COEUS*Lite*

IACUC – New Protocol Submission

Create New Protocol

> 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 "Create New Protocol" – either the link in the top navigation or Create New Protocol button at bottom of IACUC Home page.

Protocol Details

General Info

> NOTE: The data fields with the red asterisks (*) must be completed on the General Info page to initially save a record.

1. Click "General Info" in the left navigation and complete the following fields:
   a. Protocol Type
   b. Project Type
   c. Title
2. Be sure click "Save" after entering information on each page

Investigators/Study Personnel

> NOTE: Anyone who will be conducting a procedure MUST be named on this screen. Animal Care Staff will be listed later in the Protocol Attachment.

1. Click "Investigators/Study Personnel" in the left navigation
2. Click "Search/Add Person" (inform IACUC Admin or Coeus Help (coeushelp@purdue.edu) of outside affiliates that need to be added to system)
3. Complete standard search window and select appropriate individual from results list
4. Complete following fields:
   a. Protocol Role: select Principal Investigator, Co-Investigator, or Study Personnel
   b. Person Role: select Protocol Personnel (only used when Protocol Role is Study Personnel)
   c. Affiliation: select Faculty, Non-Faculty, or Affiliate (non-Purdue employees)
5. Click "Save"
6. For each additional person, click "Add Investigator/Study Personnel" and repeat all steps

Correspondents

> NOTE: Primarily used by IACUC Admin. Correspondents are additional individuals who will be cc'd on documentation.

1. Click "Correspondents" in the left navigation
2. Click Employee Search (inform IACUC Admin of outside affiliates that need added to system)
3. Select Correspondent "Type" from drop down list
4. Enter "Comments" if desired
5. Click "Save"

Additional assistance: coeushelp@purdue.edu

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Areas of Research – (NOT REQUIRED)

NOTE: Areas of research designate fields of study for this protocol that can be used in reporting later.

1. Click "Areas of Research" in the left navigation
2. Click "Add Areas of Research"
3. Select appropriate area from pop up list
4. Click "Save"
5. Repeat for all additional Areas of Research that are applicable

Funding Source – Contact Coeus Help (coeushelp@purdue.edu) for assistance with Sponsor Codes

NOTE: The Funding Source screen designates where funding is established for this project.

1. Click "Funding Source" in the left navigation
2. Click "Add Funding"
3. Select appropriate Funding Source Type
4. Enter corresponding Number/Code
    a. **Sponsor-External Funding**: Enter the appropriate Sponsor Code, or click "Search" and complete the standard Sponsor search
    b. **Departmental Funding**: Enter the appropriate Unit Number, or click "Search" and complete the standard Unit search
    c. **Other –Self Funded**: Enter brief description that specifies the funding source
5. Click "Save"

Species/Groups

NOTE: A Species "Group" represents a Study or Teaching group of animals to be used on the specified protocol.

1. Click "Species/Groups" in the left navigation
2. Click "Add Species/Groups" and complete the following fields
    a. Group: Free text field, enter an unique description for the group to be added
    b. Species: Select the applicable species from the available drop-down list
    c. Species Strain: Free text field, enter the appropriate strain of the selected species
    d. Pain Category: Select the appropriate USDA pain category applicable to this group from the available drop-down list (if unsure, select "unknown")
    e. USDA Covered Type: Check this box if the indicated species group is USDA covered
    f. Count Type: Indicate if the group is live animals, embryos, or eggs
    g. Count: Enter total number of animals for this specific group
3. Exception: check box if there is an Exception and complete the following fields
    a. Click "Add Exception"
    b. Exception Category: select appropriate value from drop down list
    c. Description: Explain the necessity of this exception
4. Click "Save"
5. Repeat for all additional Species/Groups

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Alternatives Search

NOTE: A minimum of two (2) searches must be completed for each IACUC Protocol.

1. Click "Alternatives Search" in the left navigation
2. Click "Add Alternatives Search" and complete the following fields:
3. Search Date: Enter the date used for Alternatives Search
   a. Database Searched: Select the database that was searched. If "Other" is selected, enter name of database in the Comments field
   b. Years Searched: Enter the years used for Alternatives Search
   c. Keywords Searched: Enter ALL keywords used for Alternatives Search. (The species being used and the term "alternatives" MUST be two of the keywords used)
   d. Comments: Enter name of database searched if "Other" was selected and/or any additional information related to your Alternatives Search
4. Click "Save"
5. Repeat for all additional searches

Attachment Uploads

Upload Protocol Attachments

NOTE: IACUC Protocol Application Attachment is REQUIRED for all New protocols. Attachment templates may be found at: https://www.purdue.edu/research/regulatory-affairs/animal-research/forms.php

1. Complete attachments outside of system and save to desktop
2. Click "Attachments" in the left navigation
3. Click "Add New Document" and complete the following fields:
   a. Document Type: Select the appropriate document type from the drop-down list
   b. Description: Free text field, enter a unique identifier for this attachment
   c. File Name: Click the "Browse" button to complete a standard desktop browse/upload
4. Click "Save"
5. Repeat for all additional documents to be attached

4: Submit

Submit to IACUC

NOTE: Submission for both Academic Approvals and IACUC review is done electronically through the system. Only select the "Submit to IACUC" link when the protocol is complete and ready for review.

1. Click "Submit to IACUC" in the left navigation
2. Click "Submit for Review" link, towards the middle of the screen
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 "Initial Protocol Application"
   b.   Review Type: select "Pending IACUC Determination"
   c.   Type Qualifier: You can leave this field blank or select "Not Applicable" from the drop-down
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 designate to complete the record entry while ensuring the PI is aware and authorizes the submission.

If PI has completed record and has "Submitted to IACUC":
   1.   Click "Approval Routing" in the left navigation
   2.   Click "Approve" (upper left navigation)
   3.   Enter Comments and/or Attachments if desired
   4.   Click "Approve" again (lower left of approval screen) to complete PI Approval

If Investigator Delegate completed record and has "Submitted to IACUC":
   1.   Open record from "My IACUC Protocols"
   2.   Click "Protocol Details" and review submission
   3.   Click "Approval Routing" in the left navigation
   4.   Click "Approve" (upper left navigation)
   5.   Enter Comments and/or Attachments if desired
   6.   Click "Approve" again (lower left of approval screen) to complete PI Approval
-OR-
   1.   Open from link in email notification
   2.   Click "Approval Routing" in the left navigation
   3.   Click "Approve" (upper left navigation)
   4.   Enter Comments and/or Attachments if desired
   5.   Click "Approve" again (lower left of approval screen) to complete PI Approval