

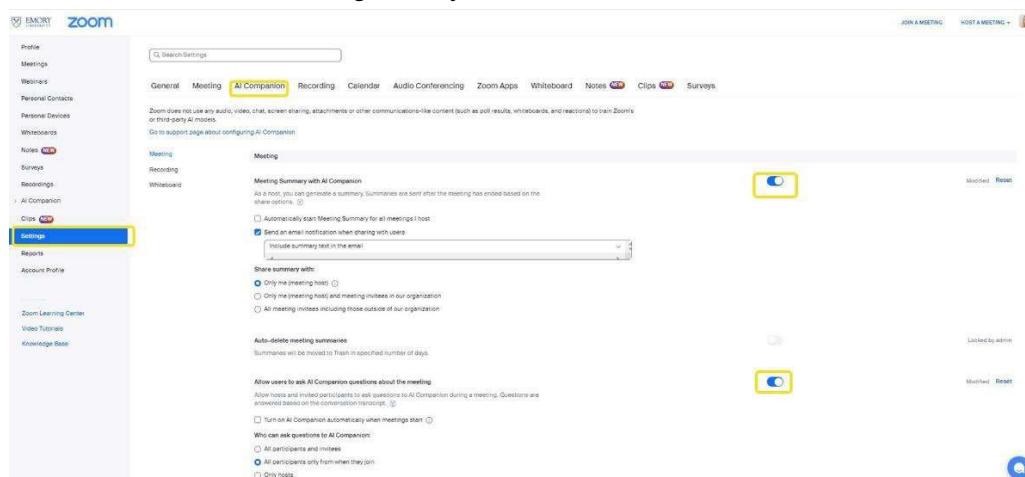
How to Use Zoom AI Companion

1. Turn on Zoom AI Companion Features

- Log into your Emory Zoom Account online: <https://emory.zoom.us/>

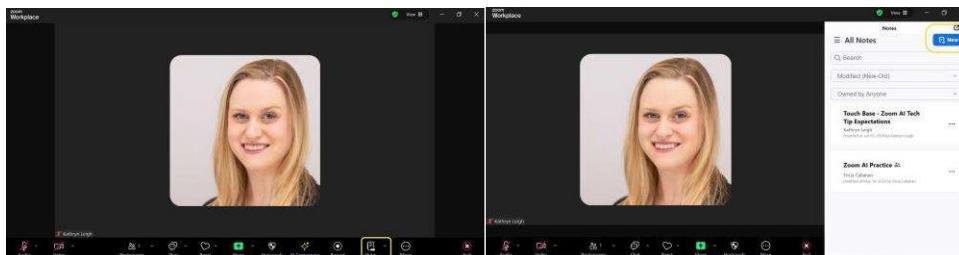


- Select "Settings" in the lefthand side navigation panel
- Select the "AI Companion" tab at the top of the page
- Turn on the relevant settings that you would like to use

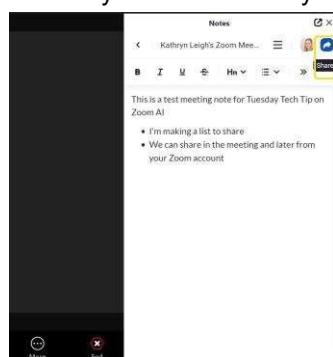


2. Notes

- While in the meeting select the "Notes" feature image at the bottom right of the meeting page.
- "All Notes" will appear on the right-hand side of the page. You may select an existing note or "New" to draft a new note.



- You may share the note you create directly in the meeting.



d. To find meeting notes in your Zoom Account, select "Notes" from the navigation panel on the left-hand side. Select the title of the note you would like to review, edit, and/or share.

The screenshot shows the Zoom 'Notes' page. The left sidebar has 'Notes' selected. The main area shows a table with columns: Name, Shared, Owner, Projects, and Modified. There are three notes listed:

- Kathryn Leigh's Zoom Meeting (Modified: 6/17/2024, 10:50:01 PM by Kathryn Leigh)
- Touch Base - Zoom AI Tech Tip Expectations (Modified: 6/3/2024, 1:19:48 PM by Kathryn Leigh)
- Zoom AI Practice (Modified: 5/4/2024, 10:49:28 PM by Thalia Calahan)

e. The selected note will open in a new window to review, edit, and/or share.

