



Locating Meeting Agenda Items

Research protocols are reviewed in an IACUC meeting where appointed committee members review any proposed research involving animals ensuring compliance with animal welfare laws and guidelines. The committee evaluates the scientific, ethical, and regulatory aspects of each protocol while also covering ongoing training, policy discussions, and animal welfare concerns. Decisions may include approval, modifications, or deferral. This guide provides instructions on how to access meeting agendas and related submissions.

Accessing the Meeting Agenda from the E-mail Notification

To access the agenda from the notification e-mail, begin by **opening the meeting agenda e-mail notification**.

Select the appropriate link:

- To access the meeting workspace containing links to the submissions, select the notification link next to "Link" as shown.
- To open or save the meeting agenda document, select the link next to Description. The agenda is in Microsoft Word format.

Notification of Meeting Agenda

To: [Gregory Kinder](#)

Link: [IACUC February Meeting meeting on 2/20/2014 10:00 AM](#)

Title: IACUC February Meeting meeting on 2/20/2014 10:00 AM

Description: The agenda for this meeting has been generated or updated and is available at the follow link: [IACUC Meeting Agenda02/20/14\(0.01\)](#)

IMPORTANT NOTICE:

Microsoft® Word documents open differently depending on the web browser.

If the document does not open promptly:

Select the Word icon if it is flashing at the bottom of the screen, and then select one of your open Word documents.



OR, select the bottom of the browser window to see if the document icon and name is shown there. If so, click the name to open it.

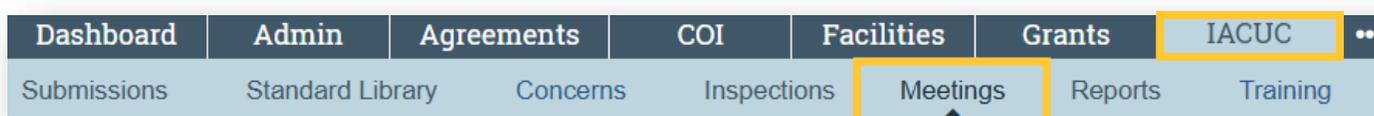


The IACUC meeting workspace will have the most up-to-date agenda as the agenda may have changed since the e-mail notification was originally sent. When using the general RAMP login link and selecting the IACUC tab, it's possible the system will request users to re-enter their credentials to access the solution.

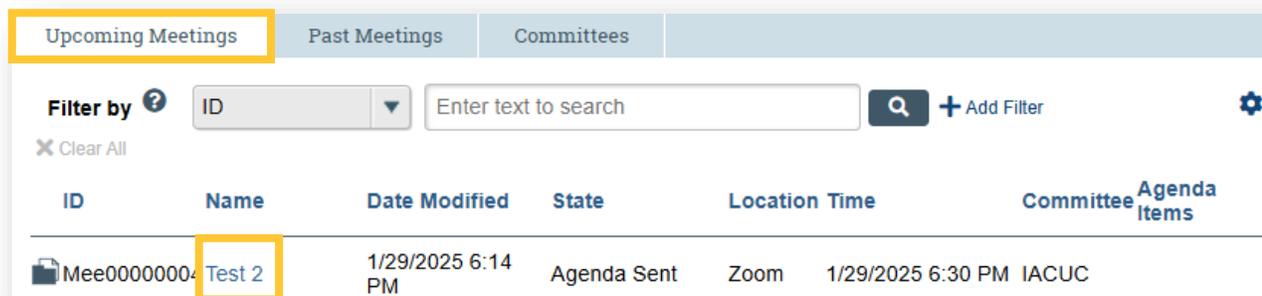
Access the Meeting Agenda in the IACUC System

As a committee member participating in a full committee review, preparation for the committee meeting involves reviewing the meeting agenda and the submissions to be covered. If the IACUC software is open, the agenda and submissions can be accessed by navigating through RAMP.

To navigate to the agenda in IACUC, select **IACUC** on the Top Navigator and then click **Meetings** on the Sub-Navigator.

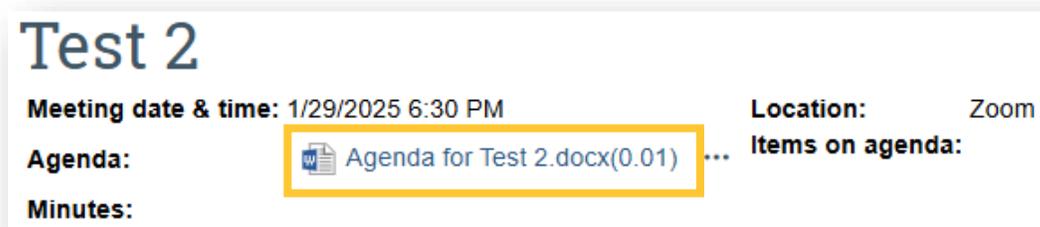


Next, select the name of the upcoming meeting.



In the meeting workspace, select the appropriate link:

- To open or save the meeting agenda, select the agenda link at the top of the workspace. The agenda is in Microsoft Word format.





- To access a submission directly from the Agenda Items tab, select the submission ID or submission name.

| Agenda Items | Acknowledgement Items | Attendees | History |
|---|-------------------------------------|-----------|---------|
| Filter by ? ID <input type="text" value="Enter text to search for"/> <input type="button" value="Q"/> | | | |
| ID | Name | | |
| TR201600005 | Triennial Review for PROTO201600011 | | |