


Coeus IACUC Administrative Process – Request Revisions



The following process to Request Revisions to a Principal Investigator for a protocol submission should ONLY be completed when Reviews from all DMRs are complete and it has been determined that revisions are required:


IACUC Protocol Submission Module

Complete the following steps in the IACUC Protocol Submission Module

Step 1: Open IACUC Protocol Submission

1. Identify Protocol Submission Number from Notification Email – Submission number will be both in the email Subject line and in the body
2. Launch Coeus Premium and open the “IACUC Protocol Submission” module by going to Maintain > IACUC Protocol Submission –or- clicking the “IACUC Protocol Submission”  icon.
3. IACUC Protocol Submission Search: The standard search window will open. Search by the Protocol number identified in the email notification and click “Find”


 NOTE: If the search window is accidentally closed, re-open by clicking the “IACUC Protocol Submission Search”  icon in the top navigation.

 NOTE: Search criteria may be abbreviated by using the asterisks key (*) as a wildcard. Example: Protocol 1201000385 can be searched by *385*

4. Select the appropriate submission from the search results list but single clicking to highlight

Step 2: Open Review Comments

You may access the Review Comments associated to the submission by two different methods.

1. Open Review Comments Directly
 - a. Make sure the proper submission is highlighted on the IACUC Protocol Submission List
 - b. Go to: Edit > Review Comments
2. Open Review Comments through Submission Details
 - a. Make sure the proper submission is highlighted on the IACUC Protocol Submission List
 - b. Open Submission Details screen by going to: Edit > Submission Details –or- clicking the “Submission Details”  icon.
 - c. Click the “Review Comments” button.

Submission details for Protocol 1202000393

Protocol Details

Protocol ID : 1202000393

Protocol Title : JACUC Admin User Manual Record

PI : HERSHBERGER, KRISTINI ApplicationDate : 06-Feb-2012

Submission Details :

Submission Type : PACUC Requested Revisions Review Type : Designated Member Review

Type Qual : []

Submission Status : Submitted to Committee

Buttons: OK, Cancel, Previous, Next, **Review Comments**, View Attachment

Step 3: Screen Review Comments

1. Mark ALL previously entered comments "Final" and "Private"
 - a. Select the Comment to update and click "Modify"

Review Comments

Reviewer	Entry	Final	Private
TOMPKINS, CHRISTOPHE...	DMR entered revision required comment #3	<input type="checkbox"/>	<input type="checkbox"/>
TOMPKINS, CHRISTOPHE...	DMR entered revision required comment #1	<input type="checkbox"/>	<input type="checkbox"/>
TOMPKINS, CHRISTOPHE...	DMR entered revision required comment #2	<input type="checkbox"/>	<input type="checkbox"/>

Buttons: Close, New, **Modify**, Delete, Move Up

- b. Check the boxes for "Final" and "Private" if they are not already

Comments

Entry Contingency Code : []

Final Private

DMR entered revision required comment #3

Buttons: Save & Close, Save & New, Cancel

- c. Click "Save & Close"
 - d. Repeat for all remaining comments
2. Consolidate Final Comments
 - a. Identify DMR Revision Comments
 - b. Consolidate and rewrite comments outside of system (Notepad is recommended) into one "official" list of revisions to be sent to PI
3. Enter Investigator Revision Comments
 - a. Click the "New" button
 - b. Enter first "official" revision request comment

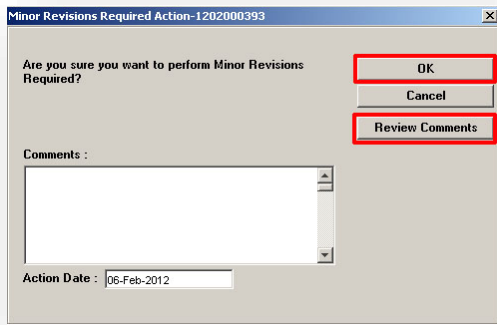
NOTE: You CAN copy and paste into Coeus by using Ctrl C & Ctrl V. It is recommended to use an application that is text only –no formatting- (i.e. Notepad) in order for comments to Copy/Paste seamlessly.

- c. Check the "Final" box
 - d. Ensure the "Private" box is NOT checked
 - e. Click "Save & New" to enter next comment

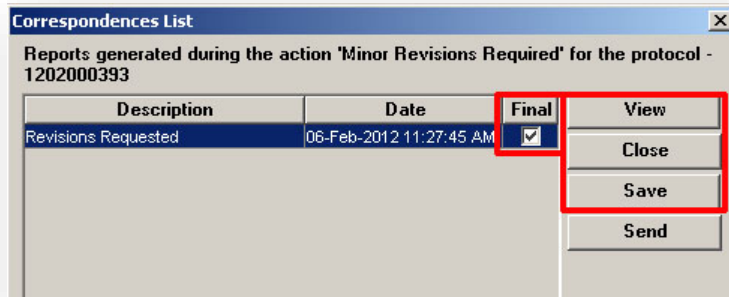
- f. Repeat for all remaining “official” revision request comments
- g. When final comment is entered, click “Save & Close”
- h. Click “Close” to exit Review Comments window

Step 4: Action - Minor Revisions Required

1. Make sure the correct submission is highlighted in the IACUC Protocol Submission List
2. Go to: Actions > Minor Revisions Requested, new window will open



