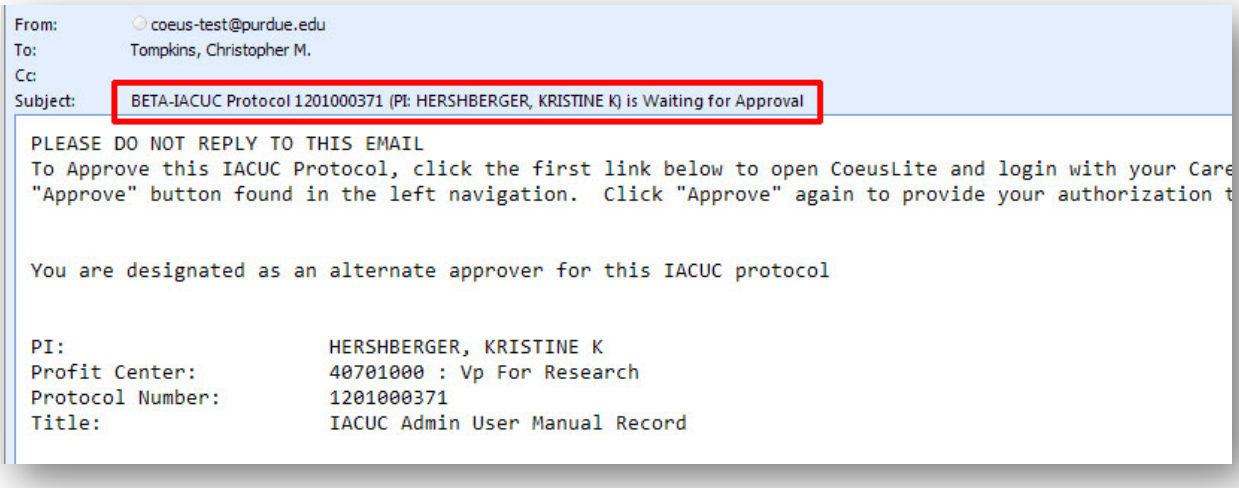
Coeus IACUC Administrative Process – Response to Revisions Intake

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:


From: coeus-test@purdue.edu
To: Tompkins, Christopher M.
Cc:
Subject: BETA-IACUC Protocol 1201000371 (PI: HERSHBERGER, KRISTINE K) is Waiting for Approval

PLEASE DO NOT REPLY TO THIS EMAIL
To Approve this IACUC Protocol, click the first link below to open CoeusLite and login with your Care
"Approve" button found in the left navigation. Click "Approve" again to provide your authorization t

You are designated as an alternate approver for this IACUC protocol

PI: HERSHBERGER, KRISTINE K
Profit Center: 40701000 : Vp For Research
Protocol Number: 1201000371
Title: IACUC Admin User Manual Record

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 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

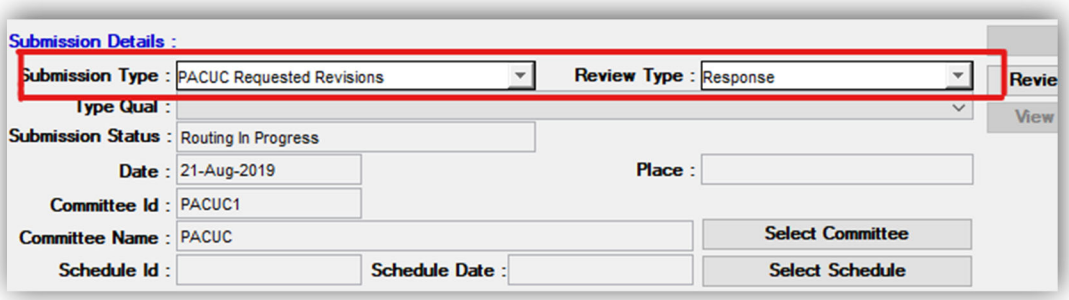
4. Open record in Display by double clicking the listed result or going to Edit > Display IACUC Protocol

Step 2: Protocol Submission Type

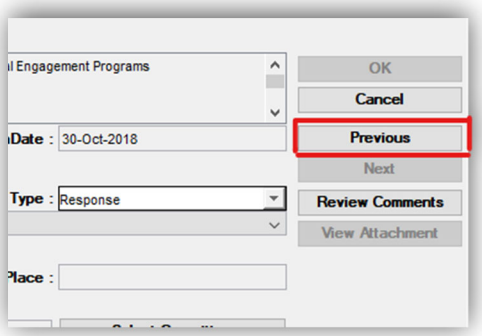
1. Open the Protocol Submission Details by going to Edit > View Submission Details

