

## IACUC Protocol – Academic Approval

Prerequisites: Approver Access, Named Approver on the Sequential Stop, IACUC Protocol Submitted for Approval.

### 📌 Opening IACUC Protocol: Option 1 – Email Notification

📌 NOTE: Only applicable if you have your personal Coeus setting set to receive the Coeus auto-generated email notifications.

1. Open the email stating that a protocol is waiting for your approval
2. Click on the link embedded in the email
3. Log into CoeusLite using your Career Account information (NOT Boiler Key)
4. Specified IACUC Protocol should open in Display on the Approval Routing screen

### 📌 Open an IACUC Protocol: Option 2 – Protocol Search

1. Go to: <https://coeus.itap.purdue.edu/coeus/userAuthAction.do>
2. Log into CoeusLite using your Career Account information (NOT Boiler Key)
3. Click the “My IACUC Protocols” link in the top navigation menu
4. Click on “Protocol Search” in the sub-tab menu
5. Complete a standard search for the specified protocol (i.e. \*1234)
6. Click on the Protocol Number from the search results list
7. Specified Protocol should open in Display

### 📌 Review IACUC Protocol

📌 NOTE: If you are starting your review from the Approval Routing screen, you will need to select Protocol Details from the left navigation to view each section of the protocol record.



1. **Protocol Details** – (view each section by clicking the corresponding link in the Left Navigation)

1: Protocol Details
✓ *General Info
✓ *Investigators / Study Personnel
✓ Correspondents
✓ Areas of Research
✓ Funding Source
✓ *Species / Groups
✓ *Alternative Search
Notes

- a. **General Info:** Basic information such as Protocol Type and Title. Reference Num 1 field will contain the old protocol number for historically uploaded records.
- b. **Investigators/Study Personnel:** All Investigators and named Protocol Personnel (Animal Care Staff will be listed in the uploaded Application Form or future Questionnaire)
- c. **Correspondents:** Additional contacts to be notified when specific actions are taken

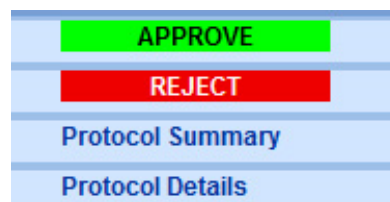
- d. **Areas of Research:** Categories of research applicable to the project
  - e. **Funding Source:** Source of funding for project
  - f. **Species Groups:** Information regarding the animals requested for the project
  - g. **Alternative Search:** Databases searched for alternative justification
  - h. **Notes:** Any additional Investigator or Administrative notes
2. **Questionnaires** – (view by clicking the desired questionnaire found under the “2: Questionnaires” section in the Left Navigation)
    - Protocol Addendum: completed with initial protocol submission and triennial renewal submission
    - Annual Continuation: completed with annual submission
    - Triennial Renewal Supplement: completed with triennial submission
  3. **Protocol Attachments** – (view by clicking the “Attachments” link in the Left Navigation and click “View” next to the desired attachment)

New/Changed Attachments			Show All		
Attachment Type	Description	Timestamp	Update User	Modify	View
Protocol Application	Historic Upload Attachment	10/27/2011 11:22 AM	TOMPKINS, CHRISTOPHER M		

- Protocol Attachments will contain the “Protocol Application” containing descriptive procedural information and all additional documents (ex. Consent Forms, Training, etc.) that are applicable

### Approve or Reject

1. From Protocol Details: Click on the “Approval Routing” link found in the left navigation pane under section 4: Submit
2. Click the “Approve” or “Reject” link in the new left navigation pane.



3. Enter any comments into the “Add Comments” window, click “Add”
4. Upload any attachments by clicking “Browse...” and completing the standard upload function.
5. Enter an Attachment Description, free text box for internal purposes only.
6. Click “Add” to complete attachment upload to record.

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7. Click “Approve” or “Reject” in the bottom left of the screen to complete process

**Add Comments**

Comments:

**Add**

**Add Attachments**

Description:

Attachment:  **Browse...**

**Add**

\*IMPORTANT: Purdue University Career Account credentials is a unique identifier that should only be used by the assigned individual per ITaP policy[Authentication and Authorization (VILB.1)]. The Username and Password used to access the Coeus system authenticates you as the currently logged in User/Approving Authority and by clicking Approve below you are providing the equivalent of an electronic signature.

**Approve** **Back**