IRB Protocol - Academic Approval

PREREQUISITES: Approver Access, Named Approver on the Sequential Stop, IRB Protocol Submitted for Approval

Opening an IRB 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
4. Specified IRB Protocol submission should open in Display and to Protocol Summary screen

Opening an IRB Protocol: Option 2 – Protocol Search

1. Go to: https://coeus.itap.purdue.edu/coeus/userAuthAction.do
2. Log into CoeusLite using your Career Account
3. Click the “My IRB Protocols” link in the top navigation menu
4. Click on “Protocol Search”
5. Complete a standard search for the specified protocol
6. Click on the Protocol Number from the search results list
7. Specified Protocol should open in Display
8. Click “Approval Routing” to Approve or navigate to Protocol Summary

Review IRB Protocol

NOTE: The Protocol Summary screen provides all pertinent information for protocol review. Approvers may also click the “Protocol Details” link to open the full protocol for review if they choose.

Click the “Show” link to the right of each corresponding section expand that section and view the associated information.

1. Investigators: displays all Investigators, Study Personnel, and Educators named on the submission
2. Areas of Research – (OPTIONAL SCREEN): identifies research categories that apply to this submission

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3. Fundig Sources: identifies the sources of funding for this submission
4. Attachments: all uploaded attachments may be viewed, click “View” next to each Attachment listed to open in a separate browser window
5. Questionnaire: displays the answers to all completed Questionnaires

**Approve or Reject**

1. From Protocol Details: Click on the “Approval Routing” link found in the left navigation pane
2. From Protocol Summary or Approval Routing: go directly to step 3
3. Click the “Approve” or “Reject” link in the new left navigation pane
4. Enter any comments into the “Add Comments” window, click “Add”
5. Upload any attachments by clicking “Browse...” and completing the standard upload function
6. Enter an Attachment Description, free text box for internal purposes only
7. Click “Add” to complete attachment upload to record
8. Click “Approve” or “Reject” in the bottom left of the screen to complete process

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