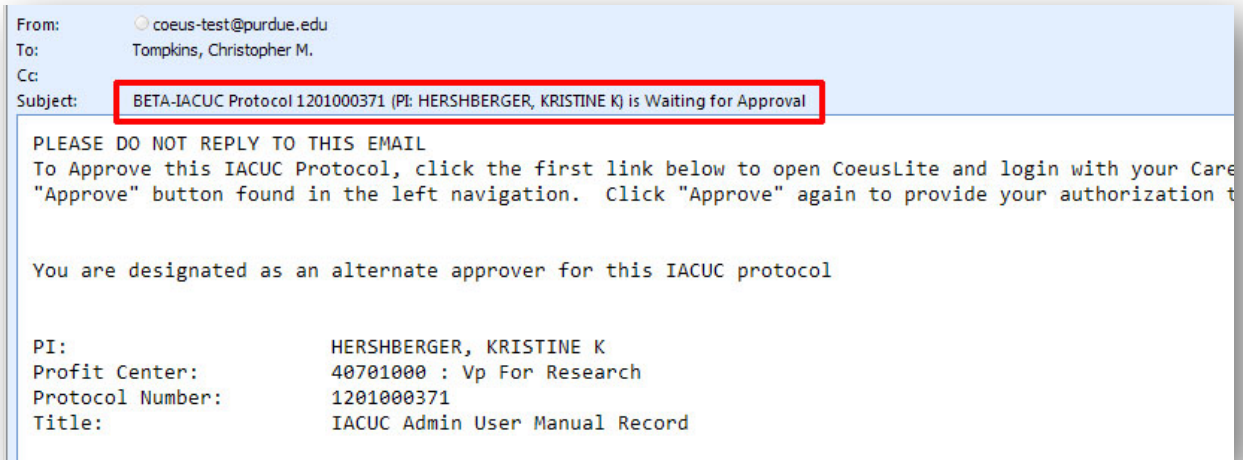



Coeus IACUC Administrative Process – New Submission Intake



The following processes apply to every submission received by PACUC Administration. The intake process should start once the system generated **“Waiting for Approval”** email is received:




IACUC Protocol Module

Step 1: Open IACUC Protocol Submission

1. Identify Protocol Number from Notification Email – this will be both in the email Subject line and in the body
2. Launch Coeus Premium and open the “IACUC Protocol” module by going to Maintain > IACUC Protocol –or- clicking the “IACUC Protocol” icon  in the top navigation.
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 accidentally 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. Open record in Display by double clicking the listed result or going to Edit > Display IACUC Protocol

Step 2: Protocol Submission Type

1. Open the Protocol Submission Details by going to Edit > View Submission Details

2. Confirm Submission Type

The Protocol number can usually identify the type of submission. The initial application will only have the base number; while Amendments, Continuations, and Renewals will have a suffix on that number which starts with a corresponding letter:

- No lettered suffix = Initial Protocol Application
- *A00x = Amendment
- *C00x = Continuation
- *E00x = Renewal w/ Amendment

3. Identify entered Submission Type and make correction (if necessary) – by selecting the appropriate Submission Type value from the dropdown list.

The screenshot shows a window titled "Submission details for Protocol 1201000385". It contains several sections:

- Protocol Details:**
 - Protocol ID: 1201000385
 - Protocol Title: IACUC Admin User Manual Record - 2
 - PI: HERSHBERGER, KRISTINI
 - Application Date: 24-Jan-2012
- Submission Details:**
 - Submission Type:** Initial Protocol Application (highlighted with a red box)
 - Review Type: Pending IACUC Determination
 - Submission Status: Routing In Progress
 - Date: 24-Jan-2012
 - Place: (empty)

Buttons on the right include OK, Cancel, Previous, Next, Review Comments, and View Attachment.

4. Click "Ok" if updated, Click "Cancel" if no changes were made to the Submission Details screen.

Step 3: Administrative Review

Complete a review of the Submission content to ensure all required components are present and identify any incorrect information, when possible.