2. Confirm Submission Type – “PACUC Requested Revisions”
   Review Type – “Response”

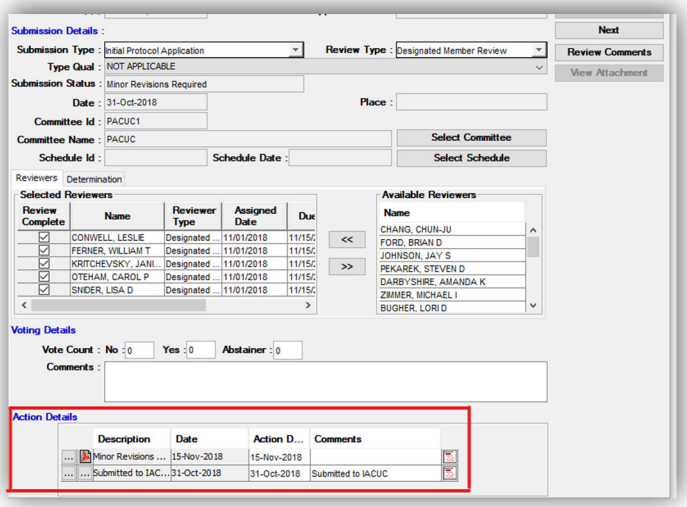
   Make corrections to Submission Type & Review Type selections, if necessary, by selecting the appropriate value from the corresponding drop-down list



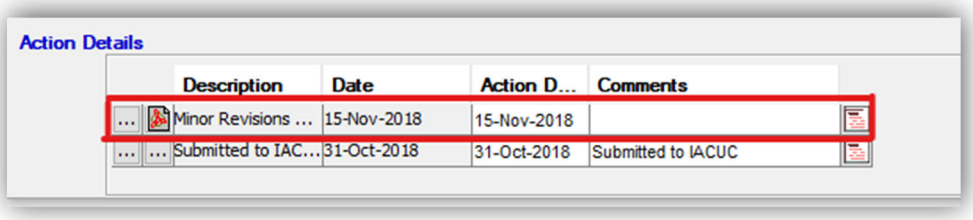
3. If the Submission Type and Review Type are not what is shown above, you can confirm if the submission is supposed to be a Response to Requested Revisions by looking at the Previous Submission Details screen
   - Locate the buttons on the left side of the Submission Details Window
   - The “Previous” button should be active
   - Select “Previous”



   - Locate “Action Details” section, at the bottom of the Submission Details window



- If the submission truly is a Response to Requested Revisions, the top Action listed will be "Minor Revisions"



This can also be determined by looking in the Actions tab (in the protocol record)

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

Step 3: Administrative Review

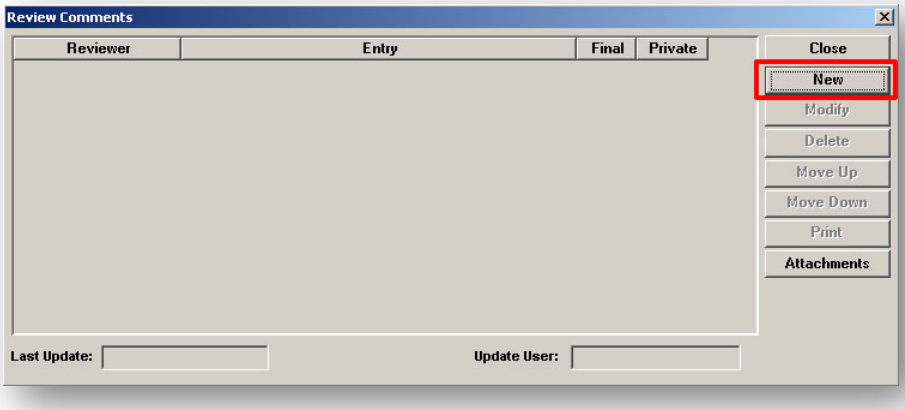
Complete a review of the Submission content to ensure all required components are present and identify any incorrect information, when possible.

