Coeus IACUC Administrative Process – Deactivate Protocols
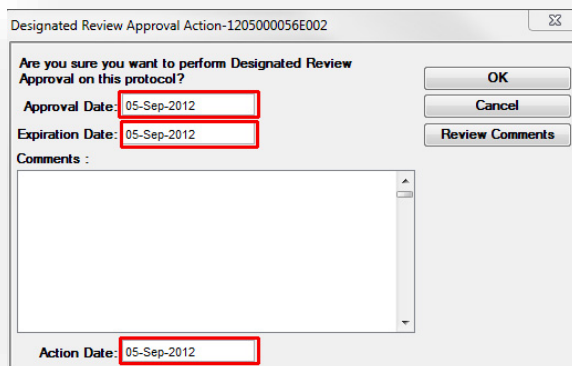
This action can be initiated by the PI or anyone who obtains the Aggregator Role on the protocol record. There are also 2 ways this action can be initiated:

- In the Questionnaire section of the Annual Continuation or Triennial Renewal
- Request to Deactivate anytime throughout the lifecycle of the protocol

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Deactivation Request via Annual Continuation or Triennial Renewal

When reviewing the Annual Continuation Questionnaire or Triennial Renewal Supplement Questionnaire, the question asking if they want to deactivate their protocol will be answered "Yes". The actual routing and approval of the submission will be considered confirmation that the Investigator does, in fact, wish to deactivate their protocol.

1. Approve Submission
   a. For **Annual Continuations**, complete the Approval action as you normally would. Do NOT check Final box in Correspondence List window, do NOT send approval notification to PI, do NOT save/upload approval letter.
   b. For **Triennial Renewals**, when completing approval action, be sure to enter the same date in ALL the date fields (Approval Date, Expiration Date, & Action Date) in the Designated Review Approval Action window before clicking OK. Do NOT check Final box in Correspondence List window, do NOT send approval notification to PI, do NOT save/upload approval letter.


2. Once Annual/Triennial submission is approved, go to IACUC Protocol module and search for base protocol number and highlight it. Go to Edit > Request to Deactivate
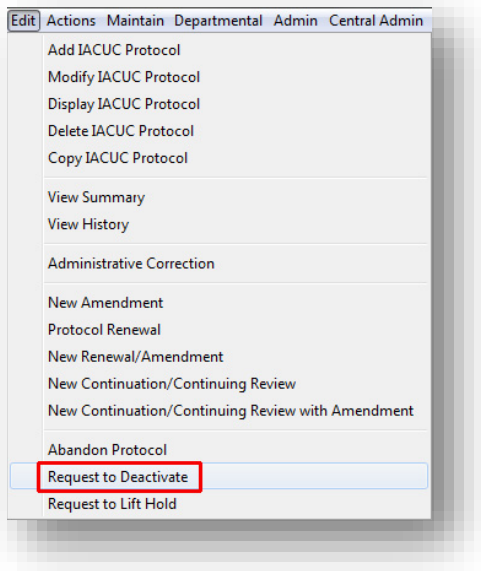
3. In the "Comments" text box, enter "PI requested deactivation via (Annual or Triennial) questionnaire…" or similar statement; then click OK
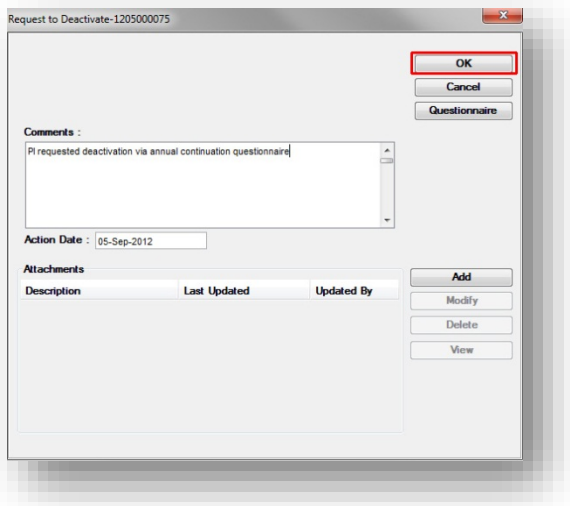

