

# COEUS LITE IRB SUBMISSION SYSTEM MANUAL APPENDIX

UPDATED AUGUST 24, 2016

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|   |           |
|---|-----------|
| <b>Creating an Amendment to a Currently Approved Protocol</b> ..... | <b>2</b>  |
| Modifying Attachments.....  |           |
| Uploading a New Document for Review by the IRB.....                 |           |
| Questionnaires .....  |           |
| <b>Deleting a Pending protocol</b> .....                            | <b>8</b>  |
| <b>Withdrawing a Submission</b> .....                               | <b>10</b> |
| <b>Create Renewal</b> .....   | <b>11</b> |
| <b>Reviewing Revisions Required by the IRB</b> .....                | <b>13</b> |
| Responding to the IRB When Revisions Are Requested .....            |           |
| Modifications to Previously Uploaded Documents .....                |           |
| <b>Other Protocol Actions</b> .....                                 | <b>19</b> |
| Closing your study .....  |           |

# CREATING AN AMENDMENT TO A CURRENTLY APPROVED PROTOCOL

Click on **My IRB Protocols**.

Click on **All Protocols** to see the full listing of protocols and their current statuses. Select approved protocol you wish to work with. Note the protocols and related information can be sorted by clicking on any one of the column headings. Example: Statuses may be sorted in ascending/descending alphabetical order by clicking on the column heading **Status**.

| Protocol Number | Title                          | Status                      | Approval Date | Expiration Date |
|-----------------|--------------------------------|-----------------------------|---------------|-----------------|
| 1409001366      | Cat 6 Testing 9.19.2014        | Submitted to IRB            |               |                 |
| 1402001214      | What do people think?          | Submitted to IRB            |               |                 |
| 1307001183R003  | Disappearing Summary Link Test | Submitted to IRB            | 07/18/2013    | 07/17/2014      |
| 1307001183A001  | Disappearing Summary Link Test | Submitted to IRB            | 07/18/2013    | 07/17/2014      |
| 1506001464      | Testing Approved Consent Forms | Active - Open to Enrollment | 06/26/2015    | 06/25/2016      |
| 1504001441      | New Expedited App Test         | Active - Open to Enrollment | 04/03/2015    | 04/02/2016      |
| 1402001213      | Finding out what people do     | Active - Open to Enrollment | 01/29/2015    | 01/28/2016      |
| 1407001330A003  | testing one...two...           | Amendment in Progress       | 08/01/2014    |                 |
| 1407001330A002  | testing one...two...           | Amendment in Progress       | 08/01/2014    |                 |
| 1307001186A003  | test                           | Amendment in Progress       | 07/26/2013    | 07/25/2014      |
| 1504001442      | Exempt Trial Test              | Exempt                      | 04/03/2015    |                 |
| 1407001330      | testing one...two...           | Exempt                      | 08/01/2014    |                 |
| 1205000876      | Lite test                      | Exempt                      | 11/05/2013    |                 |

Click on **New Amendment** in the column on the left-hand side. This will open the **Amendment Summary** window.

**\*General Info**

Investigator: MARTIN, AMBER L  
Title: Testing Approved Consent Forms  
Expiration Date: 06/25/2016  
Last Approval Date:  
Meeting Date:

**\*Indicates Mandatory Fields**

**Protocol Details**

\*Type: Request for Non-Exempt Approval  
\*Title: Testing Approved Consent Forms

Description:

\*Application Date: 06/26/2015  
Approval Date: 06/26/2015  
Reference Num 1:  
Reference Num 2:  
FDA Application No:

