


# COEUS<sub>Lite</sub>

## IACUC Protocol - PACUC Requested Revisions

Protocol submission revisions or requests for additional information will now be completed electronically within the Coeus system for the purpose of process consistency and tracking.

\*\*\*The Coeus IACUC Protocol Revision process and mechanics are the same for any type of submission (Initial/Continuation/Renewal/Amendment).

### Open Record to be Revised

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

1. PI will be notified by system generated email when PACUC Revisions are required
2. Log into CoeusLite
3. Click “My IACUC Protocols”
4. Click “Pending Protocols” and select the protocol identified in the notification to revise from the list to open -OR-
5. Click the first embedded link found at the bottom of the email notification and login. System will automatically open the appropriate record to be revised.

### Review Requested Revisions

Review Revision Memo

1. Towards the bottom of the left navigation under the PACUC section, click “IACUC Admin Attachments”
2. Select the appropriate Revisions Requested Letter and click the “View” link to open the document
3. Memo will open in separate browser window that can be saved to desktop or printed

Alternate Method: Review Comments

TOMPKINS, CHRISTOPHER M	PACUC requested revision verbiage #1	<input checked="" type="checkbox"/>	<a href="#">View</a>
Create by	TOMPKINS, CHRISTOPHE... at 11/21/2011 11:52 AM	Last Update by	TOMPKINS, CHRISTOPHE... at 11/21/2011 11:52 AM

1. Click on “Review Comments” in the left navigation
2. Requested revisions or additional information will be itemized. Click “View” in each comment to expand
3. Comments from previous submissions are listed in the bottom “Review comments/Attachments from Past Submissions” section and can be ignored.

### Complete Requested Revisions


 NOTE: All revisions must be completed in the appropriate section of the Protocol record to ensure a complete and final protocol is approved.

1. Make all appropriate changes as requested in either the Protocol Details, Questionnaires, and/or Attachments

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2. When all change are complete, Submit to IACUC

### Submit to IACUC

 NOTE: Submission for both Academic 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 “PACUC Requested Revisions”
  - b. Review Type: select “Response”
  - c. Type Qualifier: NOT APPLICABLE
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