COEUS*Lite*

PACUC Requested Revisions on Annual Continuations

Protocol submission revisions or requests for additional information are completed electronically within the Coeus system for the purpose of process consistency and tracking.

➤ Open Record to be Revised

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

1. PI will be notified by system generated email when PACUC Revisions are required
2. Click the first embedded link found at the bottom of the email notification and login. The system will automatically open the appropriate record to be revised.
   -OR-
3. Log-in to CoeusLite
4. Click "My IACUC Protocols"
5. Click the "Complete IACUC Requested Revisions" button in bottom section of IACUC Home page
6. Pop up window will open with all protocols which currently have requested revisions; click on the protocol on which you would like to complete revisions

➤ Review Requested Revisions

Review Revision Memo
1. Towards the bottom of the left navigation under the PACUC section, click "IACUC Admin Attachments"
2. Select the appropriate Revisions Requested Letter and click the "View" link to open the document
3. Memo will open in separate browser window and can be saved to desktop or printed, if necessary

Alternate Method: Review Comments

TOMPKINS, CHRISTOPHER M	PACUC requested revision verbiage #1	☑	View
Create by TOMPKINS, CHRISTOPHE… at 11/21/2011 11:52 AM	**Last Update by** TOMPKINS, CHRISTOPHE… at 11/21/2011 11:52 AM		

1. Click on "Review Comments" in the left navigation
2. Requested revisions or additional information will be itemized. Click "View" in each comment to expand
3. Comments from previous submissions are listed in the bottom "Review comments/Attachments from Past Submissions" section and can be ignored.

➤ Complete Requested Revisions

> ✎ NOTE: Annual Continuation submissions only consist of the Annual Continuation Questionnaire. All revisions must be completed within this Questionnaire ONLY and re-submitted.

1. Go to section 2: Questionnaires and click "Annual Continuation".
2. Click the "Modify" link at the top of the completed Questionnaire

Additional assistance: coeushelp@purdue.edu

Purdue University – Electronic Research Administration   v.4.5.1   Updated: 7/19
CoeusLite: IACUC Investigator Quick Reference

COEUS_Lite_

3. Click "Save & Proceed" until you get to the first question needing revisions
4. Make all necessary changes, as requested.
5. Repeat steps 3 & 4 for all questions requiring revisions and then continue to "Save & Proceed" until Questionnaire Completion message is received.
6. Click "Ok" and then go to "Submit to IACUC"

Submit to IACUC

> NOTE: Submission for both Academic Approvals and PACUC review are 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.
4. Click "Ok" and complete the following fields:
   a. Type: select "PACUC Requested Revisions"
   b. Review Type: select "Response"
   c. Type Qualifier: NOT APPLICABLE
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 designee 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