The screenshot shows a browser window with the title 'Kathryn Leigh's Zoom Meeting'. The page content is:

This is a test meeting note for Tuesday Tech Tip on Zoom AI

- I'm making a list to share
- We can share in the meeting and later from your Zoom account

3. Watch Highlights

a. Login to your online Zoom Account
b. Select "Recordings" from the navigation panel on the left side. Select the relevant recording title.

The screenshot shows the Zoom 'Recordings' page. The left sidebar has 'Recordings' selected. The main area shows a table with columns: Topic, ID, Start time, File size, and Auto delete in. There are three recordings listed:

- Tuesday Tech Tip: Master the Code in Cayuse to Ensure Departmental Credit with NIH (ID: 93649547458, Jun 11, 2024 10:54 AM, 4 Files (87 MB), 144 days)
- Knowledge Transfer (ID: 9801579552, Jun 3, 2024 12:28 PM, 4 Files (53 MB), 126 days)
- ORA Boot Camp: Budgeting for Clinical Trials - Federal vs. Industry (ID: 98381094415, May 15, 2024 11:58 AM, 3 Files (602 MB), 117 days)

c. Click on "Watch Highlights"

The screenshot shows the Zoom recording details page for 'Tuesday Tech Tip: Master the Code in Cayuse to Ensure Departmental Credit with NIH'. The recording was on Jun 11, 2024 10:54 AM Eastern Time (US and Canada). The recording includes 4 files (87 MB) and will be deleted automatically in 144 days. The recording includes:

- Recording 1 (4 Files, 87 MB)
- Watch Highlights
- Recording Analytics

The recording includes the files listed below:

- Shared screen with speaker view
- Audio only
- Audio transcript - English(original)
- Chat file

d. Click "Play" to see the highlights from the meeting.

The screenshot shows the Zoom recording player for the selected recording. The video player displays the title 'Tuesday Tech Tip: Master the Code in Cayuse to Ensure Departmental Credit with NIH' and the date 'Jun 11, 2024 10:54 AM'. The video player interface includes controls for play, volume, and full screen.

4. Smart Chapters

- Login to your online Zoom Account
- Use the previous steps listed in section (3) to navigate to the Watch Highlights/Smart Chapters page. Click on each "Smart Chapter" to review the recording and written summary.



Tuesday Tech Tip: Master the Code in Cayuse to Ensure Departmental Credit With NIH

Teresa Sussman
Director, Grants
Office of Sponsored Programs

Okay, everybody welcome. So much. Hopefully, you're here for the facts. Tuesday, I'm mastering the code in Cayuse to ensure departmental credit within NIH. And with us today is **Tricia Sussman**, who's the director of Grants and the office of sponsored programs where she oversees grants and contracts, and she's involved with Grant proposals and related awards. Tricia also manages the OSG Grants Group, which is a grants management team that handles all grants sponsored by Emory.

Jumping for Emory University: Teresa worked at the school level. She worked at central level. She's worked at private and state institutions. She's worked with government industry private foundations, and she's worked in the business administration. So that gives her a really broad range of experience and knowledge, deep knowledge of the grants process. She's a certified research administrator, and she holds a master's degree in English from Emory University. So with that I would like to turn it over to Teresa to get started.

Summary and smart chapters **My meeting coach**

Summary
Tricia Sussman from Emory University emphasized the importance of accurate information in the NIH grant system and the need for verifying details in proposals to ensure proper credit is given to departments and schools. She also discussed the complexities of the proposal submission and review process, particularly in relation to academic appointments and affiliations. Lastly, the team advised on the importance of accuracy in creating grants, the challenges of reviewing proposals within tight deadlines, and the need for tips and feedback to improve future processes.

Smart Chapters

- From 0:00 - 1:00: Embracing Accurate Information in Grants
- From 1:00 - 2:45: Navigating Proposals
- From 2:45 - 3:45: Accuracy in Credit and...