Step 4: Training Qualifications

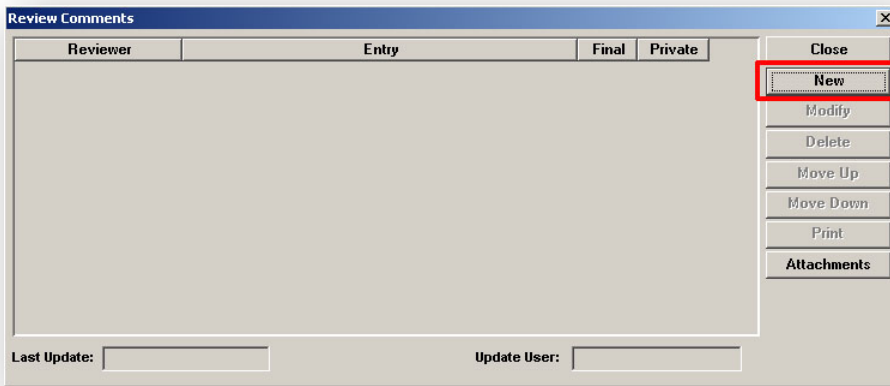
1. Identify Procedure Personnel

****(The Procedures tab is currently not utilized by PACUC; you will need to look in the appropriate section of the PACUC Protocol Application Attachment – in Attachments tab – for procedure specific information****

2. Check Qualifications: Currently use externally maintained PACUC Training Database

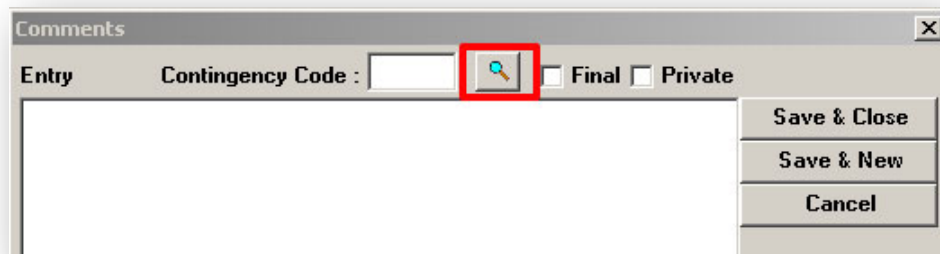
3. Enter Training Comment

- a. Open Protocol Submission Details: go to Edit > View Submission Details
- b. Click "Review Comments"
- c. In the Review Comments window, click "New"



d. **If APPROVED:**

- Click the magnifying glass icon next to Contingency Code



- Click: "ANIMAL QUALIFICATIONS: Checked and Approved"
- Click "OK"

e. **If DISAPPROVED:**

- Enter comments on training/qualifications discrepancies for all applicable Procedure Personnel in text box

f. Check **BOTH** the Final and Private boxes

g. Click "Save & Close"

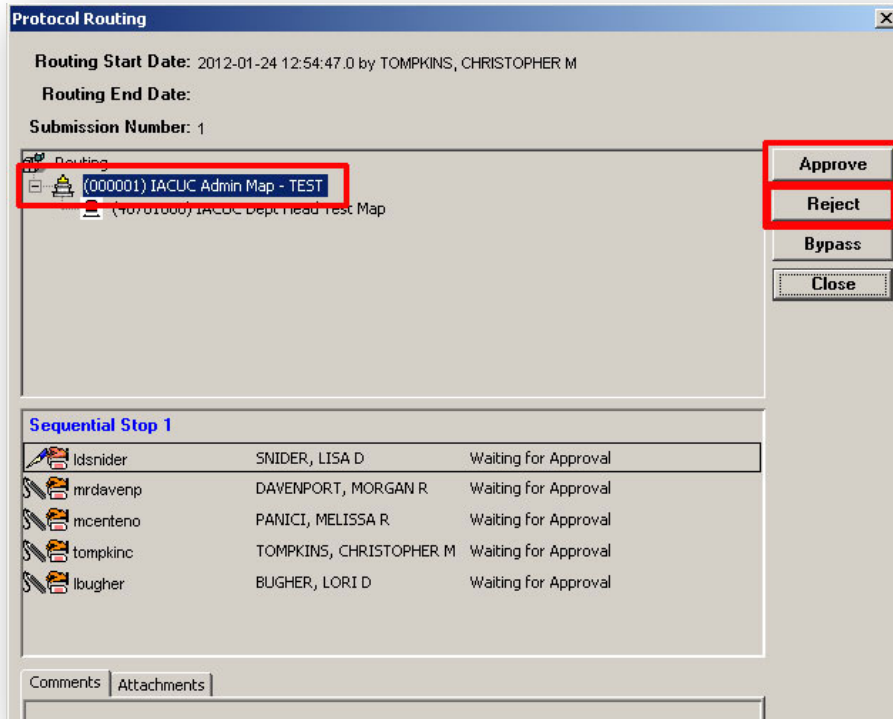
h. Click "Close" on Review Comments window

i. Close Submission Details window, click "Yes" when asked if you want to save changes.


