# Coeus IACUC Administrative Process – Approve Submission

Complete the following steps only when ALL Reviewers have indicated Designated Review –AND- it has been confirmed that no Full Committee Review is required –AND- there are no pending Revisions Requested:

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## IACUC Protocol Submission Module

Complete the following steps in the IACUC Protocol Submission Module

**Step 1:  Open IACUC 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 "IACUC Protocol Submission" module by going to Maintain > IACUC Protocol Submission –or- clicking the "IACUC Protocol Submission" icon.
3. IACUC 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 accidently closed, re-open by clicking the "IACUC 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*

4. Select appropriate submission listing by single clicking to highlight

**Step 2:  Open Review Comments**

You may access the Review Comments associated to the submission by two different methods.

1. Open Review Comments Directly
   a. Make sure the proper submission is highlighted on the IACUC Protocol Submission List
   b. Go to:  Edit > Review Comments
2. Open Review Comments through Submission Details
   a. Make sure the proper submission is highlighted on the IACUC Protocol Submission List
   b. Open Submission Details screen by going to:  Edit > Submission Details –or- clicking the "Submission Details" icon.
   c. Click the "Review Comments" button.

**Step 3: Screen Review Comments**

1. Mark ALL previously entered comments "Final" and "Private"
   a. Select the Comment to update and click "Modify"



   b. Check the boxes for "Final" and "Private" if they are not already



   c. Click "Save & Close"
   d. Repeat for all remaining comments
2. Consolidate Final Comments
   a. Identify DMR Comments to PI
   b. Consolidate and rewrite comments outside of system (Notepad is recommended) into one "official" list of revisions to be sent to PI
3. Enter Final Comments to Investigator
   a. Click the "New" button
   b. Enter first "official" comment

> ✎ NOTE: You CAN copy and paste into Coeus by using Ctrl C & Ctrl V. It is recommended to use an application that is text only –no formatting- (i.e. Notepad) in order for comments to Copy/Paste seamlessly.

   c. Check the "Final" box
   d. Ensure the "Private" box is NOT checked
   e. Click "Save & New" to enter next comment

      f.   Repeat for all remaining "official" comments

      g.   When final comment is entered, click "Save & Close"

      h.   Click "Close" to exit Review Comments window

4.  **For all approvals after initial protocol approval (Amendments, Continuations, & Triennials): Be sure to enter a review comment stating which submission is being granted approval (i.e. "Amendment A002", "Renewal E001", etc.)

**Step 4: Complete Designated Review Approval Action**

1. Select the submission to be approved on IACUC Protocol Submission List screen
2. Go to Actions > Designated Review Approval
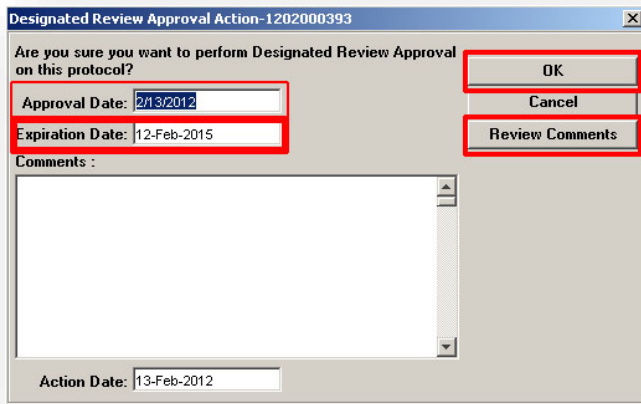


3. Enter appropriate Approval Date
4. Enter appropriate Action Date

**\*\*Approval Date and Action Date should match\*\***

5. Confirm Review Comments
      a.   Click "Review Comments"
      b.   Review all comments and confirm internal comments are marked "Private" and comments to be sent to PI are marked only "Final" and not marked "Private"
      c.   Click "Close" to return to Designated Review Approval Action screen
6. Click Ok to finalize Approval Action
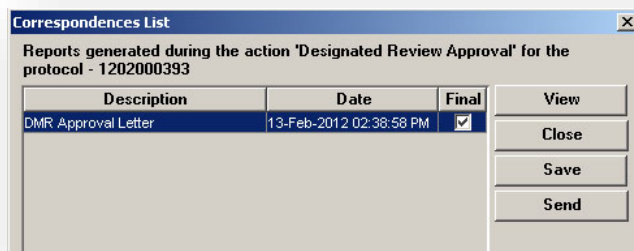
7. With the Correspondences List window open, click "View" to open DMR Approval Letter
8. New browser window or tab will open with the generated DMR Approval Letter
9. Review for accuracy
10. Save memo to desktop
    d. Save as .pdf
    e. Name file: "SUBMISSION# DATE(1.11.11)"
    f. Close browser window
11. Check the "Final" box next to the DMR Approval Letter memo and "Save"
12. Click "Close"

**Step 5: Send Email Notification**

1. When the Correspondence List closes, the Send Mail window will automatically open



2. Add additional Recipients
    a. PI will default populate
    b. Click "Add Person"
    c. Complete the standard Person Search
    d. Repeat for all additional recipients

NOTE: To Remove a recipient, highlight and then click the "Delete" button

3. Click "Send"

**Step 6: DMR Approval Letter Upload**



1. Double click the submission to open record in Display
2. Click on the "Attachments" tab to open screen
3. Click the "Other Attachments" tab
4. In the Other Attachments section, click "Add"



5. Document Type: Select "Approval Letter"
6. Description: Enter "SUBMISSION# DATE(1.11.11)"
7. Click the Browse button to upload the saved correspondence
8. Click "Ok" and Save record.
9. Exit submission.