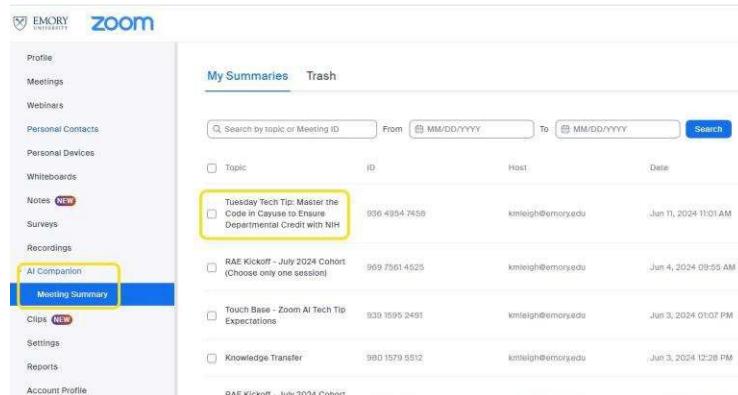
Embracing Accurate Information in Grants
Tricia introduced Teresa Sussman, the director of grants and the office of sponsored programs at Emory University, who discussed the importance of ensuring proper credit is given to departments and schools. She also highlighted the significance of accurate information in the National Institute of Health (NIH) grant system, which is used to evaluate institutions and schools. She pointed out the need to verify the accuracy of all information input in the Cayuse system and emphasized that two types of proposals would require special attention: graduate fellowships and those involving the School of Medicine. Tricia explained that the credit for these proposals should go to the mentors' academic appointment department and school.

Next Steps

- Tricia will ensure the accuracy of department, school, and institution information in Cayuse for all proposals, especially for grants involving the Emory Primate Center.
- Tricia will provide guidance and assistance to the team for any questions or issues related to the NIH credit and proposal submission process.
- The team will verify and correct any discrepancies or errors in proposal data before the deadline to avoid potential issues with NIH funding.

5. Meeting Summary

- Login to your online Zoom Account
- Select "AI Companion" and "Meeting Summary" from the left-side navigation panel. **Select the relevant recording title.**

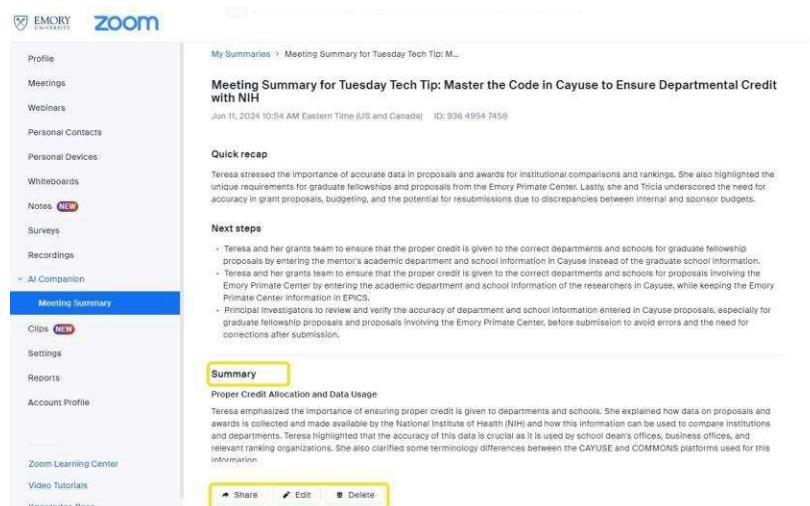


My Summaries **Trash**

Search by topic or Meeting ID: From: MM/DD/YYYY To: MM/DD/YYYY **Search**

Topic	ID	Host	Date
Tuesday Tech Tip: Master the Code in Cayuse to Ensure Departmental Credit with NIH	936 4954 7458	kmleigh@emory.edu	Jun 11, 2024 11:01 AM
RAE Kickoff - July 2024 Cohort (Choose only one session)	969 7561 4525	kmleigh@emory.edu	Jun 4, 2024 09:55 AM
Touch Base - Zoom AI Tech Tip Expectations	930 1595 2491	kmleigh@emory.edu	Jun 3, 2024 01:07 PM
Knowledge Transfer	980 1579 5512	kmleigh@emory.edu	Jun 3, 2024 12:28 PM
RAE Kickoff - July 2024 Cohort			

- You can share, edit, and/or delete the AI-generated Meeting Summary from this page. Note that Zoom's AI Companion may occasionally misgender meeting participants by assigning incorrect pronouns or identifiers in its automatically generated summaries and notes. Since these errors cause harm and demonstrate disrespect to our LGBTQ+ colleagues, it is the responsibility of those running or distributing meeting materials to carefully review AI-generated content for accuracy before sharing.



