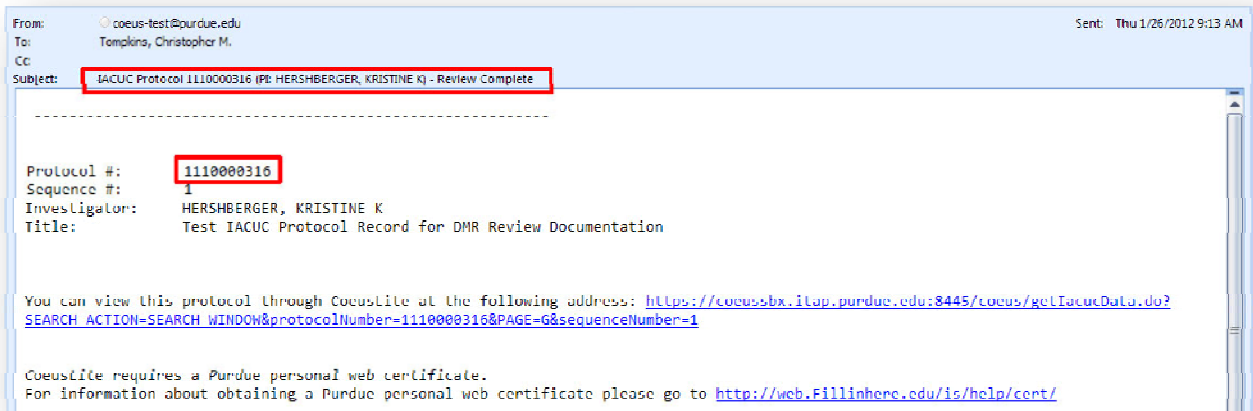


Coeus IACUC Administrative Process – Review Complete

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:



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 accidentally closed, re-open by clicking the “IACUC Protocol Search”



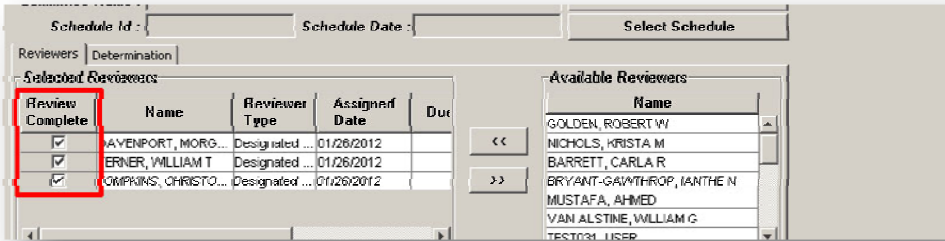
icon in the top navigation.



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
2. 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.



- 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 that might apply:

- o Full Committee Review Required
- o Approved (Designated or Response)
- o Revisions Required

1. Determination – Revisions Required
 - a. With Submission Details open, click on the “Reviewers” tab
 - b. Scroll to the “Recommended Action” column



- 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.

- 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)

- 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 ---