**Create Submission**

**New Amendment**

New Renewal

|                                  |  |                             |
|----------------------------------|--|-----------------------------|
| <b>Protocol Details</b>          | Protocol #: 1605016374 (New Amendment)   | Expiration Date: 06/05/2017 |
| *General Info                    | Investigator: TEST004, USER  | Last Approval Date:         |
| *Investigators / Study Personnel | Title: Lawson Training May 13, 2016  |                             |
| Correspondents                   | <b>Amendment Summary:</b>  |                             |
| Funding Source                   |  |                             |
| Subjects                         |  |                             |
| Notes                            |  |                             |
| <b>Questionnaires</b>            | Amendment Instructions:  |                             |
| Non-Exempt Request               | Check all boxes below that apply, including ADD/MODIFY ATTACHMENTS. Go to the Attachments Tab and complete and upload the Amendment to Approved Study Form, and if appropriate the Personnel Amendment Table, found on the Forms & Templates page of the Purdue IRB Website. If you are submitting this Amendment with a Continuing Review, please note in the summary box that you will be uploading all attachments under the Continuing Review. In this case, you would not check the add/modify attachments box below. |                             |
| <b>Attachment Uploads</b>        | Continuing Review Instructions:  |                             |
| Attachments                      | Check the ADD/MODIFY ATTACHMENTS box below. Go to the Attachments Tab and complete and upload the Continuing Review or Closure Form, found on the Forms & Templates page of the Purdue IRB Website. If you are submitting an Amendment with this Continuing Review, please upload all attachments for both submissions under the Continuing Review and create an Amendment under the IRB Home Screen.  |                             |
| <b>Submit/Approve</b>            | <input type="checkbox"/> General Info <input type="checkbox"/> Correspondents - (OPTIONAL SCREEN) <input type="checkbox"/> Add/Modify Attachments<br><input type="checkbox"/> Investigators/Study Personnel <input type="checkbox"/> Funding Source - (REQUIRED if applicable)   |                             |
| <b>Create Submission</b>         | Questionnaire  |                             |
| Amendment Summary >>             | Check the box that corresponds to each completed Questionnaire that will be revised or updated.  |                             |
| <b>Record Tools</b>              | ***IMPORTANT: Questionnaires that do not have their box checked CANNOT be modified. Return to this screen at any time to check additional boxes. If you are amending an Exempt protocol, do not attempt to modify the existing exempt questionnaire. Instead, complete and upload a new exempt questionnaire found on the Forms & Templates page of the Purdue IRB Website.  |                             |
| Validate                         | <input type="checkbox"/> Non-Exempt Request  |                             |
| Send Email                       | <input type="button" value="Save"/>  |                             |
| Access Permissions               |  |                             |
| Print/View Protocol              |  |                             |
| <b>IRB/HRPP</b>                  |  |                             |
| IRB Admin Attachments            |  |                             |
| Review Comments                  |  |                             |
| <b>Protocol History</b>          |  |                             |
| View History                     |  |                             |

You must provide a brief but detailed summary of the amendment in the window. For example, be sure to note the names of new individuals being added to the research team and who they are replacing. Click on all the applicable checkboxes for those items being changed. Note that clicking on the box opens up the protocol record for the information to be edited in that tab.

Click on **Save** when complete. *Note an A00x suffix is applied to the protocol number. This refers to the sequential number of amendments for that particular protocol. The A suffix is dropped once an amendment is approved by the IRB. This means that the changes proposed in the Amendment have been incorporated into the Protocol you can still submit other amendments or renewals by searching and selecting the base protocol number.*

To change the information in the protocol record, click on the applicable tab in the column on the left-hand side. The window for the tab chosen will open, allowing for selection and/or entry of items to be added or removed. **Save** when complete.

