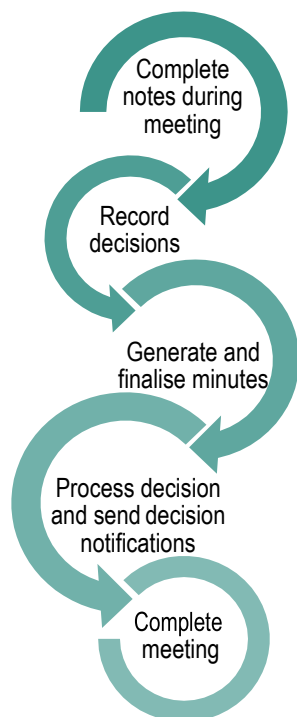


## Managing HREC meetings and processing decisions

### How it works in Research GEMS

The following diagram is an overview of the HREC meeting process in GEMS. Before starting, it is always best to review the most recent SA research governance policies.



### How can GEMS help with HREC meetings?

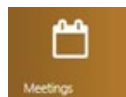
GEMS can help manage all documentation for HREC meetings. The system can generate an agenda, minutes and actions for a meeting. The executive officer (EO) or research administrator completes and distributes these in GEMS.

This guide discusses the steps from when the HREC meeting starts, to processing a decision. A similar process may be used for other meetings created and managed in GEMS.

### Using GEMS during a HREC meeting.

#### Step 1

Log in to GEMS and search for the meeting by clicking the 'Meetings' tile



#### Step 2

Click on the next 'Meetings Search' heading that appears. This allows you to search, schedule and check your meetings.

#### Step 3. Search for the existing meeting

Filter the search by adding a Title or Additional fields from the dropdown menu located at the end of the 'Search' search bar.

Add further filters by selecting the meeting status from a drop down list, or choosing to search only active or all meetings via toggle.

Select the meeting by clicking on 'Edit Meeting'. This will bring you to the 'Meeting details'.



### Adding notes to an application and recording the decision

#### Step 1

First select the "Edit" icon on the right hand of the screen

#### Step 2

Select the 'Applications' heading underneath the 'Meeting details'.

#### Step 3

Click the 'Add note' icon on the right side of the application listing.

*Note: Can't see the 'note' icon? Select the 'Edit' icon at the top right of the screen.*

#### Step 4. Add comments from the meeting

These can be further edited after the meeting and this information will feed through to the draft minutes created in GEMS.

Complete this step for all applications.

#### Step 5

From the 'Applications' heading, select the application you want to record a decision against.



Go to gavel icon and then choose a 'Decision type':

#### Application decision

- **Approved** – the process decision option will now become available.
- **Approved with conditions** – when the HREC or Executive Officer (EO) requires additional reporting or monitoring, **not** more information.
- **Not approved** – this application will not be approved by the HREC.

#### More information Required

##### • Approved Pending Further Information

This option will create the 'more information' form. This option is selected when the HREC or EO requires information before the approval but no changes to the HREA or documents.

- **Decision Pending Further Information** Select this option if any changes to the application or documents are required. This option will create a new version of the ethics application (HREA) and enable the applicant to edit it.

Once a decision has been made, click save.



## Step 6. Document

### Grouping/Management

In the application table listing there are 3 grouping options;

- **Not grouped**

Will keep each application separate.

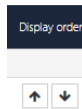
- **Application – New**

Groups together applications being submitted for initial review

- **Application – Response**

Groups together applications resubmitted with responses to requests for information

Display order allows you to select what order you want to display the applications by using the ‘up’ and ‘down’ arrows.



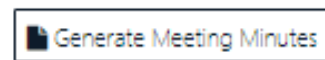
‘System version’ identifies what version of the application it is.

*Note: Recording the decision will change the status of the application but will not send a communication to the applicant.*

## Generating minutes in GEMS

### Step 1. Generate the draft minutes

At the top of the screen under the meeting title select ‘Generate Meeting Minutes’

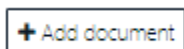


The minutes will download at the bottom of your page. You will need to save it before editing. Click on the document to open it and then save it to your desktop or hard drive.

### Step 2. Upload edited minutes

Upload the edited minutes by selecting the heading ‘Meeting Documents & Other Business’

and then select “Add document”



on the left of the screen.

Then drag and drop the document into the dotted outline box, and click Upload.

You can sort the display order of the minutes by selecting the checkbox and using the ‘up’ and ‘down’ arrows.

*Note: Remember to delete the old version of the meeting minutes.*

## Process decisions

During the meeting you would have recorded a decision against applications, milestones, amendments and other notifications. You now need to process the decision and send the formal response.

Complete steps 1a and 2a for all ‘requests for more information’ decisions.

Complete steps 1b, 2b and 3b for approved/not approved decisions.

### Step 1

Each application will show the outcome of the meeting, e.g. Approved pending further information.

#### Step 1a Request for Information

Select the mail icon next to the listed application. This brings up the ‘Request for Information’ editable template.

#### Step 2a

The email wizard will open with the ‘More information’ template. This template is used for both the ‘More information’ decisions in GEMS. The template should be edited as required. You can reload the email template by clicking the ‘Reload email template’

button. This will revert the email back to the original template, removing any information manually added.

Click the green tick to send the email.

*Note: The email provides the applicant with more instructions on how to respond in GEMS.*

### Step 1b Application Decision

When the approved decision has been made and saved, the check mark icon will appear with the icons to the right of the application in the table listing.

Select the check mark to progress to the Process decision page.

### Step 2b Manage approved documents (appearing on email)

A list of the application documents will appear on the ‘Process decision’ page.

Use the delete icon to remove the documents that should **NOT** appear in the link of approved documents or the list of approved documents.

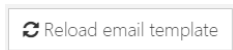
These documents will also be automatically shared with related applications/projects and the applicant in the external portal.

### Step 3b Create email

Under the page heading ‘Process Decision’ select ‘Send email’.

An email template will appear for review and completion. Update the email template as required.

You can reload the email template by clicking the ‘Reload email template’ button. This will revert the email back to the original template, removing any information manually added.



Ensure that the list of documents are in a format that would be recognisable to other research offices/jurisdictions.

The template includes a system generated link ‘Application Documents’ which also allows the recipient to access

a copy of the approved documents for 14 days.

When the email is ready click 'Send'.

#### Step 4

Once you hit 'Send', two more options appear on the Process decision hamburger. Select the option that matches your office requirements.



### Complete meeting

When all actions have been created for the meeting, you will be taken back to the previous page. Under the meeting heading select 'Complete meeting'.

*Note: Must be in edit mode*