4. Dialog box will appear telling you the requested action has been completed successfully; click OK.
5. Do NOT send the email notification. Click "Cancel" in the Send Mail window.
6. Look up the base protocol record in the IACUC Submission module
7. Make sure the Request to Deactivate submission is highlighted and go to Edit > Review Comments
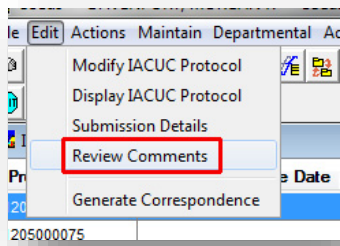
8. Select "New" and enter "Investigator requested deactivation via (Annual or Triennial) Questionnaire" or similar comment

9. Check the "Final" box and Uncheck the "Private" box; click "Save & Close"
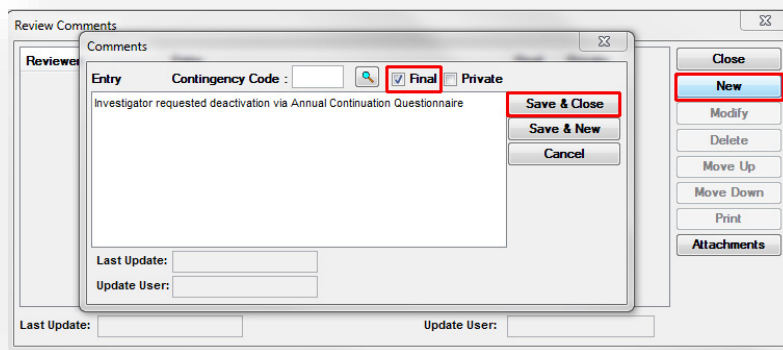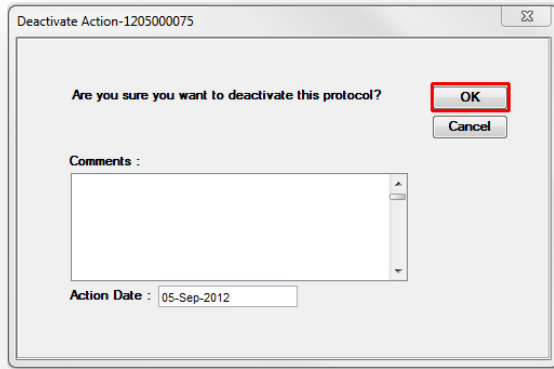

10. Click Close on the Review Comments window

11. Make sure the Request to Deactivate submission is highlighted and go to Actions > Deactivate
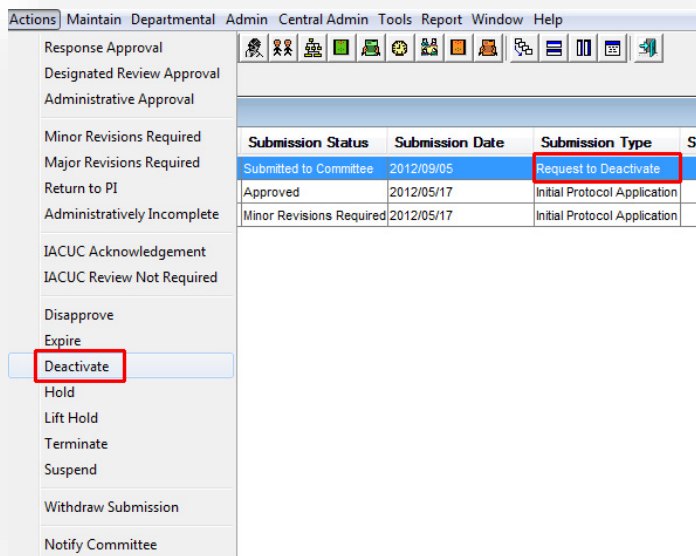
12. A Deactivate Action confirmation dialog box will appear

