Coeus IACUC Administrative Process - Review Complete

The following processes apply to every submission received by PACUC Administration. The completion process should start once the system generated "Review Complete" email is received:

From: To:	coeus-test@ Tompkins, Chri	@purdue.edu istopher M.	Sent: Thu 1/26/2012 9:13 AM
Cc: Subject:	IACUC Protoco	col 1110000316 (PE: HERSHBERGER, KRISTINE K) - Review Complete	
			â.
Protoc Sequen Invest Title:	nce #: igator:	1110000316 1 HERSHBERGER, KRISTINE K Test IACUC Protocol Record for DMR Review Documentation	
		s protocol through CoeusLite at the following address: <u>https://coeussbx</u> ARCH WINDOW&protocolNumber=1110000316&PAGE=G&sequenceNumber=1	<pre>.itap.purdue.edu:8445/coeus/getIacucData.do?</pre>
		es a Purdue personal web certificate. about obtaining a Purdue personal web certificate please go to <u>http://w</u>	eb.Fillinhere.edu/is/help/cert/

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" module by going to Maintain > IACUC Protocol –or- clicking the "IACUC Protocol" icon.
- 3. IACUC Protocol 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 accidently closed, re-open by clicking the "IACUC Protocol

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*

Step 2: Confirm ALL Reviews Complete

- 1. Open the Protocol Submission Details by going to Edit > View Submission Details
- Confirm ALL DMR Reviews are Complete Emails are received by IACUC Admin each time an assigned DMR completes their review. It is critical that all listed reviewers are complete before proceeding.

Schedu	le ld :	S	chedule Date :			Select Schedule	
Reviewers D	etermination						
Selected R	eviewers					Available Reviewers	
Review	Name	Reviewer	Assigned	Due		Name	1
Complete	Name	Туре	Date	Due		GOLDEN, ROBERT W	-
	AVENPORT, MORG	Designated	01/26/2012		<<	NICHOLS, KRISTA M	
	ERNER, WILLIAM T	Designated	01/26/2012		-	BARRETT, CARLA R	
	OMPKINS, CHRISTO	Designated	01/26/2012		>>	BRYANT-GAWTHROP, IANTHE N	
						MUSTAFA, AHMED	
						VAN ALSTINE, WILLIAM G	
A.						TEST034 LISER	-

- a. Click on the "Reviewers" tab in the middle of screen
- b. Confirm that all boxes under the Review Complete column are checked
- c. If NOT: Close Submission Details and do nothing further with submission
- d. If ALL COMPLETE: Leave Submission Details screen open and move on to next step

Step 3: Determine Action Path

When ALL Reviews are complete, you must identify which Action to complete. There are three possible processes which may apply:

- Full Committee Review Required
- Approved (Designated or Response)
- Revisions Required
- 1. Determination Revisions Required
 - a. With Submission Details open, click on the "Reviewers" tab
 - b. Scroll to the "Recommended Action" column

Reviewers	Determination	1				
Selecter	d Reviewers			2	Available Reviewers	
eviewer ype	Assigned Date	Due Date	Recommend Action		Name	
	02/06/2012		Designated Review Approval	<<	BARRETT, CARLA R BRYANT-GAWTHROP, IANTHE N	-
signated	02/06/2012		Revisions Required		MUSTAFA, AHMED	
signated	02/06/2012		Designated Review Approval	>>	TEST031, USER	
					LEMENAGER, RONALD P	

- c. If "Revisions Required" is listed for any Reviewer, go to Step 4: Revisions Requested Action
- d. If not, go to next step (Step 3.2).
- 2. Determination Full Committee Review Required

NOTE: Only complete when previous steps have been satisfied. Do not skip section 1.

- a. Click on the "Reviewers" tab
- b. Scroll to the "Recommended Action" column
- c. If "Full Committee Review Required" is listed for any Reviewer, go to Step 5: Full Committee Assignment Action.
- d. If not, click on the "Determination" tab.

Committee Members		_
Name	Recommended Review Type	Determination Due Date : 06-Feb-2012
ZIMMER, MICHAEL, E		Send Notification
WEEKS, HARMON P		
VAN ALSTINE, WILLIAM G		
TOMPKINS, CHRISTOPHER M	Full Committee Member Review	
TEST036, USER		
TEST031 LISER		

- e. If "Full Committee Review Required" is listed for any Member, go to Step 5: Full Committee Assignment Action.
- f. If not, click the "Previous" button (if there are no Previous submissions, go to step 6: Approval Action)

Submission details fo	or Protocol 1202000393			<u>.</u>	×
Protocol Details Protoocol ID :					
Protocol Title :	<u> </u>	0K			
			-	Cancel	
PI :	HERSHBERGER, KRISTINI	ApplicationDate : 06-Feb-2012		Previous	
Submission Details :				Next	
Submission Type :	PACUC Requested Revisions	Review Type : Response	-	Review Comments	1
Type Qual :			-	View Attachment	1
Submission Details : Submission Type :	PACUC Requested Revisions			Previous Next Review Comment	_

- g. Repeat steps 2.b-2.g for all available "Previous" submissions
- h. If "Full Committee Review Required" is NOT listed in the Reviewers or Determination sections for ALL submissions, go to next step (3.3)
- 3. Determination Approve

NOTE: Only complete when previous steps have been satisfied. Do not skip section 1 or 2.

- a. Click on the "Reviewers" tab
- b. Scroll to the "Recommended Action" column
- c. If ALL DMR Recommended Actions are "Designated Review Approval", go to Step 6: Approval Action.

Step 4: Revisions Requested Action

--- SEE REQUEST REVISIONS PROCESS ---

Step 5: Full Committee Assignment Action

--- SEE FULL COMMITTEE ASSIGNMENT PROCESS ----

Step 6: Approval Action

--- SEE APPROVE SUBMISSION PROCESS ---