

RAPPORT Quick Guide

CPHS Meeting Review

Accessing the Agenda

You will receive an email from no-reply@rapport.dartmouth.edu with an agenda for an upcoming meeting. You can access the agenda from the notification e-mail or by navigating to the Meeting Workspace within RAPPORT (described below).

To access the agenda from the notification e-mail:

1. Open the e-mail informing you about a CPHS meeting agenda.
2. Click the appropriate link:
 - To access the Meeting Workspace web page containing links to the studies, click link next to **Link**
 - To open or save the printable document, click the link next to **Description**
3. If prompted, log in to RAPPORT.

Notification of Meeting Agenda

To: Your Name

Link: [IRB Committee meeting on 10/31/2012 11:06 AM](#) Web Page

Title: IRB Committee meeting on 10/31/2012 11:06 AM Printable Document

Description: The agenda for this meeting has been generated or updated and is available at the follow link: [Agenda for IRB Committee meeting on 10/31/2012 11:06 AM\(0.01\)](#) the

Note: You will also receive an e-mail for each Committee review you have been assigned with a link to the study.

Logging into RAPPORT

To log in to RAPPORT, enter your NetID and your Dartmouth password. If you do not know your NetID or password, use the links below the login form.

Login as

NetID:

Password:

☐ Remember me

After signing into this site, you are bound by the terms and conditions set forth when you received your account.

[Look up your NetID here.](#)
[Reset your password here.](#)

My Inbox

CPHS studies that are assigned to you for review will appear in My Inbox with a link to the study. These studies, along with all studies on the agenda, are also found in the Meeting Workspace.

Meeting Workspace

1. To access, Click **IRB** and then **IRB Meetings** in the upper left corner.
2. From the list of meetings shown in the center of the page, click the name of the meeting to view.
3. Click the appropriate link:
 - To access a study directly from the agenda items list, click the link to the study
 - To open or save the printable agenda document, click the link in the next to **Agenda**
 - To view minutes for approval, click the link the under **Previous meetings with minutes for approval**

CPHS 'A'

Meeting Date & Time: 9/19/2013 12:00 PM Printable agenda

Agenda: [Agenda for CPHS 'A' meeting on 9/19/2013 12:00 PM\(0.03\)](#)







Minutes: [Minutes for CPHS 'A' meeting on 19 Sep 2013 12:00:00\(0.12\)](#) Printable minutes

Report: Expedited Submissions Approved in the last 45 days

Location: EBAs, Hanover, NH

Items on Agenda: 6

agenda

Agenda Items		Attendees	History		
ID	Name	State	Coordinator	Record Decision	Reviewers
 MOD00000038	Modification #2 for Study STUDY00000029	Approved	Jeremy Van Hoff		
 MOD00000052	Modification #3 for Study STUDY00000108	Approved	Jeremy Van Hoff		
 STUDY00000131	Screening for Lyme Disease in the Upper Valley	Post-Review	Jeremy Van Hoff		<ul style="list-style-type: none">• Mary Myers (Primary Reviewer)
 STUDY00000214	The ACHIEVEMENT Study	Approved	Jeremy Van Hoff		
 STUDY00000213	The PROGRESS Trial	Modifications Required	Jeremy Van Hoff		<ul style="list-style-type: none">• Howard Hughes (Primary Reviewer)
 STUDY00000130	The TEST Trial	Modifications Submitted	Jeremy Van Hoff		<ul style="list-style-type: none">• Judith Judd (Primary Reviewer)• Henry Harris (Secondary Reviewer)

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Previous meetings with minutes for approval

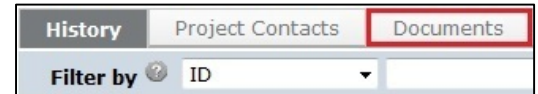
ID	Name	Execute Activity
Mee00000011	CPHS 'A' meeting on 6/20/2013 8:00 AM	Approve Meeting Minutes

Viewing the Study Details

As a CPHS member, you will need to view all the information submitted as part of the study. To view the details of a study from the Meeting Workspace or My Inbox, click the title of the study. This brings you to the Study Workspace. Click **View Study** on the left. You can also click **Printer Version** to see all of the pages in the study workflow on a single screen.

To view the documents submitted as part of the study, you have these options:

- While viewing the details of the study, click the name of each document when you encounter it while scrolling down the page. Documents are listed in tables throughout the forms.
- While still in the Study Workspace, you can view a list of all the attached documents in one place by clicking the **Documents** tab.



To view the information from other reviews:

- From the Study Workspace, click on the **Reviews** tab.
- The Pre-Review, applicable Ancillary Reviews, and reviews from other members are shown.

To view the changes being made to the study:

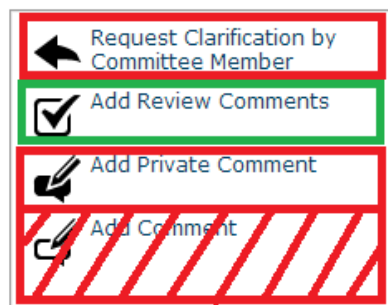
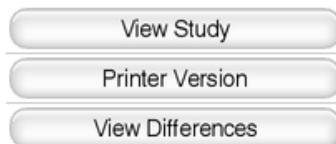
- Use the **View Differences** in the Study Workspace to modifications new to the current submission.
- Use the **Snapshots** tab to compare the current version of the study to any previous version.

Preparing Comments for a Meeting

While reviewing a study, you can record your review comments within RAPPORT. You can also upload checklists, notes and any other review-related documents. This lets committee members view each other's comments before and during the meeting. You can also continue to use the purple sheets and provide them to someone from the CPHS office after the meeting.

Once you access a study, you will see four actions you can take beneath the **View Differences** button:

My Current Actions



1. Add Review Comment. Type in notes, and upload any relevant reviewer checklists and other related documents, then click **OK**. Before and during the committee meeting, you can go to the study's **Reviews** tab to view your comments and comments from other reviewers.

Note: This is the preferred method for uploading a review to Rapport. Your comments here are never visible to the study team members. Review comments will be removed from the 'front end' of Rapport after the study is approved. This means that you are not able to look at review comments from a prior meeting. Review comments remain accessible in Rapport to site administrators.

2. Request Clarification by Committee Member. Requesting Clarification by Committee Member sends a message directly to the research team. Please note that a study cannot be reviewed at a meeting unless the research team responds, so you must allow sufficient time for response if you choose to use this activity.

Because requesting clarifications will remove a study from the agenda, the CPHS prefers that any pre-meeting questions for the researcher be addressed via email. You are welcome to send your questions to the CPHS analyst running the meeting,

who will forward them to the research team. **CPHS discourages you from using this activity.**

3. Add Private Comment. This will put a permanent comment on the study visible only to the CPHS office and committee members who are not on the study team. You are also able to attach documents here.

4. Add Comment. This will add a permanent comment on the study visible to everyone on the study team, CPHS office, and committee members. **CPHS discourages you from using this activity.**

More Information

For more information on member reviews, reference the [Study Reviewers Guide](#).