Coeus IACUC Administrative Process - New Submission Intake

The following processes apply to every submission received by PACUC Administration. The intake process should start once the system generated "Waiting for Approval" email is received:

From: Fo:	 coeus-test@purdue.ed Tompkins, Christopher M. 	u
Subject:	BETA-IACUC Protocol 120	01000371 (PI: HERSHBERGER, KRISTINE K) is Waiting for Approval
PLEASE To Appr "Approv You are	DO NOT REPLY TO T ove this IACUC Pr e" button found i designated as an	HIS EMAIL otocol, click the first link below to open CoeusLite and login with your Care n the left navigation. Click "Approve" again to provide your authorization t alternate approver for this IACUC protocol
PI: Profit Protoco Title:	Center: l Number:	HERSHBERGER, KRISTINE K 40701000 : Vp For Research 1201000371 IACUC Admin User Manual Record

IACUC Protocol Module

Step 1: Open IACUC Protocol Submission

- 1. Identify Protocol Number from Notification Email this 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 🛄 in the top navigation.

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

4. Open record in Display by double clicking the listed result or going to Edit > Display IACUC Protocol

Step 2: Protocol Submission Type

1. Open the Protocol Submission Details by going to Edit > View Submission Details

Last Updated: 8/20/19

2. Confirm Submission Type

The Protocol number can usually identify the type of submission. The initial application will only have the base number; while Amendments, Continuations, and Renewals will have a suffix on that number which starts with a corresponding letter:

- No lettered suffix = Initial Protocol Application
- *A00x = Amendment
- *COOx = Continuation
- o *E00x = Renewal w/ Amendment
- 3. Identify entered Submission Type and make correction (if necessary) by selecting the appropriate Submission Type value from the dropdown list.

IULUCUI D'ELAIIS			
Protoocol ID :	1201000385		
Protocol Title :	ACUC Admin User Manual Record - 2		🔺 ОК
			Cancel
PI :	HERSHBERGER, KRISTINI	ApplicationDate : 24-Jan-2012	Previous
ubmission Details :			Next
Submission Type :	Initial Protocol Application	Review Type : Pending IACUC Determination	Review Comments
ı ype uluar :			View Attachment
ubmission Status :	Routing In Progress		

4. Click "Ok" if updated, Click "Cancel" if no changes were made to the Submission Details screen.

Step 3: Administrative Review

Complete a review of the Submission content to ensure all required components are present and identify any incorrect information, when possible.

Step 4: Training Qualifications

1. Identify Procedure Personnel

(The Procedures tab is currently not utilized by PACUC; you will need to look in the appropriate section of the PACUC Protocol Application Attachment – in Attachments tab – for procedure specific information

- 2. Check Qualifications: Currently use externally maintained PACUC Training Database
- 3. Enter Training Comment
 - a. Open Protocol Submission Details: go to Edit > View Submission Details
 - b. Click "Review Comments"
 - c. In the Review Comments window, click "New"

	Final Flivate	Llose
		New
		Modify
		Delete
		Move Up
		Move Dow
		Print
		Attachmen

d. If APPROVED:

• Click the magnifying glass icon next to Contingency Code

Entry	Contingency Code :	Final 🔲 Private
		Save & Close
		Save & New
		Cancel

- Click: "ANIMAL QUALIFICATIONS: Checked and Approved"
- Click "OK"
- e. If DISAPPROVED:
 - Enter comments on training/qualifications discrepancies for all applicable Procedure Personnel in text box
- f. Check BOTH the Final and Private boxes
- g. Click "Save & Close"
- h. Click "Close" on Review Comments window
- i. Close Submission Details window, click "Yes" when asked if you want to save changes.