Step 5: Protocol Routing & Approval

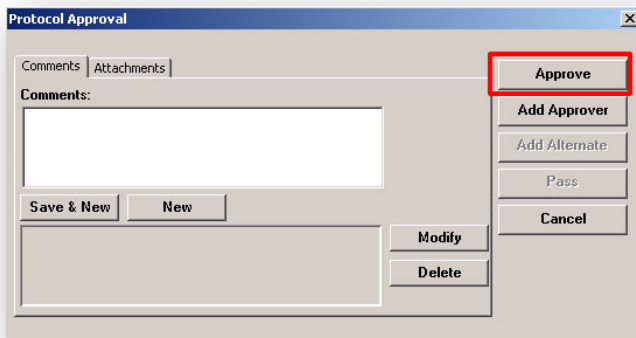
1. Open the Protocol Routing: Go to Protocol Actions > Approval/Rejection

2. Select the IACUC Admin Map



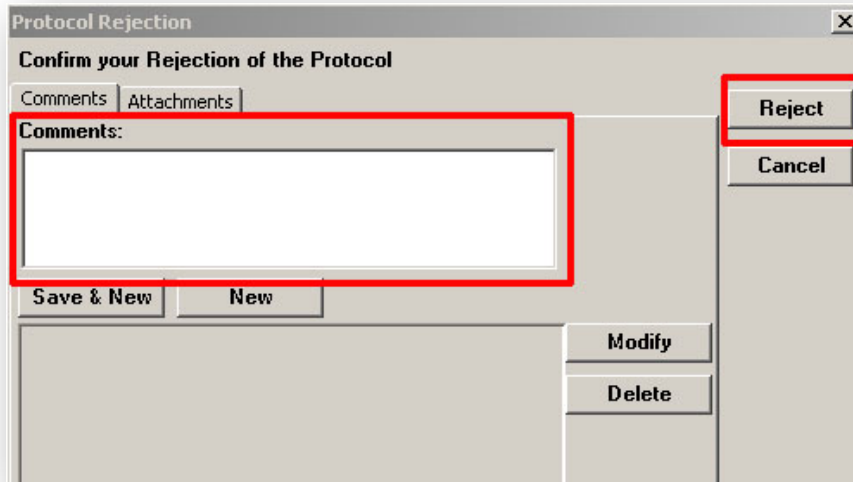
3. Confirm that "Waiting for Approval" is next to each listed name
4. Approve the routing

 **NOTE:** Approving protocol will acknowledge acceptance and move to IACUC Protocol Submission module




- a. Click the "Approve" button → Protocol Approval window will open
 - b. Click the "Approve" button again.
- OR-
5. Reject submission

IMPORTANT: IACUC Administrator must authorize prior to Rejection

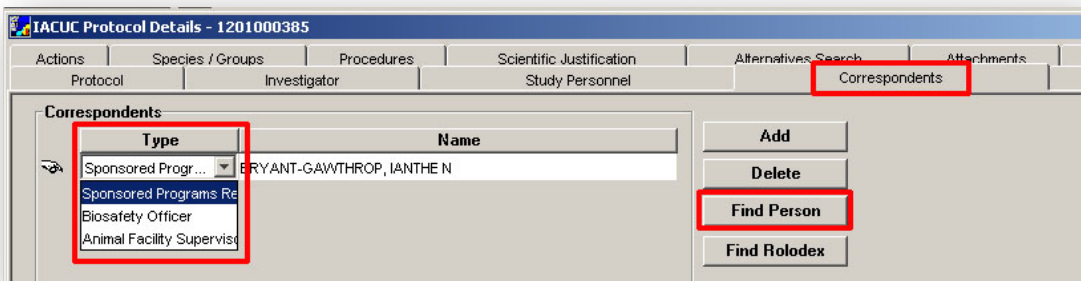


- a. Click the “Reject” button → Protocol Rejection window will open
- b. Enter DETAILED reason(s) for rejection in Comments box (REQUIRED)
- c. Click “Reject” again

Step 6: Complete Administrative Corrections


 NOTE: Only initiate Administrative Corrections once routing is complete and status is “Submitted”.

1. Select submission from results list
2. Go to: Edit > Administrative Correction
3. Enter Comment and click “OK”
4. Add All Applicable Correspondents



- a. Go to Correspondents Tab
 - b. Click “Find Person”
 - c. Complete search for desired Person
 - d. Select Appropriate Correspondent Type
 - e. Save and repeat for all additional Correspondents
5. Revise any other data that may need corrected (i.e. attachment descriptions, etc.)


