IRB Protocol – Committee Reviewer

PREREQUISITES: Completed IRB Submission + Reviewer Assigned

OPTION #1: Open IRB Protocol Submission from Email Notification

NOTE: The system will automatically generate and send an email notification once a Committee Member has been assigned as a Reviewer by IRB 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 IRB Protocol Submission should open for review

OPTION #2: Open IRB Protocol Submission from “All My Reviews”

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

1. Open CoeusLite login page
2. Enter Career Account Username and Password to log into CoeusLite
3. Click on “My IRB Protocols”, then click on “All My Reviews”
4. Click the Protocol you wish to review from the “Pending/In Progress Reviews” section
5. Appropriate IRB Protocol Submission should open for review

Additional Assistance: coeushelp@purdue.edu
Review Protocol Submission (New)

**For instructions on how to review a returned submission in response to previously requested revisions, please see Page 5.

NOTE: Use the left navigation to open each section of the protocol application to view content. Start in section 1: Protocol Details by clicking General Info and continue down.

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 if applicable.
   b. **Investigators/Study Personnel**: All Investigators and named Protocol Personnel on the submission will be identified here
   c. **Correspondents**: Additional contacts to be notified when specific actions are taken or correspondences are generated
   d. **Funding Source**: Sources of funding for project
   e. **Notes**: Any additional Investigator notes

2. **Questionnaires** – Questionnaires are electronic question sets or forms that will dynamically adjust based on previously answered questions so that only applicable questions will be presented to the Investigator. The Questionnaires that are presented are only those applicable to the specified 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 all applicable attached documents and information not found in the Protocol Details or Questionnaires

**Enter Reviewer Comments**

NOTE: Comments from all Reviewers will be consolidated by IRB Administration prior to being made available to Investigators to ensure clarity and prevent duplication. IMPORTANT: At least one review comment must be entered and saved before the “Complete Review” link will activate.

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

3. Enter text in “Comment” box –OR- click “Select Pre-defined Comments” to select default text.

4. Check both the “Private” and “Final” boxes for ALL entered comments.

5. Click “Save”

6. View: Click “View” next to comment to see full verbiage

7. Modify: Click “Modify” next to comment to edit verbiage or Final/Private boxes

8. Remove: Click “Remove” next to comment to delete

Enter Reviewer Attachments (IF APPLICABLE)

NOTE: Comments and Attachments from all Reviewers will be consolidated by IRB Administration prior to being made available to Investigators to ensure clarity and prevent duplication.

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

3. Enter text in “Description” box

4. Click “Browse” to complete the standard Browse/Upload function

5. IMPORTANT: Check the “Private” box for ALL Reviewer Attachments uploaded

6. Click “Save”

7. View: Click “View” next to attachment to open in separate browser window

8. Modify: Click “Modify” next to attachment to overwrite with a revised version

9. Remove: Click “Remove” next to attachment to delete

Recommends Submission Action

NOTE: A protocol submission Review will be locked once the Reviewer has entered a Recommended Action. Contact IRB Admin to have this lock released if necessary. REMEMBER: At least one review comment must be entered and saved before the “Complete Review” link will activate.

1. Click on the “Complete Review” link once all Review Comments have been added
2. Select the Recommended Action from the available drop-down list.

![Image showing the drop-down menu with options like Substantive Revisions Required, Specific Minor Revisions Required, Exemption Granted, etc.]

**Applicable Actions for Extension Exemptions:**
- Substantive Revisions Required
- Specific Minor Revisions Required
- Exemption Granted

3. Click “Ok” to complete review.
4. You should then receive a system prompt to send your “Review Complete” email notification to Extension Admin; click “Send”.

Be sure to REMOVE HRPP IRB ADMIN from the “To” list and send email notification to only CES Admin!

5. Once review has been completed and the notification sent, Extension Admin will be notified by a system generated email.
Review Protocol Submission (Requested revisions sent back for review)

To determine if the submission you are reviewing has been sent back because of requested revisions, go to Review Comments in the left navigation and look for the “Review Comments/Attachments From Past Submissions” section of the screen. If the Last Action Performed is either “Specific Minor Revisions Required” or “Substantive Revisions Required”, the submission you are reviewing has had changes made by the PI (Educator) and has been resubmitted.

You can view the comments by expanding the line item with “Specific Minor Revisions Required” or “Substantive Revisions Required” being the Last Action Performed:

-OR- To view comments in memo format, select “IRB Admin Attachments” from the left navigation, then select “View” next to the appropriately labeled and dated attachment:
This will generate a PDF of the memo sent to the PI (Educator) from Julie.

Once the comments have been reviewed, you will be able to tell where the revisions should have taken place (i.e. “Questionnaire - A7: Please elaborate on the description...” or “Survey - Please be sure to include instructions on your survey.”). If changes were made in uploaded attachments, Educators are asked to highlight the changes made in the revised document.

Once you are finished reviewing the revised submission, you can complete your review as usual, adding review comments and selecting your Recommended Action (See above, Pages 2-5)