Step 4: Training Qualifications

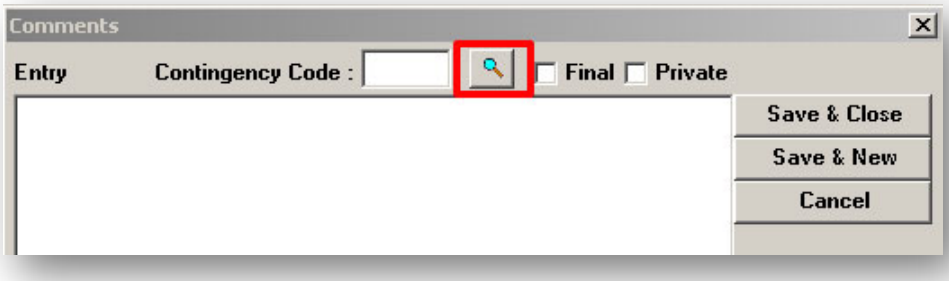
1. Identify Procedure Personnel

   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"

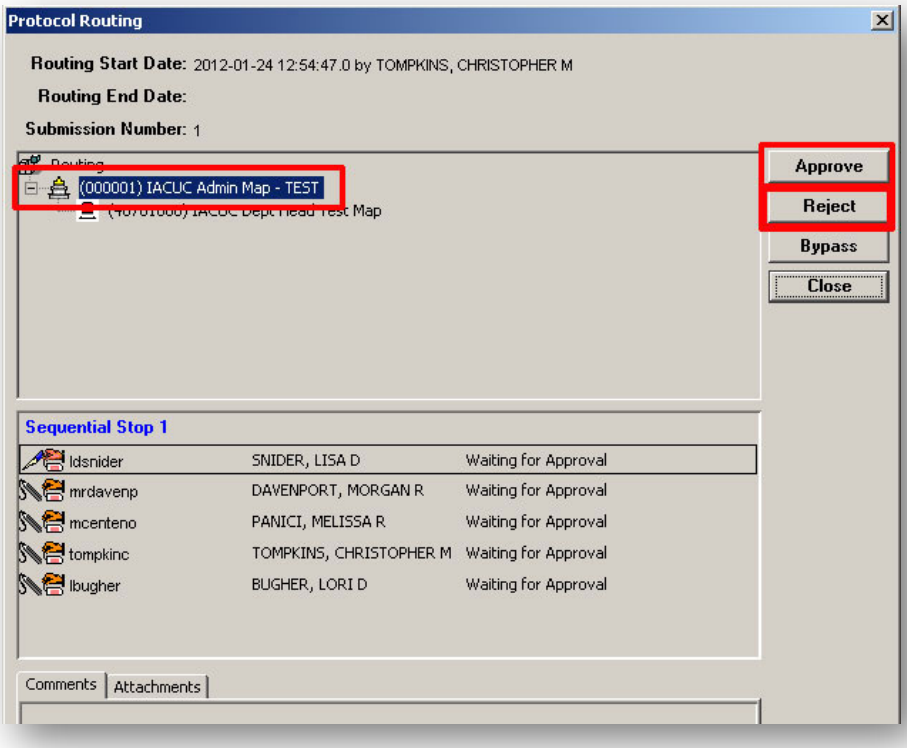
e. ***If DISAPPROVED***:
   - Enter comments on training/qualifications discrepancies for all applicable Procedure Personnel in text box

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

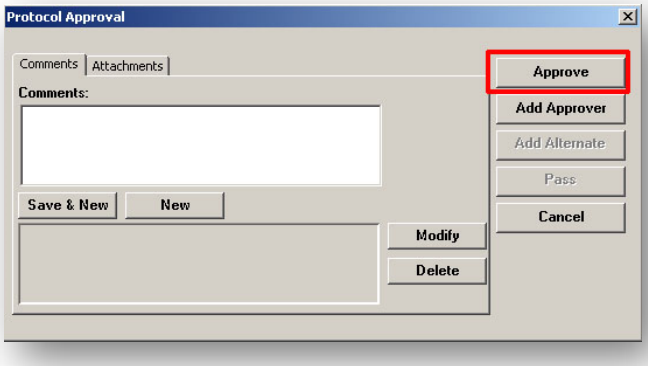
1. Open the Protocol Routing: Go to Protocol Actions > Approval/Rejection

