

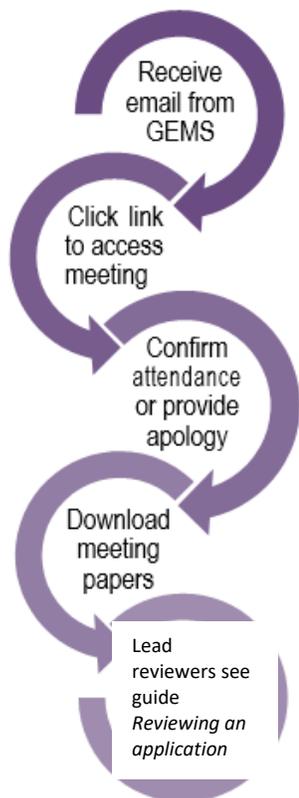
## Accessing Meeting Papers

### How does it work in GEMS?

The Executive Officer (EO) will create a meeting in GEMS. They will add new applications, amendments, milestones and any other business and documents to be considered at the meeting.

The EO will alert members that the meeting papers are available to view by sending out an email notification.

The following diagram is an overview of the how a HREC or meeting attendee can access meeting papers in GEMS.



### Accessing the meeting

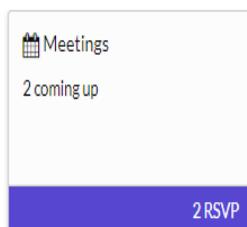
#### Step 1

You will receive an email which will provide you with a direct link into the details section of the meeting to which you have been invited.

If you are accessing via the link in the email, jump directly to Step 4.

#### Step 2

If you are logging into the GEMS home page, 'Your activities' will indicate if any meetings are upcoming or any RSVP's are pending.

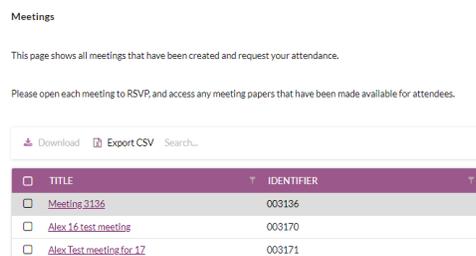


Click the 'Meetings' icon and the meetings page will open.

### Access meeting details and papers

#### Step 3

Find and click on the relevant upcoming meeting.



### Confirming your attendance

#### Step 4

**Note:** If you clicked the link via email this will bring you to this step

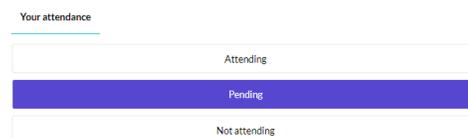
The meeting details will appear with the meeting identifier, meeting date, meeting type and your application role (lead reviewer and/or HREC member)



Click on the tabs in the meeting menu to see all items associated with the meeting.

#### Step 5

Indicate if you will be attending the meeting. If your availability changes before the meeting you can change your response by returning to this section and selecting again.



**Note:** You will receive a pop-up notification once your decision is made.



Meeting details	Meeting date, time, type and any application roles allocated. Ability to indicate your attendance or apology.
Attendees	Invited attendees and attendance.
Meeting Documents & Other Business	Agenda, minutes and other business.
Applications (not grouped)	New or resubmitted applications.
Application - New	Applications being seen for the first time by the committee.
Application - Response (grouped)	Applications being seen by the committee after further information has been provided by the applicant.
Milestones (not grouped)	New or resubmitted Annual and Final reports
Annual Report - New	Annual reports being seen for the first time by the committee.
Annual Report - Response (grouped)	Annual reports being seen by the committee after further information has been provided by the applicant.
Final Report - New	Final reports being seen for the first time by the committee.
Final Report - Response (grouped)	Final reports being seen by the committee after further information has been provided by the applicant.

Forms (not grouped)	New or resubmitted Amendments and/or Safety Notifications
Amendment - New	An amendment being seen by the committee for the first time.
Amendment - Response (grouped)	An amendment being seen by the committee after further information has been provided by the applicant
Safety Notification - New	A safety notification being seen by the committee for the first time.
Safety Notification - Response	A safety notification being seen by the committee after further information has been provided by the applicant
Projects	Approved studies being submitted to the committee for review.

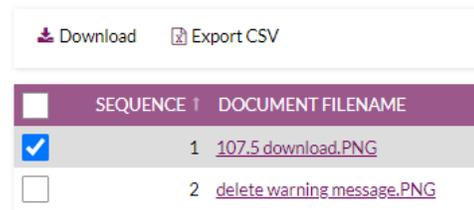
Other Notifications (not grouped)	Other documents submitted by a researcher for review
General Correspondence (not grouped)	Other documents considered "general correspondence" submitted for review

**Step 6**

Download the meeting documents. To download papers assigned to a specific application or all applications, tick the check box next to the application/s and click the download button.

A temporary zip file will download. You can save the documents to your device.

Meeting Documents & Other Business



**Step 7**

Using the same process described in Steps 6 download any other papers for the meeting.

**Submitting a lead review prior to meeting**

If you have been allocated as a lead reviewer (next to an application), you are expected to submit a review prior to the HREC meeting. You may have been sent an additional email through GEMS. If so, you should follow the directions provided in the following document

- ❖ [User Guide - HREC Members - Reviewing an Application](#)