Coeus IACUC Administrative Process – Assign Full Committee Review

The following processes apply to every submission that requires a Full Committee Review:

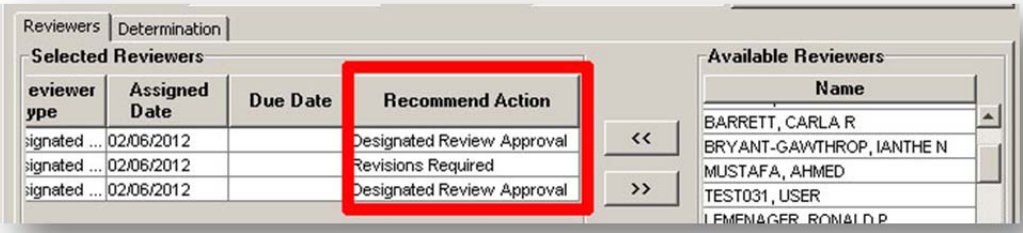
IACUC Protocol Module

Complete the following steps in the IACUC Protocol Module

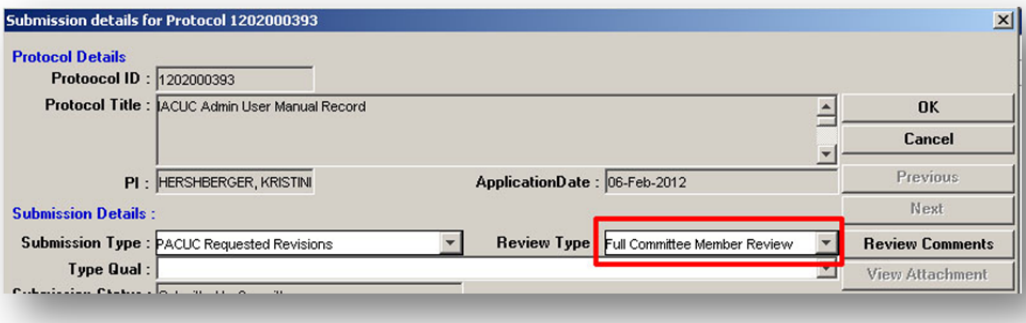
Step 1: Open IACUC Protocol Submission

Complete the following steps when any Reviewer or Member has indicated Full Committee Review is required at any point during the lifecycle of the individual submission and no DMR reviewers require any further revisions

1. Open the Protocol Submission Details by going to Edit > View Submission Details
2. Click on the "Reviewers" tab



3. Record the following information for all listed Reviewers (outside of Coeus):
   a. Name
   b. Reviewer Type
   c. Assigned Date
4. Update "Review Type" to be "Full Committee Member Review"



5. Click "Yes" to warning message. This will erase listed Recommended Actions
6. Click the "Select Schedule" button to open list of available committee meetings

7. Select the appropriate scheduled meeting time and click "Ok".

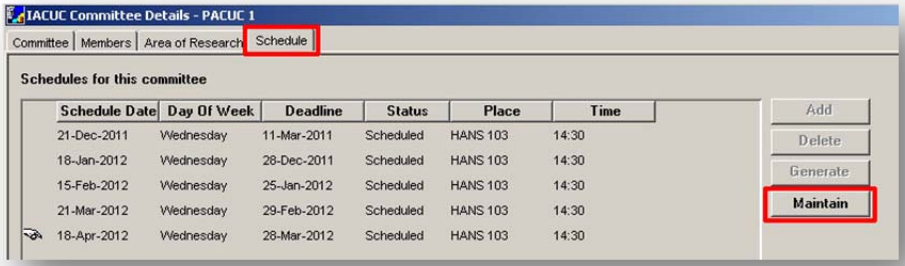
NOTE: To remove Schedule Date, open Submission Details window and click the "Select Committee" button, then click "OK" in the Committee Selection window. Schedule Date should be cleared. Click "OK" in Submission Details window to save changes.

8. Return to Reviewers tab
9. Re-assign previous Reviewers and manually enter previously recorded information for each.
    a. Name
    b. Reviewer Type
    c. Assigned Date
10. Check the "Review Complete" checkbox to the left of each reviewer's name
11. ENTER COMMENT WITH FINAL DMR PRE-SCREEN RECOMMENDED ACTIONS
12. Click "Ok" to save and close Submission Details

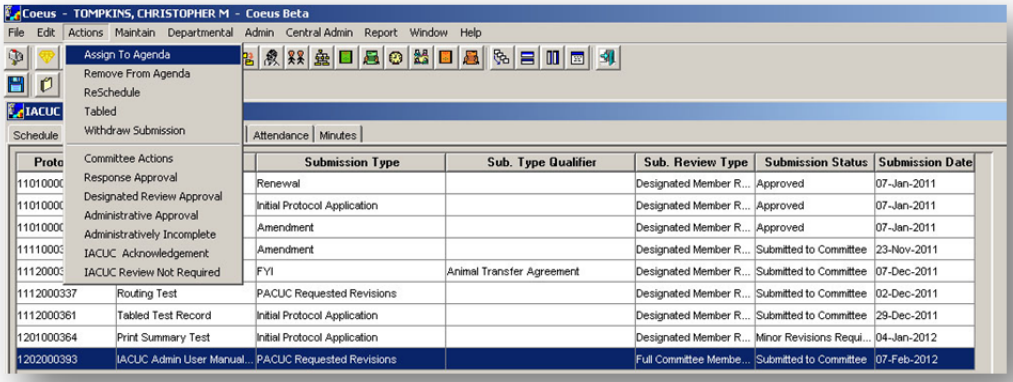
Step 2: Assign to Agenda

Selecting a Schedule for a protocol submission will only make it available for that agenda. Each protocol submission must also be manually assigned to the selected agenda.

1. Open Schedule by going to: Maintain > Committee –or- clicking the "Committee" icon.
2. Double click the Committee ID: PACUC 1
3. Click the "Schedule" tab
4. Select the appropriate schedule date and click "Maintain"



5. With Schedule Details open, click the "Protocols Submitted" Tab
6. Highlight the desired protocol submission and go to: Actions > Assign to Agenda



7. On the Assign to Agenda Action, click "OK"
8. Close the Correspondences List window
9. Exit the IACUC Schedule Details

NOTE: To REMOVE a submission from an agenda: Complete Steps 2.1-2.6 above then go to Actions > Remove from Agenda.