|                                    |   |                                       |
|------------------------------------|---|---------------------------------------|
| <b>Protocol Details</b>            | Protocol #: 1605016374A005 (Amendment in Progress)  | Expiration Date: 06/05/2017           |
| ✓ *General Info                    | Investigator: TEST004, USER   | Last Approval Date:                   |
| ✓ *Investigators / Study Personnel | Title: Lawson Training May 13, 2016   |                                       |
| ✓ Correspondents                   | <b>Funding Source - (REQUIRED if applicable)</b> <a href="#">Help</a>   |                                       |
| ✓ Funding Source >>                | Add each applicable Funding Source for this project below. Click the "PAGE HELP" button to the right for instructions on how to complete. |                                       |
| Subjects                           | <b>Add Funding Source</b>   |                                       |
| Notes                              | Type: <input type="text" value="-----Please Select-----"/>  |                                       |
| <b>Questionnaires</b>              | Number/Code: <input type="text"/>   |                                       |
| ✓ Non-Exempt Request               | Name/Title: <input type="text"/>  |                                       |
| <b>Attachment Uploads</b>          | <input type="button" value="Save"/>   |                                       |
| Attachments                        | <b>List of Funding Source</b>   |                                       |
|                                    | Type  | Number/Code                           |
|                                    | Sponsor-External Funding  | 402725                                |
|                                    | Name/Title  | NATIONAL SCIENCE FOUNDATION           |
|                                    |   | <input type="button" value="Remove"/> |

Click **Submit to IRB** and select Amendment as the submission Select submit to route your request to the IRB for formal review.

|  |  |
|--|--|
| <ul style="list-style-type: none"> <li>✓ Correspondents</li> <li>✓ Funding Source</li> <li>✓ Notes</li> <li><b>2: Questionnaires</b></li> <li>Non-Exempt Request</li> <li><b>3: Attachment Uploads</b></li> <li>✓ Attachments</li> <li><b>4: Submit</b></li> <li>Submit to IRB</li> <li>Approval Routing</li> <li><b>Create Submission</b></li> <li>New Amendment</li> <li>New Renewal</li> <li><b>Record Tools</b></li> <li>Validate</li> </ul> | <p>* Indicates Mandatory Fields</p> <p><b>Protocol Details</b> <span style="float: right;">Help</span></p> <p>*Type: Request for Non-Exempt Approval</p> <p>*Title: Testing NHSR QA</p> <p>*Application Date: 08/14/2015      Approval Date: 10/13/2015</p> <p>Reference Num 1:      Reference Num 2:</p> <p>FDA Application No:</p> |
|--|--|

|  |  |
|--|--|
| <ul style="list-style-type: none"> <li>✓ Correspondents</li> <li>✓ Funding Source</li> <li>Subjects</li> <li>✓ Notes</li> <li><b>Questionnaires</b></li> <li>✓ Non-Exempt Request</li> </ul> | <p style="text-align: center;">!!! Protocol has not been Submitted. !!!</p> <p style="text-align: center;">Please complete the below Mandatory fields and click "Submit" to complete submission into Routing for Academic Approvals.</p> <p>* Indicates Mandatory Fields</p> <p><b>Submission Details</b></p> <p>*Type: Amendment      *Review Type: Pending IRB Determin</p> <p>*Type Qualifier: New Submission to IRB</p> <p style="text-align: center;"><b>Submit</b></p> |
|--|--|

## MODIFYING ATTACHMENTS

Be sure to have clicked on the **Attachments** box on the **Amendment Summary** screen.

Click **Save**.

