

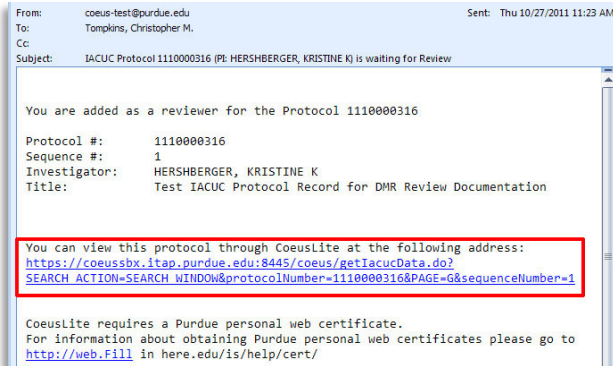


Designated Member Review

PREREQUISITES: Completed IACUC Submission + Review Type: Designated Member + DMR Assigned

Open IACUC Protocol Submission from Email Notification

NOTE: The system will automatically generate a send an email notification once a DMR has been assigned as a Reviewer by IACUC Admin Staff.

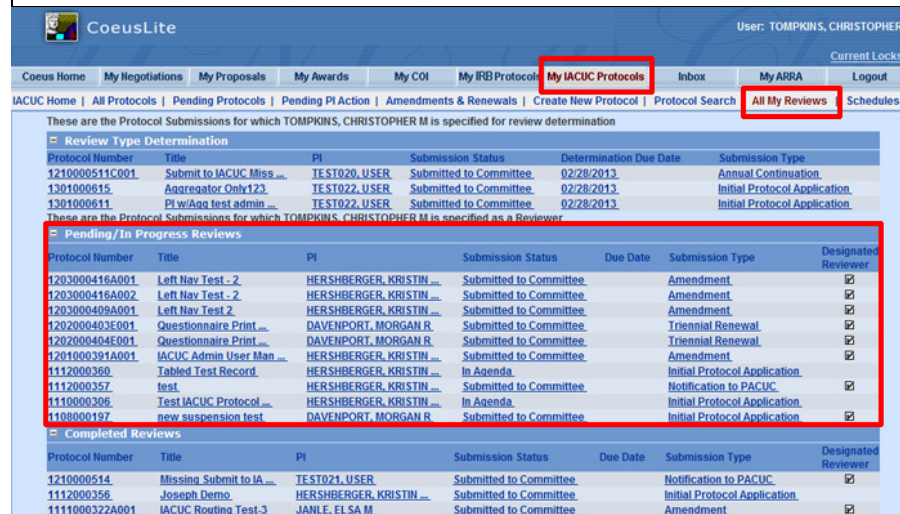


1. Click on the first embedded link found at the bottom of the email notification
2. Enter Career Account Username and Password (Not Boiler Key) to log-in to CoeusLite
3. Appropriate IACUC Protocol Submission should open for review

-OR-

Open IACUC Protocol Submission from “All My Reviews”

NOTE: Those who are assigned as a DMR Reviewer on a specific submission will have the “Designated Reviewer” box checked next to the listed submission.



1. Enter Career Account Username and Password (Not Boiler Key) to log-in to CoeusLite
2. Click on “My IACUC Protocols”, then click on “All My Reviews”



3. Click the Protocol you wish to review from the “Pending/In Progress Reviews” section
4. IACUC Protocol Submission should open for review

Print/View Protocol (optional)

NOTE: A complete Protocol record can be generated as a single PDF file. **Only attachments with .pdf file format will be included in Summary.** All other uploaded file types must be opened in the Attachment section.

