Creating and preparing HREC Meetings

What are meetings in Research GEMS?

Once the executive officer (EO) or research administrator has assessed a human research ethics application (HREA) as eligible for ethical review, the HREA and supporting documentation can be allocated to a meeting to be reviewed by the Human Research Ethics Committee (HREC), and where relevant, any subcommittee.

GEMS manages all documentation for HREC meetings.

GEMS can generate agendas, minutes and actions. These are completed and distributed in GEMS by the EO or research administrator. There are standard templates, which are to some extent editable, in GEMS.

Note: A Greater Than Low Risk application MUST be assigned to a meeting for metrics 3 to be captured.

How it works in GEMS

The following diagram is an overview of the HREC meeting process in GEMS.

Create the meeting

Login to GEMS and select 'Meetings' from the side tab. This will bring you to the 'Meetings & Panels' screen. Select 'Create new meeting'.

You can also hover over the 'Meetings' icon and select 'Create new meeting' from the pop-out menu.

Complete the meeting details at the top of the screen.

Under 'Type', select one of the following:
❖ *HREC*
❖ *Other*
❖ *Specialist Sub-Committee*

Currently, all meeting types function in the same way.
Select:
❖ *'HREC'* for a full meeting
❖ *'Other'* for Drug Committees, Clinical Trial Committees or PHO- specific meetings
❖ '*Specialist Sub-committee'* for HREC Executive Meetings

Note: GEMS requires the submission closing date to be at least 3 days before the meeting date.
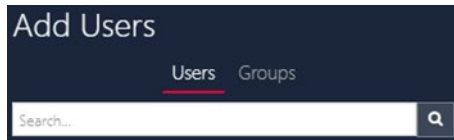
Assign attendees

Click the '+ Attendees attendee' icon at the bottom of the page.

Attendees
[+ Add attendee]

Use the Search function in the pop out panel to find the attendees. If searching for individual users select 'Users' and 'Groups' for group names (e.g. HREC group). Search using first name, last name, username or group name.

Add Users
Users   Groups
Search...

Select the checkbox next to the attendee, click the tick icon at the bottom of the panel and click Save.
Note: Attendees must have a GEMS account before you can select them.

Assign applications

'Assigning applications' can be completed in the Meeting section (see 'In Meetings') or from the Applications section after completing eligibility (see 'From the Application').

In Meetings
Click on the 'Applications' heading at the bottom of the meeting page and then click '+ Add application' icon

Use the Search function in the pop out panel to find the application. Filter by Program, Status or text search.

Select the application and click Save. Now progress to **Manage assigned applications.**

From the Application
In the application, select the Management tile, then Meetings.

Click the 'Add meeting' icon.

Tip: If you do not see the '+ Add meeting' icon, select 'Edit' on the right-hand side of the screen.

Use the Search function in the pop out panel to find the meeting. Filter by Type, From, To or text search.

Select the checkbox next to the meeting and click the tick icon at the bottom of the panel.

Manage assigned applications
This occurs in the meeting setup. Click on the 'Applications' heading, a list of applications that have been assigned to the meeting will appear.

Click the 'Edit' icon on the right-hand side of the screen. A row of new icons will appear next to each application.

Assign Lead Reviewers
Click on the Manage Attendees icon

Assign lead reviewers by switching the assigned toggle to the green 'Assigned' position. Then assign the application role to 'lead reviewer'. To add another lead reviewer for the same project, select another attendee. Click save.

Name	Assigned		Total assig...	Application role
Kile, Horace	Assigned		1	Lead Reviewer

Manage Documents
Manage the documents that are to be viewed by the HREC.

Click the Select documents icon

Use this function to indicate which documents the HREC will view in the external portal.

Group and Order Applications.
See 'Grouping' and 'Display Ordering'.

Milestones

Milestones in GEMS are Progress Reports (HRE) and First Patient In (SSA).

Click on the 'Milestones' heading, then select 'Add milestone.'

Milestones
[+ Add milestone]

Use the Search function in the pop out panel to find the milestone. Filter by Program, Milestone status or text search.

Group and Order Milestones.
See 'Grouping' and 'Display Ordering'.

