COEUS*Lite*

IRB Protocol - Academic Approval

PREREQUISITES: Approver Access, Named Approver on the Sequential Stop, IRB Protocol Submitted for Approval

➤ Opening an IRB Protocol: Option 1 – Email Notification

✎NOTE: Only applicable if you have your personal 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
4. Specified IRB Protocol submission should open in Display and to Protocol Summary screen

### ➤ Opening an IRB Protocol: Option 2 – Protocol Search

1. Go to: https://coeus.itap.purdue.edu/coeus/userAuthAction.do
2. Log into CoeusLite using your Career Account
3. Click the "My IRB Protocols" link in the top navigation menu
4. Click on "Protocol Search"
5. Complete a standard search for the specified protocol
6. Click on the Protocol Number from the search results list
7. Specified Protocol should open in Display
8. Click "Approval Routing" to Approve or navigate to Protocol Summary
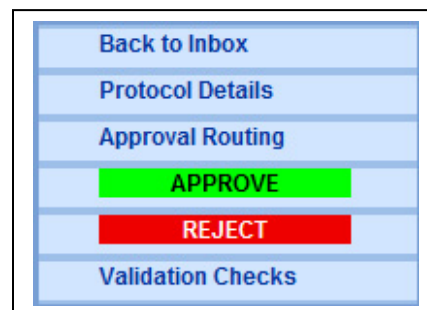
➤ Review IRB Protocol

✎NOTE: The Protocol Summary screen provides all pertinent information for protocol review. Approvers may also click the "Protocol Details" link to open the full protocol for review if they choose.

Click the "Show" link to the right of each correponding section expand that section and view the associated information.
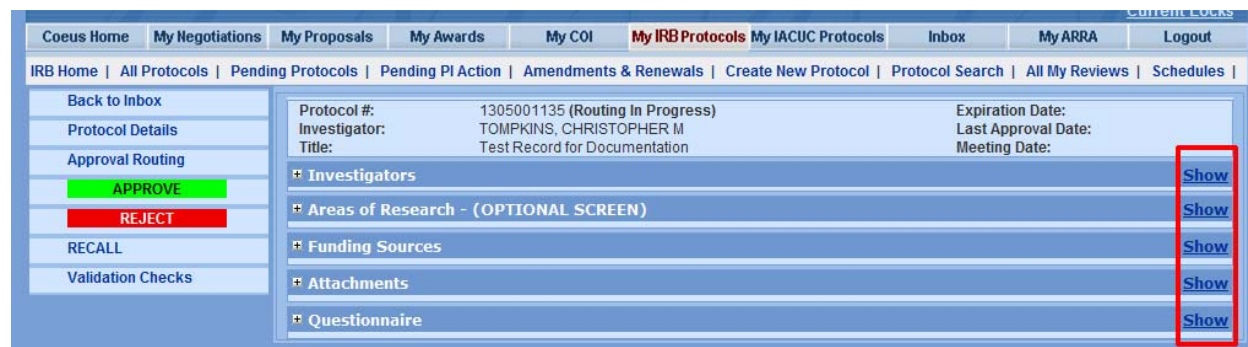
1. Investigators: displays all Investigators, Study Personnel, and Educators named on the submission
2. Areas of Research – (OPTIONAL SCREEN): identifies research categories that apply to this submission

Additional Assistance: coeushelp@purdue.edu

3. Fundign Sources: identifies the sources of funding for this submision
4. Attachments: all uploaded attachements may be viewed, click "View" next to each Attachment listed to open in a separate browser window
5. Questionnaire: displays the answers to all completed Questionnaires

Approve or Reject

Protocol #:	1305001133 (Routing In Progress)	Expiration Date:
Investigator:	TOMPKINS, CHRISTOPHER M	Last Approval Date:
Title:	test	Meeting Date:

*INVESTIGATOR CERTIFICATION: By clicking "Approve" I am certifying to the best of my knowledge that:
(1) the statements included within this submission are true and complete;
(2) all materials contained within this submission, unless otherwise indicated, are the original work of the signatories or individuals working under their supervision;
(3) I agree to accept responsibility for the scientific conduct of the project.
I understand that willful provision of false information or concealing a material fact in the submission or any other communication submitted is a criminal offense (U.S. Code, Title 18, Section 1001).

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 (VII.B.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]

1. From Protocol Details: Click on the "Approval Routing" link found in the left navigation pane
2. From Protocol Summary or Approval Routing: go directly to step 3
3. Click the "Approve" or "Reject" link in the new left navigation pane
4. Enter any comments into the "Add Comments" window, click "Add"
5. Upload any attachments by clicking "Browse..." and completing the standard upload function
6. Enter an Attachment Description, free text box for internal purposes only
7. Click "Add" to complete attachment upload to record
8. Click "Approve" or "Reject" in the bottom left of the screen to complete process