

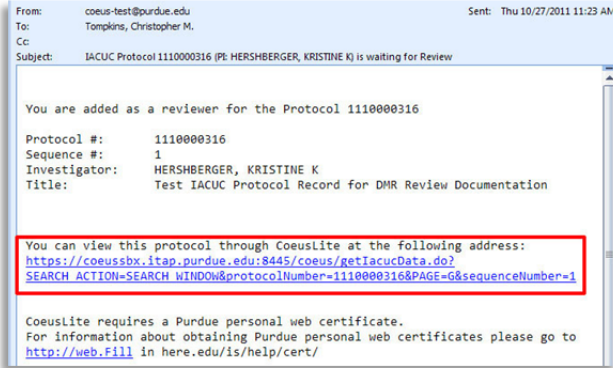


## Designated Member Review – Investigator Created Submission

PREREQUISITES: Completed IACUC Submission + Review Type: Designated Member + DMR Assigned

### Open IACUC Protocol Submission from Email Notification

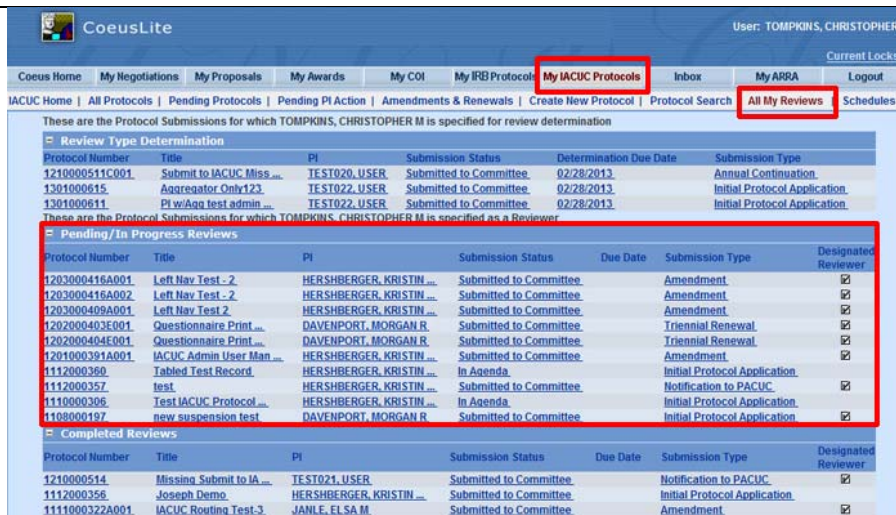
NOTE: The system will automatically generate a send an email notification once a DMR has been assigned as a Reviewer by IACUC Admin Staff.



1. Click on the first embedded link found at the bottom of the email notification
2. Enter Career Account Username and Password to log into CoeusLite
3. Appropriate IACUC Protocol Submission should open for review


### Open IACUC Protocol Submission from “All My Reviews”

NOTE: Those who are assigned as a DMR Reviewer on a specific submission will have the “Designated Reviewer” box checked next to the listed submission.




1. Enter Career Account Username and Password to log into CoeusLite
2. Click on “My IACUC Protocols”, then click on “All My Reviews”
3. Click the Protocol you wish to review from the “Pending/In Progress Reviews” section
4. Appropriate IACUC Protocol Submission should open for review

 **Print/View Protocol\*\*\***

 **NOTE:** A complete Protocol record may be generated as a single PDF file. Only attachments with .pdf file format will be included in Summary. All other uploaded file types must be opened in the Attachment section.

1. Click on the “Print/View Protocol” link towards the bottom of the Left Navigation
2. Check the boxes for all sections you wish to have included in the generated PDF.
3. Click “Print” to generate complete Protocol file

 **Review Protocol Submission**

 **NOTE:** Only Investigator created submissions will have all fields completed. Historic records uploaded by PACUC Admin will only have limited screens entered and the entire submission will be uploaded as an attachment for review.

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

1: Protocol Details	
<input checked="" type="checkbox"/>	*General Info
<input checked="" type="checkbox"/>	*Investigators / Study Personnel
<input checked="" type="checkbox"/>	Correspondents
<input checked="" type="checkbox"/>	Areas of Research
<input checked="" type="checkbox"/>	Funding Source
<input checked="" type="checkbox"/>	*Species / Groups
<input checked="" type="checkbox"/>	*Alternative Search
	Notes

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

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

 **NOTE:** See IACUC Question Lists to assist with Questionnaire reviews

- Protocol Addendum: completed with initial protocol submission & triennial renewal submission
- 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 Upoad Attachment	10/27/2011 11:22 AM	TOMPKINS, CHRISTOPHER M
			Modify <span style="border: 1px solid red; padding: 2px;">View</span> Remove

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

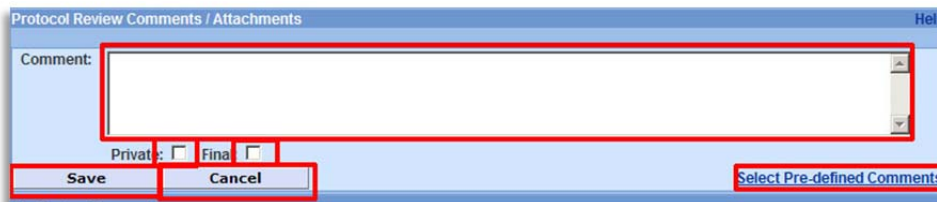
**Enter Reviewer Comments**

**NOTE:** Comments from all Reviewers will be consolidated by IACUC Admin prior to being made available to Investigators to ensure clarity and prevent duplication.

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



2. Click on the “Add Review Comments”



3. Enter text in “Comment” box –OR- click “Select Pre-defined Comments” to select default text.
4. Leave the “Private” box checked and check the “Final” box for ALL entered comments.
5. Click “Save”
6. View: Click “View” next to comment to see full verbiage
7. Modify: Click “Modify” next to comment to edit verbiage or Final/Private boxes
8. Remove: Click “Remove” next to comment to delete

**Recommend Submission Action**

**NOTE:** A protocol submission Review will be locked once the Reviewer has entered a Recommended Action. Contact IACUC Admin to have this lock released if necessary.



1. Click on the “Complete Review” link once all Review Comments have been added



2. Select the Recommended Action from the available drop-down list
3. Click “Ok” to complete review.
4. Once review has been completed, IACUC Admin will automatically be notified by a system generated email.