$COEUS_{Lite}$

IACUC Protocol – Abandon

Abandon action may only be taken on records that are in "Minor Revisions Required" status.

✎ Abandon Submission

NOTE: Abandoning a submission will terminate the use of the submission. You will not be able to modify and resubmit the record at a later time; you must create a new record for submission. Please be certain you no longer wish to utilize this submission before proceeding with abandonment.

1. Log-in to CoeusLite
2. Click "My IACUC Protocols"
3. Click the first embedded link found at the bottom of the email notification and login. System will automatically open the appropriate record to be revised.
    -OR-
4. Click the "Complete IACUC Requested Revisions" button in bottom section of IACUC Home page
5. Pop up window will open with all protocols that have requested revisions, click the protocol that you wish to Abandon.
6. With desired record open, click "Submit to IACUC" from the left navigation (Section 4: Submit)
7. Select "Abandon" from Protocol Actions (middle of screen)
8. Enter any comments in the comments field (not required) and click "Submit"

NOTE: Even though you have the ability to modify the Action Date field, the record will be immediately abandoned upon clicking the "Submit" button in the final step.

IACUC Protocol – Withdraw Submission

Withdraw Submission action may only be taken on records that are in "Submitted to IACUC" status.

✎ Withdraw Submission

NOTE: Withdrawing your submission will cease all reviews which are currently being conducted on the withdrawn record. Once the record is withdrawn, it is available for edit. You must again complete the submission process and the routing & approval process to resubmit your withdrawn record.

1. Log-in to CoeusLite
2. Click "My IACUC Protocols"
3. Click "All Protocols" and select the desired protocol record to withdraw from the list, which displays the status "Submitted to IACUC"
    -OR-
4. Click "Protocol Search" and complete the standard search for the desired protocol record to withdraw
5. With desired record open, click "Submit to IACUC" from the left navigation (Section 4: Submit)
6. Select "Withdraw Submission" from Protocol Actions (middle of screen)
7. Enter any comments in the comments field (not required) and click "Submit"

Additional assistance: coeushelp@purdue.edu

COEUS_Lite_

> ✏ NOTE: Even though you have the ability to modify the Action Date field, the record will be immediately withdrawn upon clicking the "Submit" button in the final step.

IACUC Protocol – Delete Record

Delete action may only be taken on records that are in "Pending/In Progress" status. You must also be listed as an Aggregator on the record to have deletion rights.

▶ Delete Record

> ✏ NOTE: Deleting your record will permanently remove the record from the system and will require re-creation if you later decide to use the material in the future. The record cannot be recovered by Coeus Admin.

1. Log-in to CoeusLite
2. Click "My IACUC Protocols"
3. Click "All Protocols" and select the desired protocol record to delete from the list, which displays the status "Pending/In Progress"
   -OR-
4. Click "Protocol Search" and complete the standard search for the desired protocol record to delete
5. With desired record open, click "Delete…" from the left navigation under the Record Tools Section
6. Click "OK" in the dialog box that appears, asking if you are sure you want to delete the record

Additional assistance: coeushelp@purdue.edu