





IACUC Protocol – New Triennial Renewal

Create New Renewal

 NOTE: The CoeusLite Launch Page may be found at: <https://coeus.itap.purdue.edu/coeus/userAuthAction.do>

1. Log into CoeusLite
2. Click “My IACUC Protocols”
3. Click the “Create New Triennial Renewal” button in bottom section of IACUC Home page
4. Pop up window will open with all Active protocols listed, click the protocol that you wish to Renew.

Renewal/Amendment Summary

 NOTE: Only sections that are checked at the bottom of the Summary page can be opened in Edit. Sections not checked CANNOT be updated.


1. Text Field: Enter the text “Triennial Renewal”
2. Check Boxes: Check all available boxes
3. Questionnaire: ALWAYS check this box
4. Click “Save”

Review & Revise

 NOTE: Instructions on how to complete Protocol Details, Questionnaires, and Attachments can be found on the New Protocol Quick Reference: http://www.purdue.edu/business/coeus/pdf/iacuc_initial_protocol_quick.pdf

1. Protocol Details: Click each link in this section to review the content and make any necessary revisions
2. Questionnaires:
 - Protocol Addendum – Review and Revise. Answer all questions if not previously completed
 - Renewal Supplement Form – Answer all questions
3. Attachments:
 - Revise and upload a new Protocol Application Form
Be sure to select the “Modify” link if you have previously uploaded this attachment at any time.
 - Complete and upload any additional new attachments

Submit to IACUC


 NOTE: Submission for both Academic Approvals and PACUC review will now be done electronically through the system. Only complete the “Submit to IACUC” function when the protocol is complete and ready for review.

1. Click “Submit to IACUC” in the left navigation
2. Click “Submit for Review”
3. Validation Checks will automatically run. “Errors” MUST be corrected prior to submission. “Warnings” may be corrected if desired.

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4. Click “Ok” and complete the following fields:
 - a. Type: select “Triennial Renewal”
 - b. Review Type: select “Pending IACUC Determination”
 - c. Type Qualifier: DO NOT USE
5. Click “Submit”
6. Click “OK” in confirmation window

PI Approval

 NOTE: The PI will be the first electronic Approval required. This allows for a designate to complete the record entry while ensuring the PI is aware and authorizes the submission.

If PI completed record and has “Submitted to IACUC”:

1. Click “Return to IACUC Protocol”
2. Click “Approval Routing” in the left navigation
3. Click “Approve”
4. Enter Comments and/or Attachments if desired
5. Click “Approve” again to complete PI Approval

If Investigator Delegate completed record and has “Submitted to IACUC”:

1. Open record from “My IACUC Protocols” or Email Notification
2. Click “Protocol Details” and review submission
3. Click “Approval Routing” in the left navigation
4. Click “Approve”
5. Enter Comments and/or Attachments if desired
6. Click “Approve” again to complete PI Approval