Review Type Determination – Interim Process

The Review Type Determination process provides PACUC Committee members three (3) business days to recommend a Full Committee or Designated Member review for the identified protocol submission. Completion of this process is optional and if no recommendations are received the submission will be classified as Designated Member review by default.

Open IACUC Protocol Submission from Email Notification

NOTE: The system will automatically generate a send an email notification once a DMR has been assigned as a Reviewer by IACUC Admin Staff.

1. Click on the first embedded link found at the bottom of the email notification
2. Enter Career Account Username and Password to log into CoeusLite
3. Appropriate IACUC Protocol Submission should open for review

Open IACUC Protocol Submission from “All My Reviews”

NOTE: Those who are assigned as a DMR Reviewer on a specific submission will have the “Primary Reviewer” box checked next to the listed submission.

1. Click on the “Upload Attachments” link found in the left navigation pane
2. Enter Career Account Username and Password to log into CoeusLite

Additional Assistance: coeushelp@purdue.edu
3. Click on “My IACUC Protocols”, then click on “All My Reviews”
4. Click the Protocol you wish to review from the “Pending/In Progress Reviews” section
5. Appropriate IACUC Protocol Submission should open for review

Review Protocol Submission

NOTE: Only Investigator created submissions will have all fields completed. Historic records uploaded by PACUC Admin will only have limited screens entered and the entire submission will be uploaded as an attachment for review.

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
   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)
   NOTE: See IACUC Question Lists to assist with Questionnaire reviews
   - Protocol Application Form: completed with initial protocol submission
   - Annual Continuation Form: completed with annual submission
   - Renewal Supplement Form: 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

Recommend Review Type

NOTE: If a Committee Member does NOT complete the Review Type Determination process, their recommendation will be considered as a Designated Member Review by default.

1. Click on the “Review Comments” link found at the bottom of the left navigation pane
2. Click on the “Review Type Determination”

Additional Assistance: coeushelp@purdue.edu
3. Select recommended Review type from dropdown – (Full Committee Member Review or Designated Member Review).

4. Click “Save”

5. Automatic email notification will be sent to PACUC Admin to indicate you have completed your Review Type Determination recommendation.