the Agenda, go to Edit > Generate Agenda on the task bar



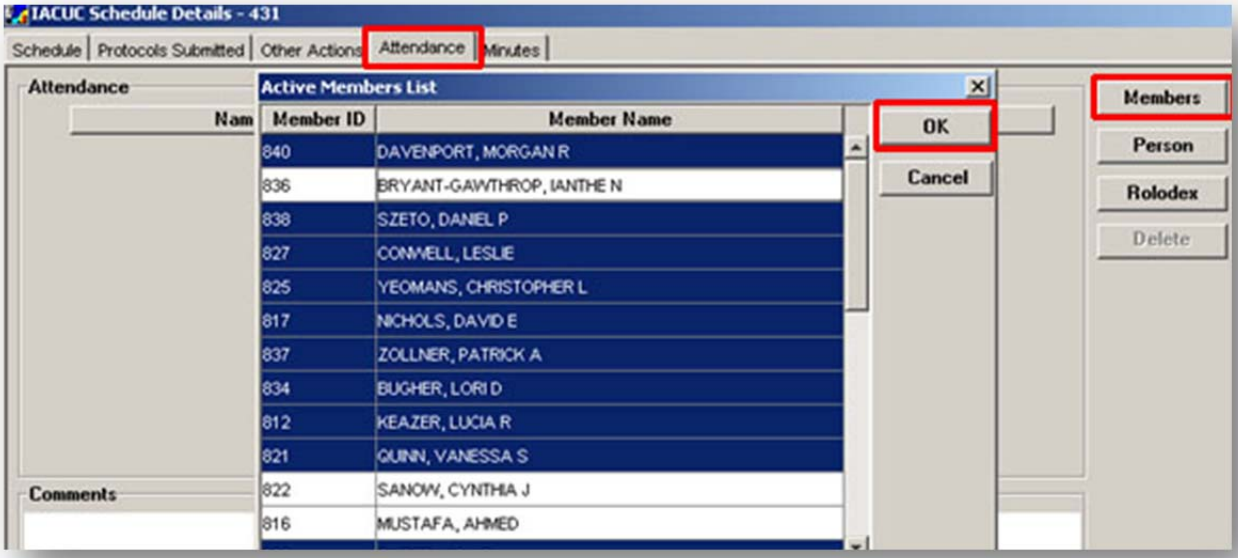
14. When finished viewing Agenda, close the window and you should return to the IACUC Schedule details window
15. To make the Agenda available to the Committee on CoeusLite, click on the Schedule tab and then check the box next to “Available to Reviewers”



16. Click the Save button

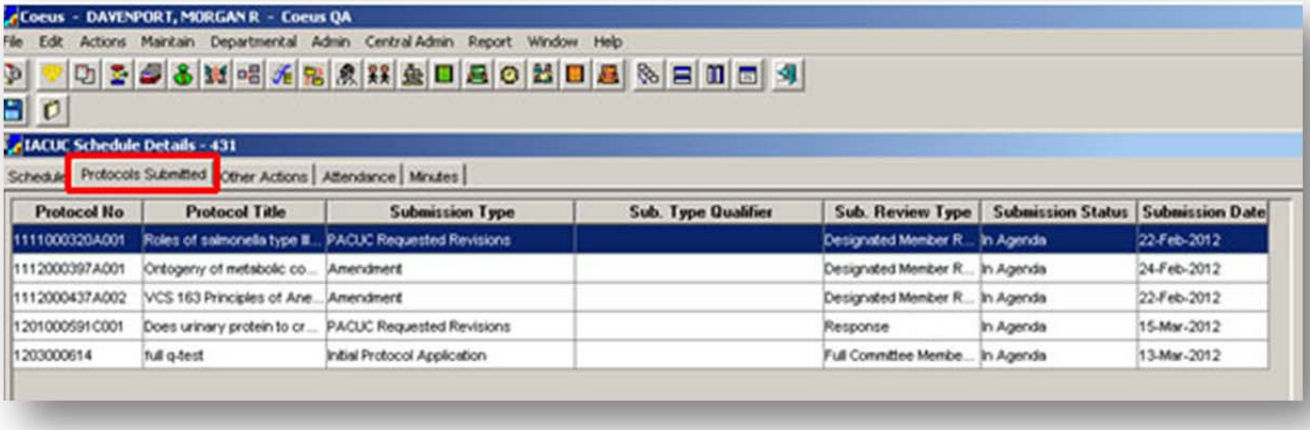
Step 2: Complete Committee Actions:
Before you can complete Committee Actions on a protocol "In Agenda", you must first enter attendance form the meeting.