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*

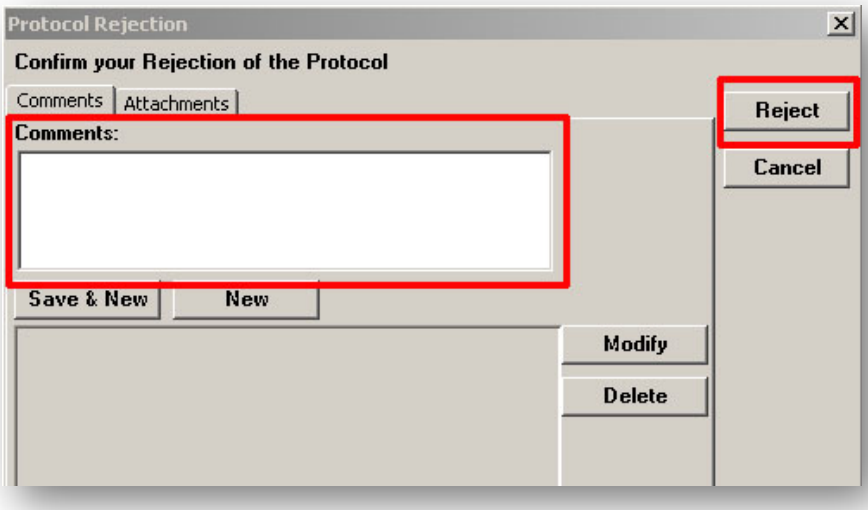


a. Click the "Approve" button→ Protocol Approval window will open
b. Click the "Approve" button again.

-or-

5. Reject submission

IMPORTANT: IACUC Administrator must authorize prior to Rejection

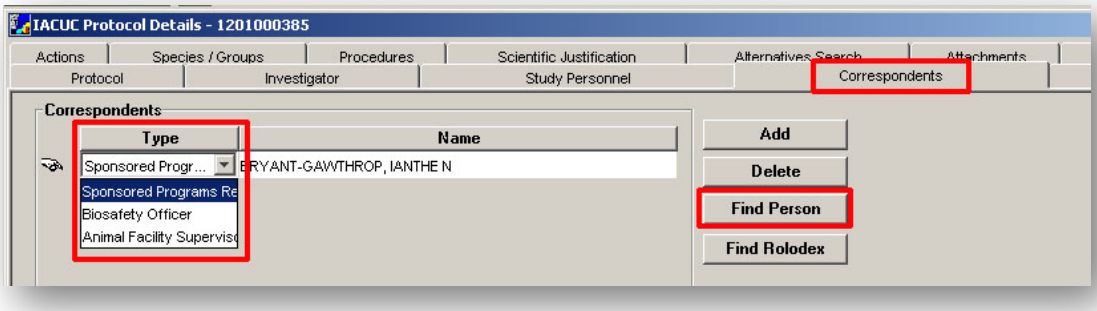


a. Click the "Reject" button→ Protocol Rejection window will open
b. Enter DETAILED reason(s) for rejection in Comments box (REQUIRED)
c. Click "Reject" again

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

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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"

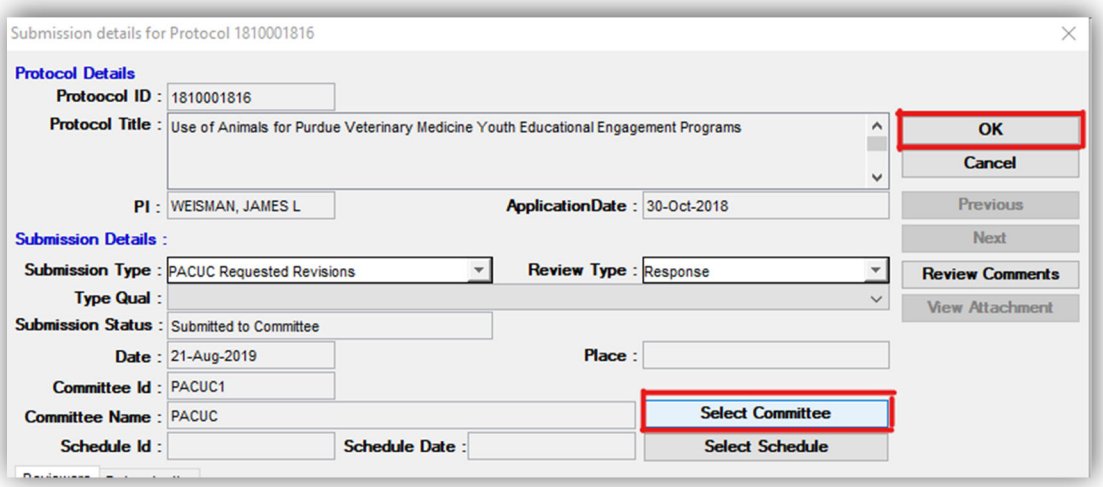
NOTE: If the search window is accidently closed, re-open by clicking the "IACUC Protocol Submission Search" icon in the top navigation.
NOTE: Search criteria may be abbreviated by using the asterisks key (*) as a wildcard. Example: Protocol 1201000385 can be searched by *385*