6. Save and Close record



7. Exit IACUC Protocol module and go to IACUC Protocol Submission Module  to complete intake


IACUC Protocol Submission Module

Complete the following steps in the IACUC Protocol Submission Module only when the previous steps are finished.


Step 6: Open IACUC Protocol Submission


1. Open the “IACUC Protocol Submission” module by going to Maintain > IACUC Protocol Submission –or- clicking the “IACUC Protocol Submission” icon .
2. IACUC Protocol Submission 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 accidentally closed, re-open by clicking the “IACUC Protocol Submission 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*

Step 7: Protocol Submission Details

1. Open Protocol Submission Details window: Go to Edit > Submission Details –or- click the Submission Details icon 

 NOTE: In the IACUC Protocol Submission module, be sure to display the Submission Details from the Search Results list page. Do not open record to view Submission Details.

2. Select/Save IACUC Committee

- a. Click the "Select Committee" button
- b. "PACUC 1" should be highlighted. Click "OK"
- c. Click "OK" to save Submission Details

3. Re-open Protocol Submission Details
4. Complete Review Type Determination

IMPORTANT: The Review Type Determination process should NOT be completed for Continuations or Revision Responses.

Name	Recommended Review Type
ZIMMER, MICHAEL, E	
WEEKS, HARMON P	
VAN ALSTINE, WILLIAM G	
TOMPKINS, CHRISTOPHER M	
TEST036, USER	
TEST031, USFR	

- a. Click the "Determination" tab
- b. Enter appropriate Determination Due Date (3 business days)

- c. Click "Send Notification"
- d. Confirm by clicking "Yes"
- e. Email notifications will automatically be sent to all Committee Members listed

5. Assign Applicable Reviewers

Submission details for Protocol 1201000385

Protocol Details
 Protocol ID : 1201000385
 Protocol Title : IACUC Admin User Manual Record - 2
 PI : HERSHBERGER, KRISTINI
 Application Date : 24-Jan-2012

Submission Details
 Submission Type : Initial Protocol Application
 Review Type : Pending IACUC Determination
 Type Qual :
 Submission Status : Submitted to Committee
 Date : 24-Jan-2012
 Committee Id : PACUC 1
 Committee Name : PACUC
 Schedule Id :
 Schedule Date :


Reviewers | Determination |

Review Complete	Name	Reviewer Type	Assigned Date	Dur
<input type="checkbox"/>	VAN ALSTINE, WILLI...	Designated ...	01/24/2012	

Available Reviewers

- FERNER, WILLIAM T
- GOLDEN, ROBERT W
- NICHOLS, KRISTA M
- BARRETT, CARLA R
- BRYANT-GAVTHROP, IANTHE N
- MUSTAFA, AHMED
- TEST031, USER


NOTE: If submission is a Response to Revisions, only assign the requesting DMRs. Assign all DMRs for all other submissions. See documentation for Administrative Process – Response to Revisions Submission Intake.

- a. Select the "Reviewers" tab
- b. Click the names of the DMR and any other appropriate reviewers from the Available Reviewers list on the right
- c. Click the left pointing double arrow icon  to assign
- d. Repeat for all applicable Reviewers

6. Update Review Type field – Designated Member Review

The screenshot shows a software window titled "Submission details for Protocol 1201000385". It contains several sections: "Protocol Details" with fields for Protocol ID (1201000385) and Protocol Title (IACUC Admin User Manual Record - 2); "Submission Details" with fields for Submission Type (Initial Protocol Application), Review Type (Designated Member Review), Type Qual, Submission Status (Submitted to Committee), Date (24-Jan-2012), Committee Id (PACUC 1), and Committee Name (PACUC); and "Application Date" (24-Jan-2012) and "PI" (HERSHBERGER, KRISTINI). A "Place" dropdown is open, showing options: Administrative Review, Designated Member Review (highlighted), Full Committee Member Review, FYI, Response, Pending IACUC Determination, and Select Committee. On the right side, there are buttons for OK, Cancel, Previous, Next, Review Comments, and View Attachment. The OK button is highlighted with a red box.

- a. Click the "Review Type" dropdown and select "Designated Member Review"
- b. Click OK to Save and Close Submission Details window

 **NOTE:** *Email notifications will be automatically sent to assigned Reviewers*