1. Click on the “Print/View Protocol” link towards the bottom of the Left Navigation
2. Check the boxes for all sections you wish to have included in the generated PDF
3. Click “Print” to generate complete Protocol file

Review Protocol Submission

1. **Protocol Details** – (view each page by clicking the corresponding link in the Left Navigation)

1: Protocol Details
✓ *General Info
✓ *Investigators / Study Personnel
✓ Correspondents
✓ Areas of Research
✓ Funding Source
✓ *Species / Groups
✓ *Alternative Search
Notes

- a. **General Info:** Basic information such as Protocol Type and Title. Reference Num 1 field will contain the old protocol number for historically uploaded records, if applicable.
- b. **Investigators/Study Personnel:** All Investigators and named Protocol Personnel (Animal Care Staff will be listed in the uploaded Application Form and Questionnaire)
- c. **Correspondents:** Additional contacts to be notified when specific actions are taken
- d. **Areas of Research:** Categories of research applicable to the project
- e. **Funding Source:** Source of funding for project
- f. **Species Groups:** Information regarding the animals requested for the project
- g. **Alternative Search:** Databases searched for alternative justification
- h. **Notes:** Any additional Investigator or Administrative notes

2. **Questionnaires** – (view by clicking the desired questionnaire found under the section labelled “Questionnaires”, in the Left Navigation)

NOTE: You can generate a PDF of the questionnaire, if you prefer. Many reviewers find the PDF easier to read than the online form. To do this, just scroll to the bottom of the open questionnaire and click the “Print” button.

- Annual Continuation: completed with Annual submission only
- Triennial Renewal Supplement: completed with Triennial submission only

3. **Protocol Attachments** – (view by clicking the “Attachments” link in the Left Navigation and click “View” next to the desired attachment)

New/Changed Attachments			Show All	
Attachment Type	Description	Timestamp	Update User	
Protocol Application	Historic Upload Attachment	10/27/2011 11:22 AM	TOMPKINS, CHRISTOPHER M	Modify View Remove

- Protocol Attachments will contain the “Protocol Application” containing descriptive procedural information and all additional documents (ex. Consent Forms, Training, etc.) that are applicable

Enter Reviewer Comments

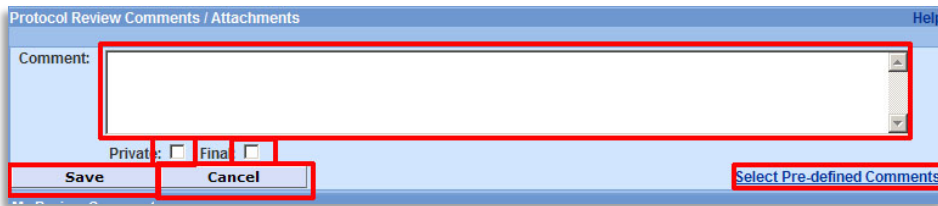


NOTE: Comments from all Reviewers will be consolidated by IACUC Admin prior to being made available to Investigators to ensure clarity and prevent duplication.

1. Click on the “Review Comments” link found at the bottom of the left navigation pane



2. Click on the “Add Review Comments” link



3. Enter text in “Comment” box –OR– click “Select Pre-defined Comments” to select default text
4. Ensure that both the “Private” and “Final” boxes are checked for ALL entered comments
5. Click “Save”
6. To View a Comment: Click “View” next to comment to see full verbiage
7. To Modify: Click “Modify” next to comment to edit verbiage or Final/Private boxes
8. To Remove your Comment: Click “Remove” next to comment to delete

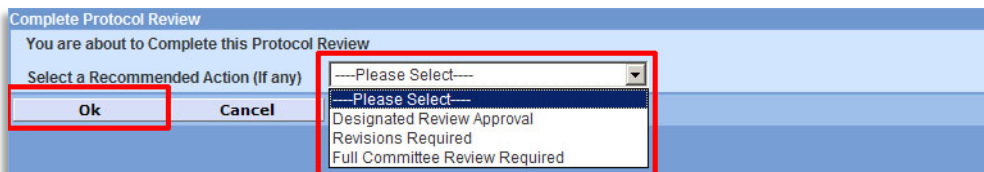
Recommend Submission Action

NOTE: A protocol submission Review will be locked once the Reviewer has entered a Recommended Action. Contact IACUC Admin to have this lock released, if necessary.



1. Click on the “Complete Review” link once all Review Comments have been added

IMPORTANT: At least one Review Comment must be entered before the “Complete Review” link is activated



2. Select the Recommended Action from the available drop-down list
3. Click “Ok” to complete review.
4. Once review has been completed, IACUC Admin will automatically be notified by a system generated email.