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



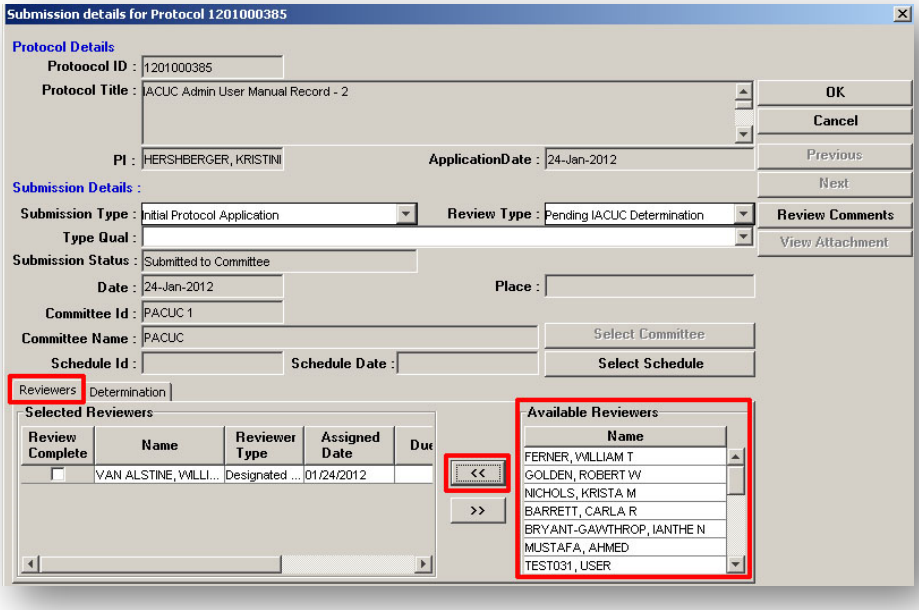
3. Re-open Protocol Submission Details

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

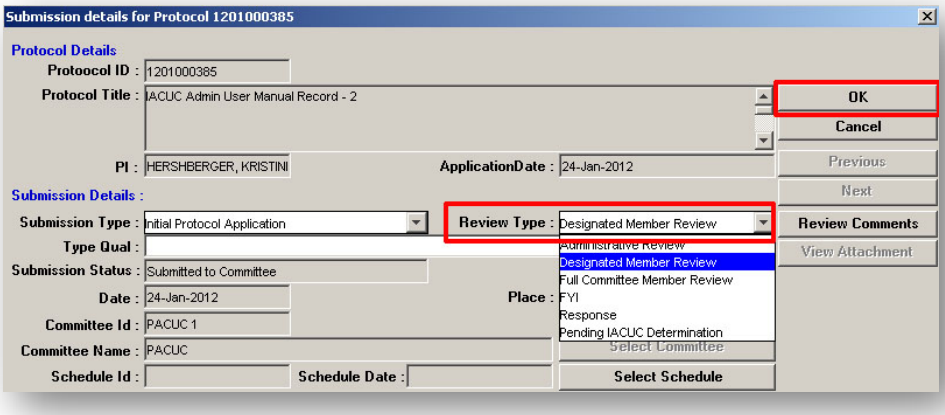
4. Assign Applicable Reviewers

NOTE: For Response to Revisions submissions, only assign the Reviewer(s) who requested revisions.

    a. Reviewers tab should be displayed by default
    b. Click the names of needed 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



5. Update Review Type field – Designated Member Review



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*