1. Complete items 1 through 4 in Step 1 (above) to enter the Committee Module and Maintain the appropriate meeting schedule
2. Click on the Attendance tab and then click on the Members button to bring up the list of available Committee members
3. Hold down the Ctrl key and click on the member names which were present for the meeting
4. Once all present members are selected, click OK

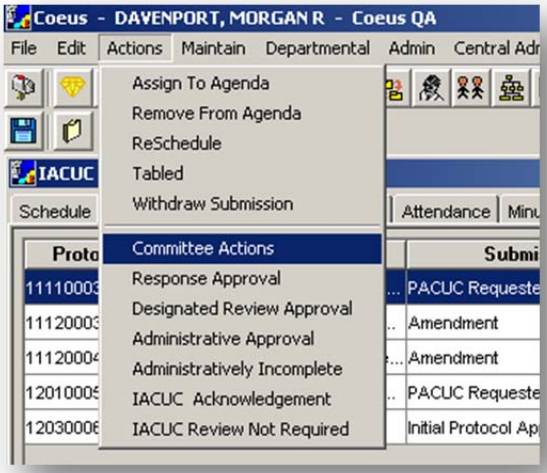


5. If someone in attendance is a Guest or Alternate, check the appropriate box next to their name
    a. If Alternate is selected, the Members list will appear again for you to select the name of the member which this person was an alternate for in this meeting; then click OK

6. Click the Save button
7. Click on the Protocols Submitted tab and select the protocol on which you wish to complete you Committee Action