Meeting Summary for Tuesday Tech Tip: Master the Code in Cayuse to Ensure Departmental Credit with NIH

Jun 11, 2024 10:54 AM Eastern Time (US and Canada) ID: 936 4954 7458

Quick recap
Teresa stressed the importance of accurate data in proposals and awards for institutional comparisons and rankings. She also highlighted the unique requirements for graduate fellowships and proposals from the Emory Primate Center. Lastly, she and Tricia underscored the need for accuracy in grant proposals, budgeting, and the potential for resubmissions due to discrepancies between internal and sponsor budgets.

Next steps

- Teresa and her grants team to ensure that the proper credit is given to the correct departments and schools for graduate fellowship proposals by entering the mentor's academic department and school information in Cayuse instead of the graduate school information.
- Teresa and her grants team to ensure that the proper credit is given to the correct departments and schools for proposals involving the Emory Primate Center by entering the academic department and school information of the researchers in Cayuse, while keeping the Emory Primate Center information in EPICS.
- Principal Investigators to review and verify the accuracy of department and school information entered in Cayuse proposals, especially for graduate fellowship proposals and proposals involving the Emory Primate Center, before submission to avoid errors and the need for corrections after submission.

Summary

Proper Credit Allocation and Data Usage
Teresa emphasized the importance of ensuring proper credit is given to departments and schools. She explained how data on proposals and awards is collected and made available by the National Institute of Health (NIH) and how this information can be used to compare institutions and departments. Teresa highlighted that the accuracy of this data is crucial as it is used by school dean's offices, business offices, and relevant ranking organizations. She also clarified some terminology differences between the CAYUSE and COMMONS platforms used for this information.

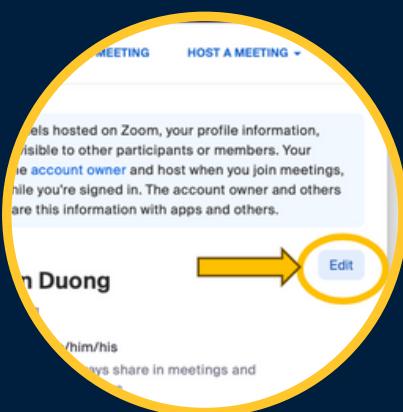
Share **Edit** **Delete**

ADDING PRONOUNS

Understanding and using pronouns in
Zoom meetings

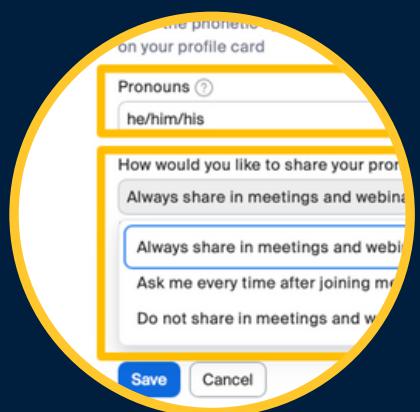
IMPORTANCE

Respecting pronouns fosters an inclusive environment and acknowledges individual identities in virtual spaces.



STEPS

Login in at emory.zoom.us/profile using your SSO. Click “Edit” button on the right edge where your name is.



ADD PRONOUNS

Add in your pronouns and how you'd like it to be displayed.

CHECKLIST

Ensure ethical practices when sharing AI-generated notes to maintain transparency and integrity. Always sign into the Zoom app using your Emory SSO.



**EMBRACE
INCLUSION**

Let's create a welcoming space for everyone in our virtual meetings.



AUTHENTICITY.
INTERSECTIONALITY.
INCLUSION.