


## IACUC Protocol - New Annual Continuation


Annual Continuations have been simplified in Coeus and only require completion of the Continuation/Continuing Review Summary and the “Annual Continuation Form” in section 2: Questionnaires. Any changes to currently Active protocols will require an Amendment that must be submitted separately from the Annual.

### Create New Continuation

 NOTE: The CoeusLite Launch Page may be found at: <https://coeus.itap.purdue.edu/coeus/userAuthAction.do>


1. Log into CoeusLite
2. Click “My IACUC Protocols”
3. Click the “Create New Annual Continuation” button in bottom section of IACUC Home page
4. Pop up window will open with all Active protocols listed, click the protocol that you wish to create an Annual for.

### Continuation/Continuing Review Summary

 NOTE: No revisions can be made to the protocol during an Annual Continuation.


1. Text Field: Enter the text “Annual Continuation”
2. Click “Save”

### Complete Questionnaire – Annual Continuation Form

 NOTE: The Protocol Questionnaires, are dynamic question sets that will automatically adjust based on the answers provided. By using these forms, Investigators will only need to address those questions that are required.

1. Click “Annual Continuation Form” in the section 2: Questionnaires area of the left navigation
2. Complete all questions as they appear.
3. A pop up window will indicate when form is complete

### Submit to IACUC


 NOTE: Submission for both PI Approvals and PACUC review will now be done electronically through the system. Only complete the “Submit to IACUC” function when the protocol is complete and ready for review.

1. Click “Submit to IACUC” in the left navigation
2. Click “Submit for Review”
3. Validation Checks will automatically run. “Errors” MUST be corrected prior to submission. “Warnings” may be corrected if desired.
4. Click “Ok” and complete the following fields:
  - a. Type: select “Annual Continuation”



- b. Review Type: select “Pending IACUC Determination”
  - c. Type Qualifier: DO NOT USE
5. Click “Submit”
  6. Click “OK” in confirmation window

### PI Approval

 NOTE: The PI will be the first electronic Approval required. This allows for a designate to complete the record entry while ensuring the PI is aware and authorizes the submission.

If PI completed record and has “Submitted to IACUC”:

1. Click “Return to IACUC Protocol”
2. Click “Approval Routing” in the left navigation
3. Click “Approve”
4. Enter Comments and/or Attachments if desired
5. Click “Approve” again to complete PI Approval

If Investigator Delegate completed record and has “Submitted to IACUC”:

1. Open record from “My IACUC Protocols” or Email Notification
2. Click “Protocol Details” and review submission
3. Click “Approval Routing” in the left navigation
4. Click “Approve”
5. Enter Comments and/or Attachments if desired
6. Click “Approve” again to complete PI Approval