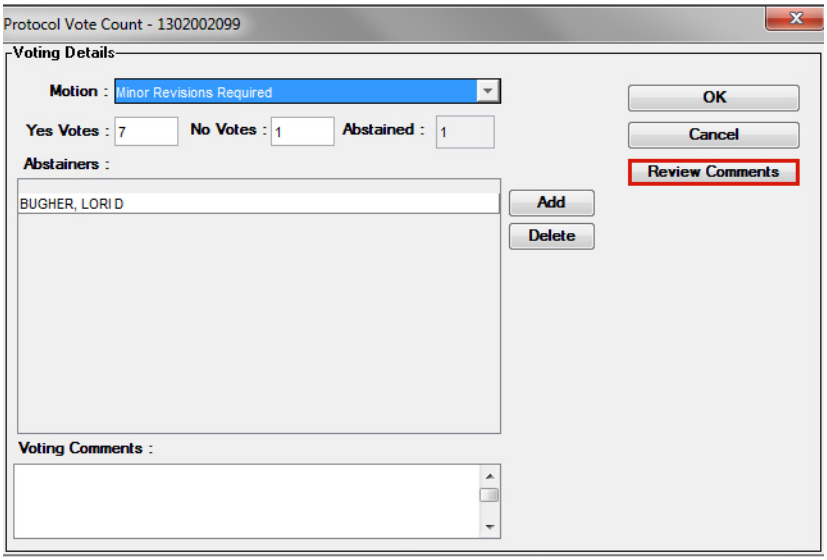


8. Go to Actions > Committee Actions on the task bar

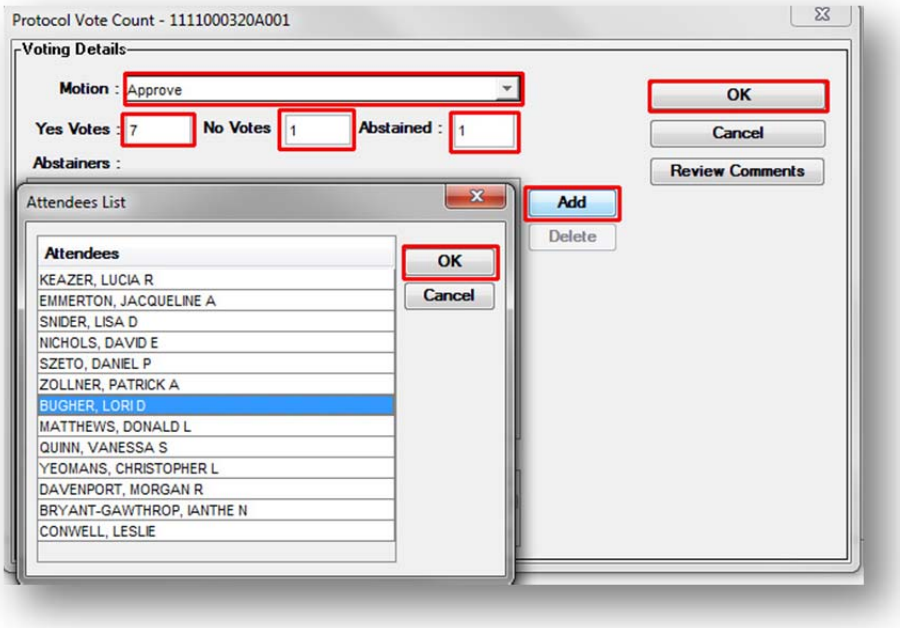


9. Select the appropriate Motion from the drop-down menu and enter the total “Yes Votes”, “No Votes”, and “Abstained” count in the corresponding fields. If there are Abstainers, click “Add” and then select the name(s) of those who abstained from voting, then select “OK” in the Attendees List Window. Be sure to enter any necessary Review Comments prior to selecting OK in the Protocol Vote

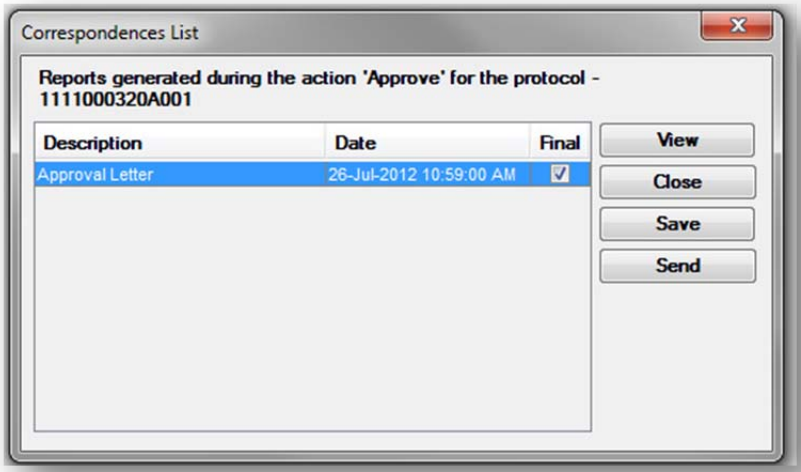
Count window by selecting the Review Comments button. If no Review Comments are necessary at this time, just click OK after entering Motion and vote counts (see step 10).



10. When finished, click "OK" in the Protocol Vote Count Window.



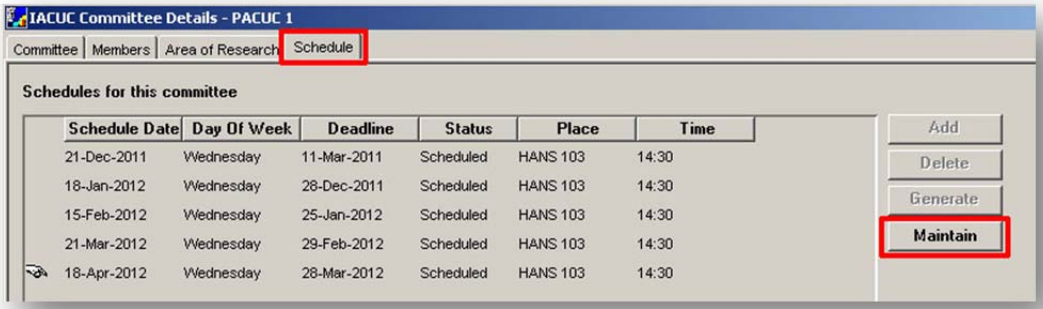
11. A dialog box will ask if you want to Approve/Request Revisions/etc., select "OK" and the Correspondence should generate for the completed Action. Select the appropriate letter (if applicable), check the "Final" box next to your selected template, click "Save" and either View or Close the Correspondences List window. Send email notification, if necessary.