Step 5: Protocol Routing & Approval

1. Open the Protocol Routing: Go to Protocol Actions > Approval/Rejection

Last Updated: 8/20/19

2. Select the IACUC Admin Map

Pouting			Approve
- 倉 (000001) IACUC	Admin Map - TEST		Reject
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equential Stop 1			
equential Stop 1	SNIDER, LISA D	Waiting for Approval	
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equential Stop 1 Canada Idenider mrdavenp Canada mrdavenp Canada mrdavend Canada mrdav	SNIDER, LISA D DAVENPORT, MORGAN R PANICI, MELISSA R TOMPKINS, CHRISTOPHER M BUGHER, LORI D	Waiting for Approval Waiting for Approval Waiting for Approval Waiting for Approval Waiting for Approval	

- 3. Confirm that "Waiting for Approval is next to each listed name
- 4. Approve the routing

NOTE: Approving protocol will acknowledge acceptance and move to IACUC Protocol Submission module

mments Attachments	Approve
mments:	Add Approv
	Add Alterna
	Pass
ave & New New	Cancel
	Modity
	Delete

- a. Click the "Approve" button \rightarrow Protocol Approval window will open
- b. Click the "Approve" button again.
- -or-
- 5. Reject submission

IMPORTANT: IACUC Administrator must authorize prior to Rejection

Protocol Rejection		×
Confirm your Rejection of the Protocol		
Comments Attachments		Reject
Comments: Save & New New		Cancel
	Modify Delete	

- a. Click the "Reject" button \rightarrow Protocol Rejection window will open
- b. Enter DETAILED reason(s) for rejection in Comments box (REQUIRED)
- c. Click "Reject" again

Step 6: Complete Administrative Corrections

NOTE: Only initiate Administrative Corrections once routing is complete and status is "Submitted".

- 1. Select submission from results list
- 2. Go to: Edit > Administrative Correction
- 3. Enter Comment and click "OK"
- 4. Add All Applicable Correspondents

ctions	Species / Groups	Procedures	Scientific Justification	Alternatives Seem	oh Atterch	ments
Protoco	ol Inves	tigator	Study Personnel	с	orrespondents	
Correspor	ndents			-		
	Туре	N	ame	Add		
Spor	nsored Progr 🔽 <mark>E</mark> RYANT-	GAWTHROP, IANTHE N	1	Delete		
Spon Biosa	isored Programs Re afety Officer			Find Person		
Anim	al Facility Superviso			Find Bolodex		

- a. Go to Correspondents Tab
- b. Click "Find Person"
- c. Complete search for desired Person
- d. Select Appropriate Correspondent Type
- e. Save and repeat for all additional Correspondents
- 5. Revise any other data that may need corrected (i.e. attachment descriptions, etc.)

- 6. Save and Close record
- 7. Exit IACUC Protocol module and go to IACUC Protocol Submission Module 100 to complete intake

IACUC Protocol Submission Module

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Complete the following steps in the IACUC Protocol Submission Module only when the previous steps are finished.

Step 6: Open IACUC Protocol Submission

1. Open the "IACUC Protocol Submission" module by going to Maintain > IACUC Protocol

Submission –or- clicking the "IACUC Protocol Submission" icon 📇.

2. 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 accidently 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*

Step 7: Protocol Submission Details

1. Open Protocol Submission Details window: Go to Edit > Submission Details -or- click the

Submission Details icon 些

NOTE: In the IACUC Protocol Submission module, be sure to display the Submission Details from the Search Results list page. Do not open record to view Submission Details.

2. Select/Save IACUC Committee

rotocol Details						
Protoocol ID :	1201000385					
Protocol Title :	ACUC Admin User Manua	I Record - 2				OK
						Cancel
PI :	I HERSHBERGER, KRISTINI		ApplicationDate :	24-Jan-2012		Previous
ubmission Details	:					Next
Submission Type :	Initial Protocol Application	•	Review Type :	ending IACUC Determination	-	Review Comments
Type Qual :					-	View Attachment
ubmission Status :	Submitted to Committee					
Date :	24-Jan-2012		Place :			
Committee Id :	PACUC 1				_	
Committee Name :	PACUC			Select Committee		
Schedule Id :		Schedule Date :		Select Schedule		

- a. Click the "Select Committee" button
- b. "PACUC 1" should be highlighted. Click "OK"
- c. Click "OK" to save Submission Details
- 3. Re-open Protocol Submission Details
- 4. Complete Review Type Determination

IMPORTANT: The Review Type Determination process should NOT be completed for Continuations or Revision Responses.

