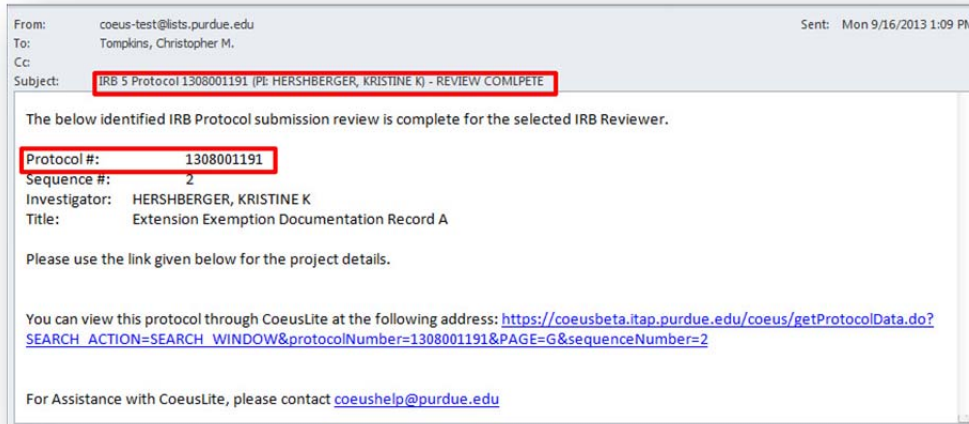


COEUS

Coeus Extension IRB Administrative Process –Review Complete


The following processes apply to every submission received by Extension IRB Administration. The completion process should start once the system generated “Review Complete” email is received:




IRB Protocol Submission Module

Complete the following steps in the IRB Protocol Submission Module

Step 1: Open IRB Protocol Submission

1. Identify Protocol Submission Number from Notification Email – Submission number will be both in the email Subject line and in the body
2. Launch Coeus Premium and open the “IRB Protocol Submission” module by going to Maintain > IRB Protocol Submission –or- clicking the “IRB Protocol Submission”  icon.
3. IRB Protocol Search: The standard search window will open. Search by the Protocol number identified in the email notification and click “Find”



NOTE: If the search window is accidentally closed, re-open by clicking the “IRB Protocol Search”  icon in the top navigation.

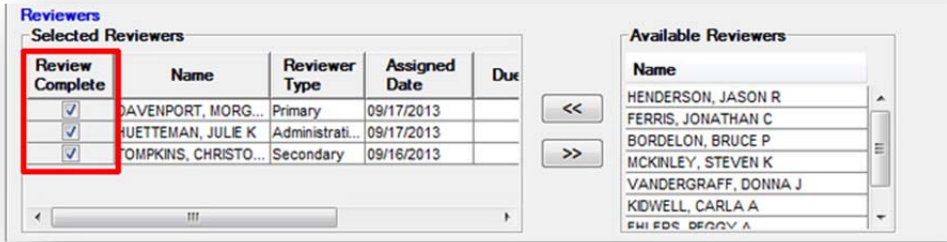


NOTE: Search criteria may be abbreviated by using the asterisks key (*) as a wildcard. Example: Protocol 1201000385 can be searched by *385*

Step 2: Confirm ALL Reviews Complete

1. Open the Protocol Submission Details by going to Edit > View Submission Details
2. Confirm ALL Member Reviews are Complete - Emails are received by IRB Administrators each time an assigned Reviewer completes their review. It is critical that all listed reviewers are complete before proceeding.

COEUS

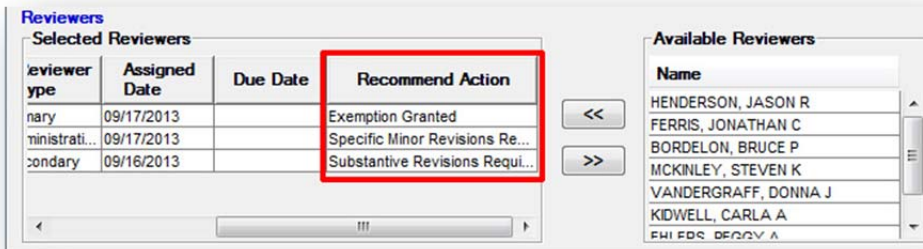


- a. Look down to the “Reviewers” section in the middle of screen
- b. Confirm that all boxes under the Review Complete column are checked
- c. If NOT: Close Submission Details and do nothing further with submission
- d. If ALL COMPLETE: Leave Submission Details screen open and move on to next step

Step 3: Determine Action Path

When ALL Reviews are complete, you must identify which Action to complete. There are two possible processes that might apply:

- o Exemption Granted
 - o Specific Minor Revisions Required –OR- Substantive Revisions Required
1. Determination – Revisions Required (either Specific Minor –OR- Substantive)
 - a. With Submission Details open, in the Reviewers section scroll to the “Recommended Action” column



- b. If “Revisions Required” is listed for any Reviewer, go to Step 4: Revisions Requested Action
 - c. If not, go to next step (Step 3.2).
2. Determination – Grant Exemption

NOTE: Only complete when previous steps have been satisfied. Do not skip step 3.1.

- a. With Submission Details open, in the Reviewers section scroll to the “Recommended Action” column
 - b. If ALL Recommended Actions are “Grant Exemption”, go to Step 5: Grant Exemptions.



Step 4: Request IRB Revisions

--- SEE REQUEST REVISIONS PROCESS ---

Step 5: Grant Exemptions

--- SEE GRANT EXEMPTION PROCESS ---