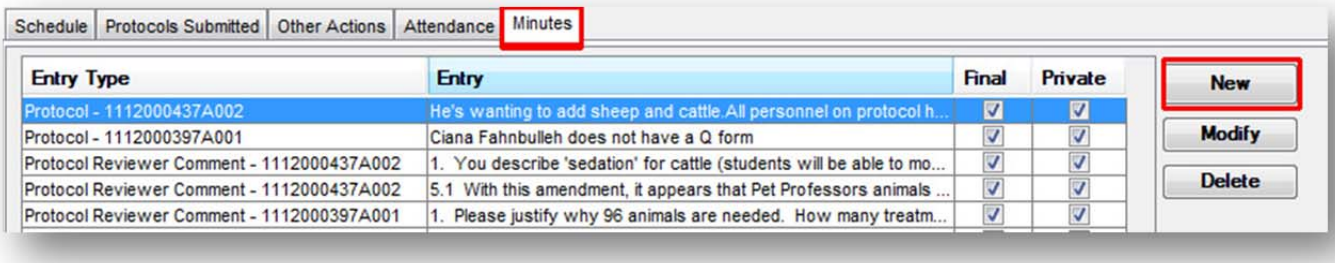
Step 3: Meeting Minutes:

This step should be completed after the Full Committee meeting has taken place and all Committee Actions have been performed on the protocols submitted.

1. Go to Maintain > Committee on the task bar, or click on the Committee button on the tool bar.
2. Double click on the PACUC Committee (Committee ID: PACUC1)
3. Click the Schedule tab
4. Select the appropriate schedule date and click "Maintain"

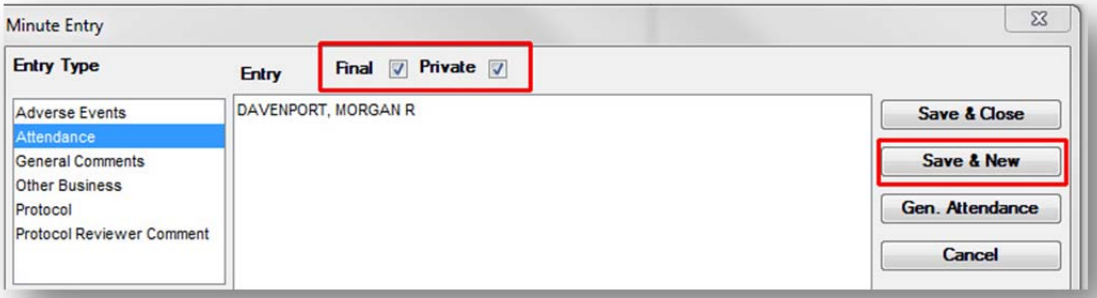


5. Select the Minutes tab and then click the New button to enter a new minute entry.



6. Start with the Entry Type "Attendance" and enter all the Non-Voting Members, one entry at a time

7. Check the "Final" & "Private" check boxes at the top of the Minute Entry window
8. Click "Save & New" to add another entry



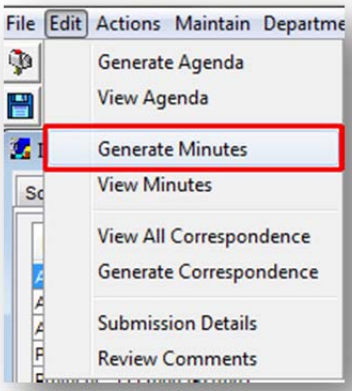
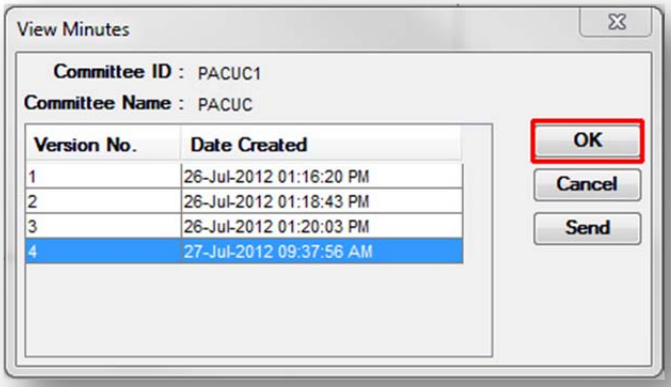
9. The "Other Business" Entry Type will let you elaborate on the Agenda items. Select "Other Business" then select the agenda item in the box below titled "Other Business".

10. Type your entry for the selected agenda item, then check the "Final" & "Private" boxes and either "Save & New" to continue adding entries or "Save & Close" to close the Minute Entry window. You can also select individual protocols from the Entry Type and add comments to those to show up in the minutes, if you wish.

> **Note:** If you enter Minute entries on individual protocols, they will show up in the Review Comments for that protocol.

11. When finished with entries, click the Save button

12. When you are ready to generate the Minutes, go to Edit>Generate Minutes on the task bar



13. If you have already generated the minutes and you just want to view them again, go to Edit>View Minutes. You will then have to select the version of the minutes you wish to view, then click "OK"