**Committees and Meetings**

**Creating a Committee**

**Note:** These actions are performed by the *COI Administrator*

1. Log into the Click Portal and navigate the **COI** tab.
2. Click the **COI Meetings** link on the left.
3. From the Meetings Workspace, click **Create New Committee**.
4. Select the **Committee Type** of **Conflict of Interest** from the dropdown menu.
5. Enter a **Name** for the committee.
6. Select **030 University at Buffalo** from the **SUNY Campus** dropdown menu.
7. Click the **Continue** button.
8. Select **030 University at Buffalo (COI)** from the **Administrative Office** dropdown menu.
9. Click the **Add** button to select individuals who will function as *Committee Administrators*, and then click **OK**.
10. Click the **Add** button to select an individual who will function as a *Committee Member*. Once you have identified their **Membership Type** and **Roles**, click **OK and Add Another**.
11. Click **OK** when you are finished adding *Committee Members*.
12. Click the **Finish** button. The committee will be added to the list on the **Committees** tab.

**Scheduling a Meeting**

**Note:** These actions are performed by the *COI Administrator*

1. Log into the Click Portal and navigate the **COI** tab.
2. Click the **COI Meetings** link on the left.
3. From the Meetings Workspace, click **Create New Meeting**.
4. Select the appropriate **Committee**.
5. Select a **Meeting Date** and **Start Time**; click the **Calendar** icon to select the date, and then use the **Time** selection tool at the bottom of the calendar.
6. Enter a **Location** for the meeting.
7. Enter a **Meeting Name**, if desired.
8. Click **OK**. The meeting will be added to the list on the **Upcoming** **Meetings** tab.

**Preparing a Meeting Agenda**

**Note:** These actions are performed by the *COI Administrator*

1. Log into the Click Portal and navigate the **COI** tab.
2. Click the **COI Meetings** link on the left.
3. Click the **Name** of the appropriate meeting on the **Upcoming Meetings** tab.
4. From the Meeting Workspace, click **Prepare Agenda**.

* Select the **COI Agenda** template from the drop-down menu, then click the **Generate** button.

OR

* Upload an agenda by clicking the **Choose File** (or **Upload**) button.

1. Click the **OK** button.

**Sending a Meeting Agenda**

**Note:** These actions are performed by the *COI Administrator*

1. Log into the Click Portal and navigate the **COI** tab.
2. Click the **COI Meetings** link on the left.
3. Click the **Name** of the appropriate meeting on the **Upcoming Meetings** tab.
4. From the Meeting Workspace, click **Send Agenda**.
5. Add or remove checkmarks from the checkboxes to the left of **Invitees’** names.

* **Confirmed Invitees** – have confirmed their attendance at the meeting
* **Unconfirmed Invitees** – have not yet confirmed their attendance at the meeting
* **Declined Invitees** – have declined attendance at the meeting

1. Click the **OK** button. An email notification will be sent to all selected **Invitees**.

**Assigning a Reviewer**

**Note:** These actions are performed by the *COI Administrator*

1. Log into the Click Portal and navigate the **COI** tab.
2. Click the **COI Meetings** link on the left.
3. Click the **Name** of the appropriate meeting on the **Upcoming Meetings** tab.
4. From the Meeting Workspace, click **Assign Reviewers**.
5. Click the **Update** button to the left of the appropriate agenda item.
6. Click the **Add** button, and then click **Select**.
7. Select the appropriate **Committee Member**, and then click **OK**.
8. Indicate whether the individual will be the **Primary Reviewer**, **Secondary Reviewer**, or the **Scientific Reviewer**.
9. Click **OK and Add Another**. Repeat the process to add any additional reviewers, and then click **OK**.
10. Select **Yes** when asked if you wish to notify all assigned reviewers now.
11. Click **OK**.
12. An email notification will be sent to the selected **Reviewer(s)**.

**Running a Meeting**

**Note:** These actions are performed by the *COI Administrator*

**Convening a Meeting:**

1. Log into the Click Portal and navigate the **COI** tab.
2. Click on the **COI Meetings** link on the left.
3. Click the **Name** of the appropriate meeting on the **Upcoming Meetings** tab.
4. Click **Convene Meeting**, located under **My Current Actions** on the left side of the **Meeting Workspace**.

* *The meeting will move into the* ***Meeting Convened*** *state.*

**Recording Meeting Attendance:**

1. Click **Edit Meeting Attendance**, located under **My Current Actions** on the left side of the **Meeting Workspace**.
2. Place a checkmark next to the name of each person in attendance. Click **OK**.

**Prepare the Meeting Minutes:**

1. Click **Prepare Minutes**, located under **My Current Actions** on the left side of the **Meeting Workspace**.

* Select the **COI Minutes** template from the drop-down menu, then click the **Generate** button.

OR

* Upload a minutes template by clicking the **Choose File** (or **Upload**) button.

The minutes can be downloaded to your computer, and notes can be added to them during the course of the meeting.

1. Click the **OK** button.
2. Click **Upload Revision** to upload an edited copy from your computer after the minutes have been finalized.

**Recording the Committee Decision:**

1. Click the **Annual Disclosure Certification** item in the list of **Agenda Items**.
2. From the Certification Workspace, click **Record Committee Decision**.
3. Select the appropriate **Motion** field, and complete the remainder of the form.
4. Click the **OK** button.