      a.   Ensure Action Date is correct; click OK

13. The Correspondences List window will appear with the generated Administratively Deactivated letter
14. Check the "Final" box, View and save to your desktop to upload in Other Attachments
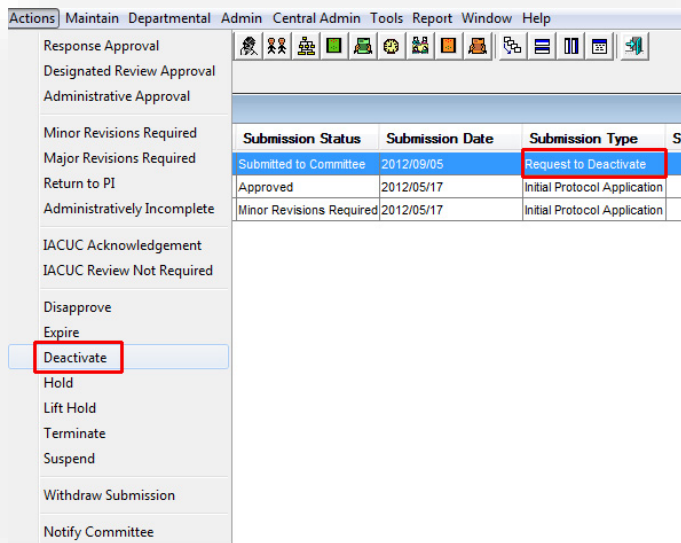15. Then select "Save" and then "Close" in Correspondences List window
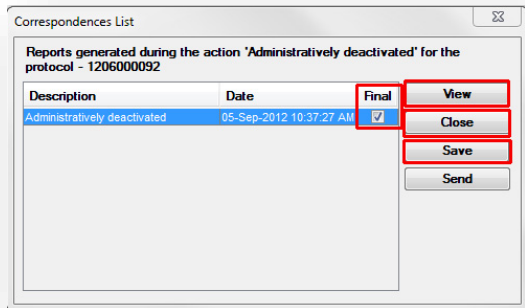
16. Send email notification to Investigator
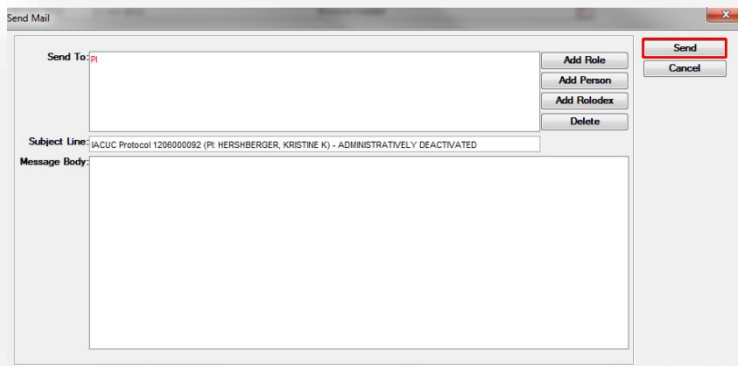
Request to Deactivate via Status Change Request

You will receive an email notification once a Request to Deactivate has been submitted through CoeusLite.
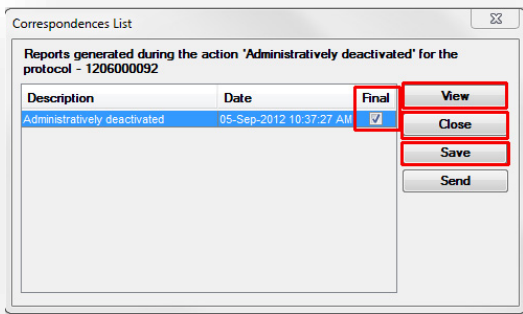
1. Once you identify the Request to Deactivate in the IACUC Protocol Submission module, forward the Request to Deactivate email notification to the Investigator and request a response from them to confirm the status change
2. Once the Investigator gives confirmation to deactivate, upload the confirmation email to the protocol (IACUC Submission Module—you can use the Request to Deactivate submission) in Other Attachments with a description of "PI Approval to Status Change". Then close the record.
3. Make sure the Request to Deactivate submission is highlighted in the IACUC Submission Module.
4. Go to Actions > Deactivate

5. A Deactivate Action confirmation dialog box will appear;
   a. Ensure the Action Date is correct; click OK
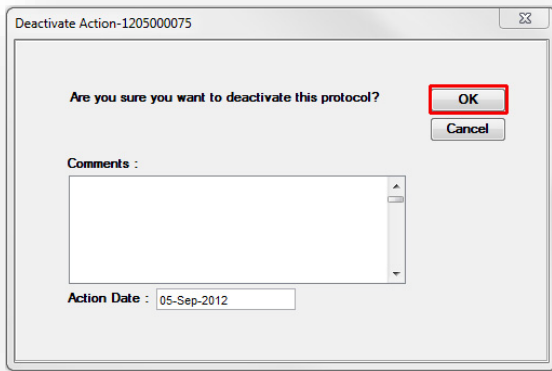
6. The Correspondences List window will appear with the generated Administratively Deactivated letter
7. Check the "Final" box, View and save to your desktop to upload in Other Attachments
8. Then select "Save" and then "Close" in Correspondences List window

9. Send email notification to Investigator