Coeus IACUC Administrative Process – 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:

### IACUC Protocol Module

Complete the following steps in the IACUC Protocol 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*

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
2. Confirm Submission Type
Submission Types can usually be identified by the Protocol #. The initial application will only have the base number while Amendments, Continuations, and Renewals will have a suffix on that number that starts with a corresponding letter:

- No lettered suffix = Initial Protocol Application
- *A00x = Amendment
- *C00x = Continuation
- *E00x = Renewal w/ Amendment

3. Determine Submission of Revisions
   If the submission is a response to requested revisions, the “Previous” button will be available.
   a. Click the “Previous” button
   b. Look in the Action Details section at the bottom of the Submission Details screen
   c. If “Minor Revisions Required” in listed in the previous Details, submission should be Investigator submitted revisions
   d. Submission Type should be: “PACUC Requested Revisions”

2. Identify entered Submission Type and Correct (if necessary) – Select accurate Submission Type value from dropdown list if current is incorrect.

3. Click “Ok” if updated, Click “Cancel” if not.

Step 3: Administrative Review

Complete a review of the Submission content to ensure all required components are present and identify incorrect information when possible.
Step 4: Training Qualifications

1. Identify Procedure Personnel
   a. Go to Procedures Tab
   b. Select a listed procedure from the Procedures section at top of screen
   c. Identify Procedure Personnel from the Persons Responsible section
   d. Repeat for each listed Procedure

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. On the Review Comments window, click “New”
d. **If APPROVED:**
   - Click the magnifying glass icon next to Contingency Code
   - 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
2. Select the IACUC Admin Map
3. Confirm that “Waiting for Approval is next to each listed name
4. Approve

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

- a. Click the “Approve” button, Protocol Approval window will open
- b. Click the “Approve” button again.

-or-

5. Reject

**IMPORTANT:** IACUC Administrator must authorize prior to Rejection
a. Click the “Reject” button, Protocol Rejection window will open
b. Enter DETAILED reason for rejection in Comments box (REQUIRED)
c. Click “Reject” again

**Step 6: Complete Administrative Corrections**

**NOTE:** Administrative Corrections may only be done when starting from Search Results list with submission highlighted.

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

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 All Appropriate Data
6. Save and Close Submission Record
7. Exit IACUC Protocol module and go to IACUC Protocol Submission Module to complete intake
**IACUC Protocol Submission Module**

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

**Step 6: Open IACUC Protocol Submission**

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 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 120100385 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

   **NOTE:** In the IACUC Protocol Submission module, Submission Details are opened from the Search Results list page. Do not open record.

2. Select/Save IACUC Committee

   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.
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 send to all Committee Members  

5. Assign Applicable Reviewers

   ![Image of the interface with highlighted sections]

   a. Click the name of the DMR in the Available Reviewers list on the right

   ![Image of the interface with highlighted sections]

   **NOTE:** If submission is a Response to Revisions, only assign the requesting DMRs. Assign all DMRs for all other submissions.
b. Click the left pointing double arrow icon to assign


c. Repeat for all applicable Reviewers

d. Click “OK” to save and close Submission Details

6. Update Review Type field – Designated Member Review

   a. Click the “Review Type” field to open dropdown

   b. Select “Designated Member Review”

7. Save and Close

NOTE:  Email notifications will be automatically sent to assigned Reviewers