Updated: 04/13



# IACUC Protocol - Academic Approval

PREREQUISITES: Approver Access, Named Approver on the Sequential Stop, IACUC Protocol Submitted for Approval.

### Opening IACUC Protocol: Option 1 - Email Notification

NOTE: Only applicable if you have your personal setting set to receive the Coeus auto-generated email notifications.

- 1. Open the email stating that a protocol is waiting for your approval
- 2. Click on the link embedded in the email
- 3. Log into CoeusLite using your Career Account
- 4. Specified IACUC Protocol should open in Display

## Open an IACUC Protocol: Option 2 - Protocol Search

- 1. Go to: https://coeus.itap.purdue.edu/coeus/userAuthAction.do
- 2. Log into CoeusLite using your Career Account
- 3. Click the "My IACUC Protocols" link in the top navigation menu
- 4. Click on "Protocol Search"
- 5. Complete a standard search for the specified protocol
- 6. Click on the Protocol Number from the search results list
- 7. Specified Protocol should open in Display



### Review IACUC Protocol

NOTE: The Protocol Summary screen has not yet been developed. Please go to the Protocol Details to review submission.

1. Protocol Details - (view each section by clicking the corresponding link in the Left Navigation)

- 1: Protocol Details \*Investigators / Study Personnel Correspondents Areas of Research \*Alternative Search
- a. General Info: Basic information such as Protocol Type and Title. Reference Num 1 field will contain the old protocol number for historically uploaded records.
- Investigators/Study Personnel: All Investigators and named Protocol Personnel b. (Animal Care Staff will be listed in the uploaded Application Form or future Questionnaire)
- Correspondents: Additional contacts to be notified when specific actions are taken c.

Additional Assistance: coeushelp@purdue.edu

COEUSLite

Updated: 04/13

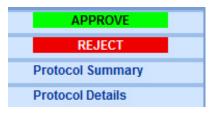
- d. Areas of Research: Categories of research applicable to the project
- e. Funding Source: Source of funding for project
- f. Species Groups: Information regarding the animals requested for the project
- g. Alternative Search: Databases searched for alternative justification
- h. Notes: Any additional Investigator notes
- 2. **Questionnaires** (view by clicking the desired questionnaire found under the "2: Questionnaires" section in the Left Navigation)
  - Protocol Addendum: completed with initial protocol submission and triennial renewal submission
  - Annual Continuation: completed with annual submission
  - Triennial Renewal Supplement: completed with triennial submission
- 3. **Protocol Attachments** (view by clicking the "Attachments" link in the Left Navigation and click "View" next to the desired attachment)



- Protocol Attachments will contain the "Protocol Application" containing descriptive procedural information and all additional documents (ex. Consent Forms, Training, etc.) that are applicable

# Approve or Reject

- 1. From Protocol Details: Click on the "Approval Routing" link found in the left navigation pane under section 4: Submit
- 2. Click the "Approve" or "Reject" link in the new left navigation pane.

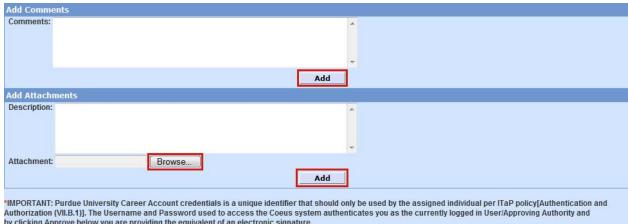


- 3. Enter any comments into the "Add Comments" window, click "Add"
- 4. Upload any attachments by clicking "Browse..." and completing the standard upload function.
- 5. Enter an Attachment Description, free text box for internal purposes only.
- 6. Click "Add" to complete attachment upload to record.

Updated: 04/13

COEUSLite

7. Click "Approve" or "Reject" in the bottom left of the screen to complete process



by clicking Approve below you are providing the equivalent of an electronic signature.

Back