Hint: Filter by 'received' to see milestones that have not yet been processed.

Projects

A project is the post approval entity.

A project can be assigned to a meeting in the same way an application is assigned to a meeting.

See *Assigning Applications In Meetings and From the Application.*

In practice, projects would not be added to a meeting, 'Forms' would fulfil this requirement.

Forms

Forms in meetings relates to amendments and safety reporting.

Click on the 'Forms' heading and then '+ Add Form'.

Forms
[+ Add form]

Use the Search function in the pop out panel to find the forms. Filter by Form Status, or text search for form identifier.

Hint: Filter by 'Submitted' to see forms that have not yet been processed.

Select the documents that were submitted with the form (e.g. amendment) to be viewed by the HREC and click Save.

Click Edit and use the Select documents function to indicate which documents the HREC are viewing in the external portal.

Group and Order Forms.
See 'Grouping' and 'Display Ordering'

Other Notifications

Related documents

Click the 'Other Notifications' heading then select '+ Add related document'.

Use the Search function in the pop out panel to find the related document.

Filter by type (Application/preapproval or Project/post approval), Program, Document type or text search and click Save.

Group and Order Forms.
See 'Grouping' and 'Display Ordering'

Meeting Documents and Other Business

Agenda and other manually uploaded documents.

Click on the 'Meeting Documents & Other Business' heading and select '+ Add document'.

Click or drop your files here   Drag and drop the document into the 'Click or drop your files here' section or click to browse for the document. Then click 'Upload'.

**Order Meeting docs and other business.**
See 'Display Ordering'

Create an agenda

Once all the attendees, applications, milestones, projects, forms/amendments and other documents have been assigned to the meeting, the agenda can be completed using the GEMS template.

Note: If an icon hasn't appeared, you need to click 'Edit' first.

Select Generate Meeting Agenda

📄 Generate Meeting Agenda
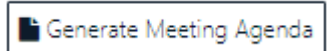
The agenda will download at the bottom of your page. You will need to save it before editing it. Click on the document to open it and then save it to your desktop or hard drive.

Upload the new agenda by selecting the heading 'Meeting Documents & Other Business' and then drag and drop the document and click Upload.

You can also upload an externally created agenda to this section.
Note: Use the trashcan icon next to the old document to delete it.

Distribute the agenda and papers

Complete this process once the agenda has been created.

Click on 'Circulate Meeting' at the top of the screen and the **Meeting Email wizard** will appear. You can change the body text, subject line, the recipients and add attachments as required.

You can reload the email template by   🔄 Reload email template   clicking the 'Reload email template' button. This will revert the email back to the original template, removing any information manually added. Any information manually added will be

saved if you navigate away from the page.

Press 'Send' when the email is complete.

How to manage attendance

The research office can manage meeting attendance at any time before or during a meeting.

If committee members advise their attendance/apologies before the meeting:

Log in to GEMS and find the meeting listing from the 'Meetings & Panels' tab.

Then search for the meeting by clicking 'Find' to see all meetings or drag and drop the filters on the left-hand side of the page to refine your search, e.g. Meeting types.

Locate the meeting. To enter it, click on the 'Edit meeting' icon to manage
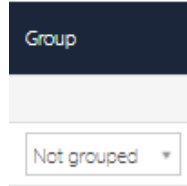
attendees. 📝

Change the status of each attendee by clicking on 'Attendance' column. Select Attending, Pending or Not attending.

Once you have updated the attendance list, click *Save.*

Grouping

Group like categories in meetings by using the drop-down menu under 'Group'.

When grouped, items will appear in the external portal in the groupings. Categories include:

Applications
- Application – New
- Application – Response

Milestones
- Annual Report – New
- Annual Report – Response
- Final Report – New
- Final Report – Response

Forms
- Amendment – New
- Amendment - Response
- Safety Notification - New
- Safety Notification - Response

Other Notifications and General Correspondence

If groups are not selected the items will appear under the broad category 'Applications'.

Display and ordering

The research office can select the order of which applications, milestones and forms will appear within their categories by selecting the up and down arrows.

What next?

Refer to these other User Guides:

Setting up and Managing Reviews *and/or* **Managing HREC Meetings and Processing Decisions.**