


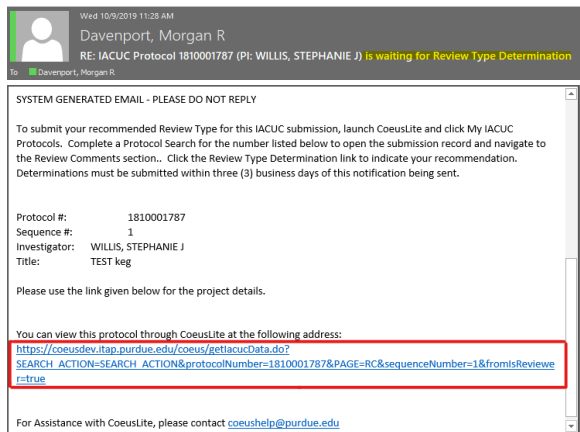
Review Type Determination

The Review Type Determination process provides IACUC Committee members three (3) business days to recommend a Full Committee or Designated Member Review for the identified protocol submission. Completion of this process is **optional** and if no recommendations are received, the submission will be classified as Designated Member Review, by default.

Open IACUC Protocol Submission from Email Notification

 **NOTE:** The system will automatically generate and send an email notification once IACUC Admin Staff initiates the Review Type Determination Process.

Important: Notice the difference in the Subject line of the email. This one will say, **“is waiting for Review Type Determination”**. Not to be confused with “is waiting for Review”, which is for the assigned Committee Reviewers.



1. Click on the first embedded link found at the bottom of the email notification
2. Enter Career Account Username and Password (Not Boiler Key) to log-in to CoeusLite
3. Appropriate IACUC Protocol Submission should open for review

~OR~

Open IACUC Protocol Submission from “All My Reviews”

1. Enter Career Account Username and Password (Not Boiler Key) to log-in to CoeusLite
2. Click on “My IACUC Protocols”, then click on “All My Reviews”
3. Click the Protocol you wish to review from the “Review Type Determination” section
4. Appropriate IACUC Protocol Submission should open for review



CoeusLite User: DAVENPORT, MORGAN R

Current Locks

Coeus Home My Negotiations My Proposals My Awards My COI My IRB Protocols **My IACUC Protocols** Inbox My ARRA Logout

IACUC Home | All Protocols | Pending Protocols | Pending PI Action | Amendments & Renewals | Create New Protocol | Protocol Search | **All My Reviews** | Schedules |

These are the Protocol Submissions for which DAVENPORT, MORGAN R is specified for review determination

Protocol Number	Title	PI	Submission Status	Determination Due Date	Submission Type
1302002121	s	TEST020, USER	Submitted to Committee	04/09/2013	PACUC Requested Revisions
1302002099	routing test	TEST020, USER	Submitted to Committee	04/09/2013	Initial Protocol Application
1302002094A001	QA test 3 3	TEST020, USER	Submitted to Committee	04/09/2013	Amendment
1211001710	4.4.4.1 Load Test Ba ...	DAVENPORT, MORGAN R	Submitted to Committee	04/09/2013	Initial Protocol Application

These are the Protocol Submissions for which DAVENPORT, MORGAN R is specified as a Reviewer

Protocol Number	Title	PI	Submission Status	Due Date	Submission Type	Designated Reviewer
1205000703	reviewer	HERSHBERGER, KRISTIN ...	Submitted to Committee		Initial Protocol Application	<input checked="" type="checkbox"/>

Completed Reviews

There are no review complete protocols available

Review Protocol Submission

1. **Protocol Details** - (view each section by clicking the corresponding link in the Left Navigation)

1: Protocol Details
✓ *General Info
✓ *Investigators / Study Personnel
✓ Correspondents
✓ Areas of Research
✓ Funding Source
✓ *Species / Groups
✓ *Alternative Search
Notes

- General Info:** Basic information such as Protocol Type and Title. Reference Num 1 field will contain the old protocol number for historically uploaded records, if applicable
- Investigators/Study Personnel:** All Investigators and named Protocol Personnel (Animal Care Staff will be listed in the uploaded Application Form and Questionnaire)
- Correspondents:** Additional contacts to be notified when specific actions are taken
- Areas of Research:** Categories of research applicable to the project
- Funding Source:** Source of funding for project
- Species Groups:** Information regarding the animals requested for the project
- Alternative Search:** Databases searched for alternative justification
- Notes:** Any additional Investigator and Administrative notes

2. **Questionnaires** - (view by clicking the desired questionnaire found under the “2: Questionnaires” section in the Left Navigation)

NOTE: You can generate a PDF of the questionnaire, if you prefer. Many reviewers find the PDF easier to read than the online form. To do this, just scroll to the bottom of the open questionnaire and click the “Print” button.

- Annual Continuation: completed with Annual submission
- Triennial Renewal Supplement: completed with Triennial submission

3. **Protocol Attachments** - (view by clicking the “Attachments” link in the Left Navigation and click “View” next to the desired attachment)

New/Changed Attachments				Show All
Attachment Type	Description	Timestamp	Update User	
Protocol Application	Historic Upload Attachment	10/27/2011 11:22 AM	TOMPKINS, CHRISTOPHER M	Modify View Remove

- Protocol Attachments will contain the “Protocol Application” containing descriptive procedural information and all additional documents (i.e. Consent Forms, Training, etc.) that are applicable

Recommend Review Type

NOTE: If a Committee Member does NOT complete the Review Type Determination process, their recommendation will be considered “Designated Member Review”, by default.

1. Click on the “Review Comments” link found at the bottom of the left navigation pane
2. Click on the “Review Type Determination” link

The screenshot shows the CoeusLite user interface for user TOMPKINS, CHRISTOPHER M. The navigation pane on the left includes sections like General Info, Investigators / Study Personnel, Correspondents, Areas of Research, Funding Source, and Species / Groups. Under the 'Areas of Research' section, the 'My Review Comments' link is expanded, and the 'Review Type Determination' link is highlighted with a red box.

3. Select recommended Review Type from dropdown – (Full Committee Member Review or Designated Member Review).

The screenshot shows the 'Review Type Determination' form in the CoeusLite interface. The form includes fields for 'Determination Due Date' (set to 19-Dec-2011) and 'Review Type Determination' (a dropdown menu with '---Please Select---' selected). The 'Save' button is highlighted with a red box.

4. Click “Save”
5. Automatic email notification will be sent to IACUC Admin to indicate you have completed your Review Type Determination recommendation.