rotocol Details					
Protoocol ID : 12010003	35				
Protocol Title : ACUC Adr	nin User Manua	Record - 2			• OK
				I	Cancel
			A	2	Previous
PI : JHERSHBER	KGER, KRISTINI		ApplicationDate :	J24-Jan-2012	11691605
ubmission Details :					Next
Submission Type : Initial Proto	col Application	*	Review Type :	Pending IACUC Determination	Review Comments
Type Qual :					View Attachment
ubmission Status : Submitted	to Committee				
Date : 24-Jan-20	12		Place :		-
Compared a pactical				,	
Committee Id : PACUC I				Colort Committee	1
Committee Name : PACUC		_		select committee	_
Schedule Id :		Schedule Date :		Select Schedule	
Reviewers Determination					
Committee Members					
Name	Recomme	nded Review Type	Determination	Due Date 24-Jan-2012	
ZIMMER, MICHAEL, E				Send Notification	
WEEKS, HARMON P					
VAN ALSTINE, WILLIAM G					
TOMPKINS, CHRISTOPHER M					
TEST036, USER					

- a. Click the "Determination" tab
- b. Enter appropriate Determination Due Date (3 business days)

- c. Click "Send Notification"
- d. Confirm by clicking "Yes"
- e. Email notifications will automatically be sent to all Committee Members listed

5. Assign Applicable Reviewers

Submission deca	IIIS FOR PROCOCOL 1	201000365							-
Protocol Detail:	s								
Protoocol	ID : 1201000385								
Protocol T	itle : IACUC Admin	user Manual R	ecord - 2					<u> ОК</u>	
								Cancel	
	PI : HERSHBERG	ER, KRISTINI		μ	pplicationDa	te : 🛛		Previous	
Submission Det	ails :							Next	
Submission Ty	pe : Initial Protocol	I Application		Ŧ	Review Ty	pe : e	ending IACUC Determination	Review Comme	ents
Туре Q	ual :							 View Attachme 	ent
Submission Sta	tus: Submitted to	Committee						1	
D	Date : 24-Jan-2012				Place :				
Committee	Id : PACUC 1								
Committee Na	me : PACUC						Select Committee		
Schedule	ld :	S	chedule Date :	ate : Select Schedule					
Reviewers Det	ermination							_	
Selected Rev	riewers					Ava	ilable Reviewers	-	
Review Complete	Name	Reviewer Type	Assigned Date	Due		FERM	Name		
	N ALSTINE, WILLI	Designated	01/24/2012	_	~	GOL	DEN, ROBERT W		
						NICH	OLS, KRISTA M	J	
					>>	BAR	RETT, CARLA R		
						BRY.	ANT-GAWTHROP, IANTHE N		
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NOTE: If submission is a Response to Revisions, only assign the requesting DMRs. Assign all DMRs for all other submissions. See documentation for Administrative Process – Response to Revisions Submission Intake.

- a. Select the "Reviewers" tab
- b. Click the names of the DMR and any other appropriate reviewers from the Available Reviewers list on the right

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c. Click the left pointing double arrow icon

to assign

d. Repeat for all applicable Reviewers

6. Update Review Type field – Designated Member Review

rotocol Details						
Protoocol ID :	1201000385					
Protocol Title :	ACUC Admin User Manua	al Record - 2			_	OK
						Cancel
PI :	HERSHBERGER, KRISTIN		ApplicationDate :	24-Jan-2012	-	Previous
ubmission Details	:					Next
Submission Type :	Initial Protocol Application	T	Review Type :	Designated Member Review	Ŧ	Review Comments
Type Qual :			-	Administrative Review	1	View Attachment
ubmission Status :	Submitted to Committee			Designated Member Review	-	
Date :	24-Jan-2012		Place :	FYI		
Committee Id :	PACUC 1			Response		
Committee Name :	PACUC			Select Committee		
Schedule Id :		Schedule Date :		Select Schedule		

- a. Click the "Review Type" dropdown and select "Designated Member Review"
- b. Click OK to Save and Close Submission Details window

NOTE: Email notifications will be automatically sent to assigned Reviewers