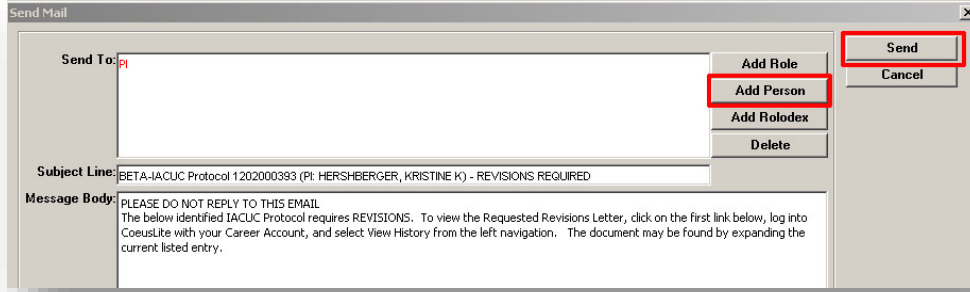
3. Confirm Review Comments
 - a. Click “Review Comments”
 - b. Review all comments and confirm internal comments are marked “Private” and comments to be sent to PI are marked only “Final” and not marked “Private”
 - c. Click “Close” to return to Minor Revisions Required Action screen
4. Click “Ok” to finalize Revision Action




5. With the Correspondences List window open, click “View” to open Revisions Requested memo
6. New browser window or tab will open with the generated Revisions Requested memo
7. Review for accuracy
8. Save memo to desktop
 - a. Save as .pdf
 - b. Name file: “SUBMISSION# DATE(1.11.11)”
 - c. Close browser window
9. Check the “Final” box next to the Revisions Requested memo and “Save”
10. Click “Close”

Step 5: Send Email Notification

1. When the Correspondence List closes, the Send Mail window will automatically open

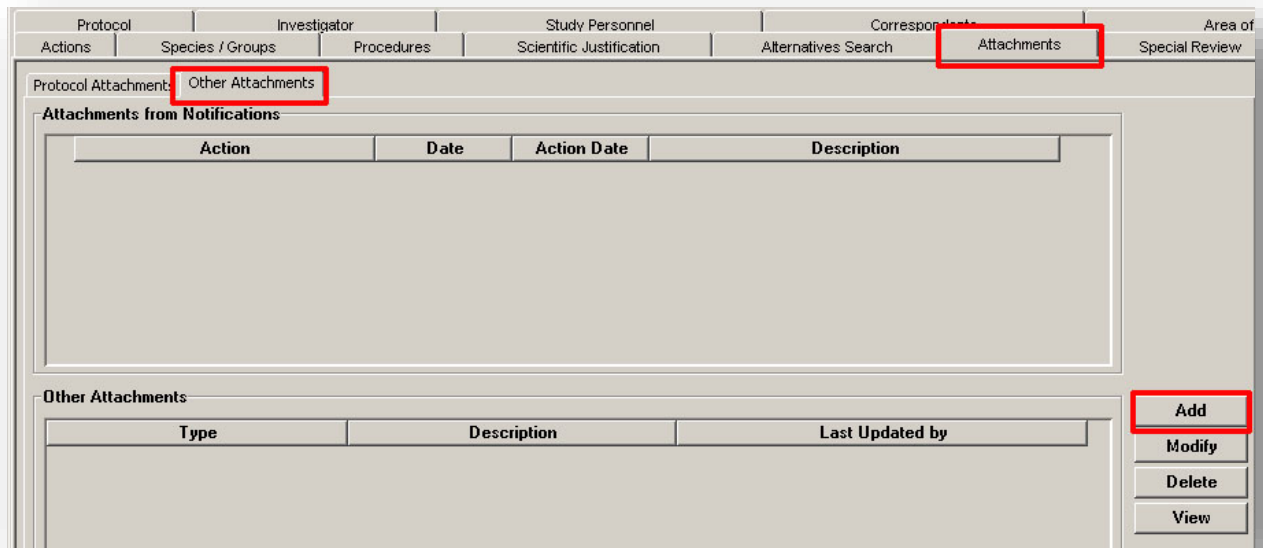


2. Add additional Recipients
 - a. PI will default populate
 - b. Click "Add Person"
 - c. Complete the standard Person Search
 - d. Repeat for all additional recipients

 NOTE: To Remove a recipient, highlight and then click the "Delete" button

3. Click "Send"

Step 6: Revision Memo Upload



1. Double click the submission to open record in Display
2. Click on the "Attachments" tab to display screen
3. Click the "Other Attachments" tab

4. In the Other Attachments section, click “Add”



The screenshot shows a standard Windows-style dialog box titled "Add Attachment". It features a close button (X) in the top right corner. The dialog contains three main input areas: a "Document Type" dropdown menu currently set to "Revisions Requested Letter", a "Description" text box containing "Revisions Requested_2-7-12", and a "File Name" text box containing "Revisions Requested_2-7-12.pdf" next to a "Browse..." button. To the right of these fields are two buttons: "OK" and "Cancel".

5. Document Type: Select “Revision Requested Letter”
6. Description: Enter “SUBMISSION# DATE(1.11.11)”
7. Click the Browse button to upload the saved correspondence
8. Click “Ok” and Save record.
9. Exit submission.