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

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 information (NOT Boiler Key)
4. Specified IACUC Protocol should open in Display on the Approval Routing screen

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 information (NOT Boiler Key)
3. Click the “My IACUC Protocols” link in the top navigation menu
4. Click on “Protocol Search” in the sub-tab menu
5. Complete a standard search for the specified protocol (i.e. *1234)
6. Click on the Protocol Number from the search results list
7. Specified Protocol should open in Display

Review IACUC Protocol

1. Protocol Details – (view each section by clicking the corresponding link in the Left Navigation)
   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.
   b. Investigators/Study Personnel: All Investigators and named Protocol Personnel (Animal Care Staff will be listed in the uploaded Application Form or future Questionnaire)
   c. Correspondents: Additional contacts to be notified when specific actions are taken

Additional Assistance: coeushelp@purdue.edu
COEUSLite: IACUC Reviewer Quick Reference

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

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**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.

   ![Approve or Reject Buttons]

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.

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