Purdue University – Electronic Research Administration v.4.5.1 Updated: 4/20
**CoeusLite: IACUC Investigator Quick Reference**

COEUS*Lite*

IACUC Protocol - New Annual Continuation

Annual Continuations have been simplified in Coeus and only require completion of the Continuation/Continuing Review Summary and the "Annual Continuation Form" in the section labelled: Questionnaires. Any changes to currently Active protocols will require an Amendment, which must be submitted separately from the Annual Continuation.

Create New Continuation

> NOTE: The CoeusLite Launch Page may be found at:
> https://coeus.itap.purdue.edu/coeus/userAuthAction.do

1. Log-in to CoeusLite
2. Click "My IACUC Protocols"
3. Click the "Create New Annual Continuation" button in bottom section of the IACUC Home page
4. A pop-up window will open with all of your Active protocols listed; select the protocol on which you want to create an Annual Continuation.

Continuation/Continuing Review Summary

> NOTE: No revisions can be made to the protocol during an Annual Continuation.

1. Text Field: Enter the text "Annual Continuation"
2. Click "Save"

Complete Questionnaire – Annual Continuation Form

> NOTE: The Protocol Questionnaires are dynamic question sets which will automatically adjust, based on the answers provided. By using these forms, Investigators will only need to address those questions which are required.

1. Click "Annual Continuation Form" in the section labelled: Questionnaires, in the left navigation
2. Complete all questions as they appear, clicking "Save & Proceed" when each screen of questions is complete
3. A pop up window will indicate when form is complete

Submit to IACUC

> NOTE: Submission for both PI Approvals and PACUC review is done electronically through the Coeus system. Only complete the "Submit to IACUC" function when the protocol is complete and ready for review.

1. Click "Submit to IACUC" in the left navigation
2. Click "Submit for Review"
3. Validation checks will automatically run. "Errors" MUST be corrected prior to submission. "Warnings" may be corrected if desired.
4. Click "Ok" and complete the following fields:

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      a.   Type: select "Annual Continuation"

      b.   Review Type: select "Pending IACUC Determination"

      c.   Type Qualifier: DO NOT USE

5. Click "Submit"
6. Click "OK" in confirmation window

PI Approval

> NOTE: The PI will be the first electronic Approval required. This allows for a delegate to complete the record entry while ensuring the PI is aware and authorizes the submission.

If PI completed record and has "Submitted to IACUC":

1. Click "Return to IACUC Protocol"
2. Click "Approval Routing" in the left navigation
3. Click "Approve"
4. Enter Comments and/or Attachments if desired
5. Click "Approve" again to complete PI Approval

If Investigator Delegate completed record and has "Submitted to IACUC":

1. Open record from "My IACUC Protocols" or Email Notification
2. Click "Protocol Details" and review submission
3. Click "Approval Routing" in the left navigation
4. Click "Approve"
5. Enter Comments and/or Attachments if desired
6. Click "Approve" again to complete PI Approval

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