Project Review: Assign to a Meeting

1. Navigate to a submission workspace.

2. When the submission is in the Pre Review Completed state; select the "Assign to Meeting" activity.

3. If the study has already been assigned to Non-Committee review, but actually requires review by the Full Committee, select the "Assign to Committee Review" activity first.

4. In the Assign to Meeting pop-up, select a meeting to add the study to the agenda of the meeting.

5. Select OK.

Other Tips!

✓ After you assign a study to a meeting, you will have to complete the activity to assign reviewers.

✓ The system locks an agenda once the scheduled start time for a meeting has passed. So, be sure to assign items to a meeting BEFORE the meeting starts.

✓ Can't see the Assign to Meeting Activity?
   If a submission was previously deferred, the "Assign to Meeting" activity will not appear. To bring this option back:
   1. Assign to Non-Committee Review
   2. Assign back to Committee Review
   3. Assign to Meeting activity will again be visible

Assign to Meeting

Add this submission to the agenda of an upcoming committee meeting.

* **Select a meeting:** (choose from all IRB committee meetings in the next 60 days)

Meeting	Location	Committee Name
○ Harvard School of Public Health meeting on 1/25/2013 9:00 AM	Paris	Harvard School of Public Health
○ Harvard School of Public Health meeting on 2/22/2013 9:00 AM	London	Harvard School of Public Health
Clear		

After clicking OK, you can select specific reviewers using the Assign Reviewers activity.

OK   Cancel

HARVARD
Financial Administration