


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-in to CoeusLite
2. Click “My IACUC Protocols”
3. Click the “Create New Triennial Renewal” button in bottom section of the IACUC Home page
4. Pop-up window will open with all of your Active protocols listed; select the protocol you want to Renew.

Renewal/Amendment Summary

 NOTE: The only sections that will unlock for editing are those which correspond to the boxes checked at the bottom of the Renewal Summary page. Sections not checked CANNOT be modified.


1. Text Field: Enter the text “Triennial Renewal”
2. Check Boxes: Check all available boxes
3. Click “Save”

Review & Revise

 NOTE: Instructions on how to complete Protocol Details, Questionnaires, and Attachments can be found on the Protocol Quick Reference page: 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. Questionnaire:
 - 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 or revised attachments

Submit to IACUC


 NOTE: Submission for both Academic Approvals and PACUC review is done electronically through the Coeus 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 delegate 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