



# REB Meeting Activities

## QUICK STEPS



### Accessing the REB Meeting Agenda

- REB Members will receive an email with the forthcoming REB Agenda one week in advance of the meeting.
- REB Members can also access the agenda by clicking **Meetings & Agenda** in the left-hand navigation menu in Quali. Scroll to the next upcoming meeting and click on the Meeting date.
- The Agenda will open. You will see the **General Information** about the meeting, this includes the date of the forthcoming meeting, the meeting location which will be via Zoom and the meeting start and projected end time. The list of **Committee Members** attending the meeting appears next, followed by the **Agenda Items**. Under **Agenda Items** the following will appear:
  - **Approval of Agenda**
  - **Approval of Minutes from the previous REB Meeting**
  - **Chair's Business**
  - **ORE Business**
  - **ORE Reporting**
  - **PREP Delegated Summaries**
  - **Protocols for Review** - Full Board review studies are listed here
  - **Protocols for Information Only** – these are the applications that have been approved by the ORE since the last REB Meeting
  - **Reportable Events** – as reported by a study PI

### Accessing and Reviewing Previous Minutes

- From the Manage Protocols window – click on **Meetings and Agenda** on the left-hand side of the screen.
- Select and click the upcoming meeting – the Agenda window shows up.
- From the agenda scroll down to the section that reads **Approval of (DATE) Minutes**.
- Click on the PDF to access the previous minutes. A pop-up window with the PDF comes up which you can scroll through. You can also download a copy of the minutes through the pop-up screen.

#### ALTERNATIVELY

- Via **Meetings and Agenda**, navigate to the last meeting and click on it.
- The Completed Agenda of the previous meeting will open. Click on **Agenda Summary** in the right-hand window for the summary.
- You can click on **Print Agenda** where you can print and save the minutes.
- Scroll through the minutes – you can see the attendance list as well as the notes.
- You can also expand on each of the studies for more information and see the minutes of each study.
- If you have any comments on the minutes, make your notes and bring it to the REB meeting.



Check out our other quick guides



Delegated Review



REB Meeting Agenda



REB Meeting Minutes



Full Board Review



Delegated Summaries



# REB Meeting Activities

## QUICK STEPS



### Accessing and Reviewing Delegated Summaries

- From the Manage Protocols window, go to **Meetings and Agenda** and select the upcoming REB meeting to open the agenda.
- Scroll down to the end of Agenda. Studies that are ready for Delegated Summaries review will show up under **Protocols for Information Only** section.
- Click on the title you want to for review. The link will take you to the full application. You can scroll through the application and review, but you **cannot** edit.
  - Delegated summaries are applications that have been approved via the delegated process since the last meeting and are being reported to the Full Board.
  - These applications will be in Read Only mode.
  - Please advise the ORE via email if you have any queries about an approved study.

Check out our other quick guides



Delegated Review



REB Meeting Agenda



REB Meeting Minutes



Full Board Review



Delegated Summaries