|   |  |
|---|--|
| <ul style="list-style-type: none"> <li>* Investigators / Study Personnel</li> <li>✓ Correspondents</li> <li>Funding Source</li> <li>✓ Subjects</li> <li>Notes</li> <li><b>Attachment Uploads</b></li> <li>Attachments</li> <li><b>Submit/Approve</b></li> <li><b>Create Submission</b></li> <li>✓ Amendment Summary &gt;&gt;</li> <li><b>Record Tools</b></li> <li>Validate</li> <li>Send Email</li> <li>✓ Access Permissions</li> <li>Delete Amendment</li> <li>Print/View Protocol</li> <li><b>IRB/HRPP</b></li> <li>✓ IRB Admin Attachments</li> <li>Review Comments</li> <li><b>Protocol History</b></li> <li>View History</li> </ul> | <p><b>Amendment Summary:</b></p> <div style="border: 1px solid gray; height: 100px; width: 100%;"></div> <p>Amendment Instructions:</p> <p>Check all boxes below that apply, including ADD/MODIFY ATTACHMENTS. Go to the Attachments Tab and complete and upload the Amendment to Approved Study Form, and if appropriate the Personnel Amendment Table, found on the Forms &amp; Templates page of the Purdue IRB Website. If you are submitting this Amendment with a Continuing Review, please note in the summary box that you will be uploading all attachments under the Continuing Review. In this case, you would not check the add/modify attachments box below.</p> <p>Continuing Review Instructions:</p> <p>Check the ADD/MODIFY ATTACHMENTS box below. Go to the Attachments Tab and complete and upload the Continuing Review or Closure Form, found on the Forms &amp; Templates page of the Purdue IRB Website. If you are submitting an Amendment with this Continuing Review, please upload all attachments for both submissions under the Continuing Review and create an Amendment under the IRB Home Screen.</p> <p> <input type="checkbox"/> General Info      <input type="checkbox"/> Correspondents - (OPTIONAL SCREEN)      <input checked="" type="checkbox"/> Add/Modify Attachments<br/> <input type="checkbox"/> Investigators/Study Personnel      <input type="checkbox"/> Funding Source - (REQUIRED if applicable) </p> <p style="text-align: center;"><b>Save</b></p> |
|---|--|

Select the **Attachments** tab from the left hand column to modify a document that has previously been uploaded into Coeus IRB. To modify a previously uploaded document click **Amend** located to the right of the document listing.

Attachment Uploads [http://www.purdue.edu/business/coeus/IRB\\_Protocols/Investigator\\_Guide\\_IRB/irb\\_form\\_downloads.html](http://www.purdue.edu/business/coeus/IRB_Protocols/Investigator_Guide_IRB/irb_form_downloads.html)  
 !!! Important !!! Extension Educators: Be sure to upload all attachments as Word or PDF documents ONLY!!  
 Attachments >> [Add New Document](#)

Submit/Approve  
 Create Submission

✓ Amendment Summary

Record Tools  
 Validate  
 Send Email  
 ✓ Access Permissions  
 Delete Amendment  
 Print/View Protocol

| Attachments in Original Protocol         |                                 |                     |                   |      |               |
|--|---------------------------------|---------------------|-------------------|------|---------------|
| Attachment Type                          | Description                     | Timestamp           | Update User       |      |               |
| Investigator Correspondences             | email to submit SMR             | 06/25/2015 10:10 AM | DECKER, SCHELLY D | View | Amend         |
| Consent Documents                        | consent form                    | 06/25/2015 10:09 AM | DECKER, SCHELLY D | View | Amend         |
| Study Description                        | Application revised             | 06/25/2015 10:09 AM | DECKER, SCHELLY D | View | Amend History |
| Study Instruments/Surveys/Questionnaires | Sample Questions Recruit Script | 06/23/2015 01:36 PM | MARTIN, AMBER L   | View | Amend         |

Attachment Uploads [http://www.purdue.edu/business/coeus/IRB\\_Protocols/Investigator\\_Guide\\_IRB/irb\\_form\\_downloads.html](http://www.purdue.edu/business/coeus/IRB_Protocols/Investigator_Guide_IRB/irb_form_downloads.html)  
 !!! Important !!! Extension Educators: Be sure to upload all attachments as Word or PDF documents ONLY!!  
 Attachments >> [Upload a New Version of the Document](#)

Document Type:  Description:

File Name:  No file chosen

RE IRB#1506016210 Political Football Race College Football and a Decade to

Submit/Approve  
 Create Submission

✓ Amendment Summary

Record Tools  
 Validate  
 Send Email  
 ✓ Access Permissions  
 Delete Amendment  
 Print/View Protocol

IRB/HRPP  
 ✓ IRB Admin Attachments  
 Review Comments

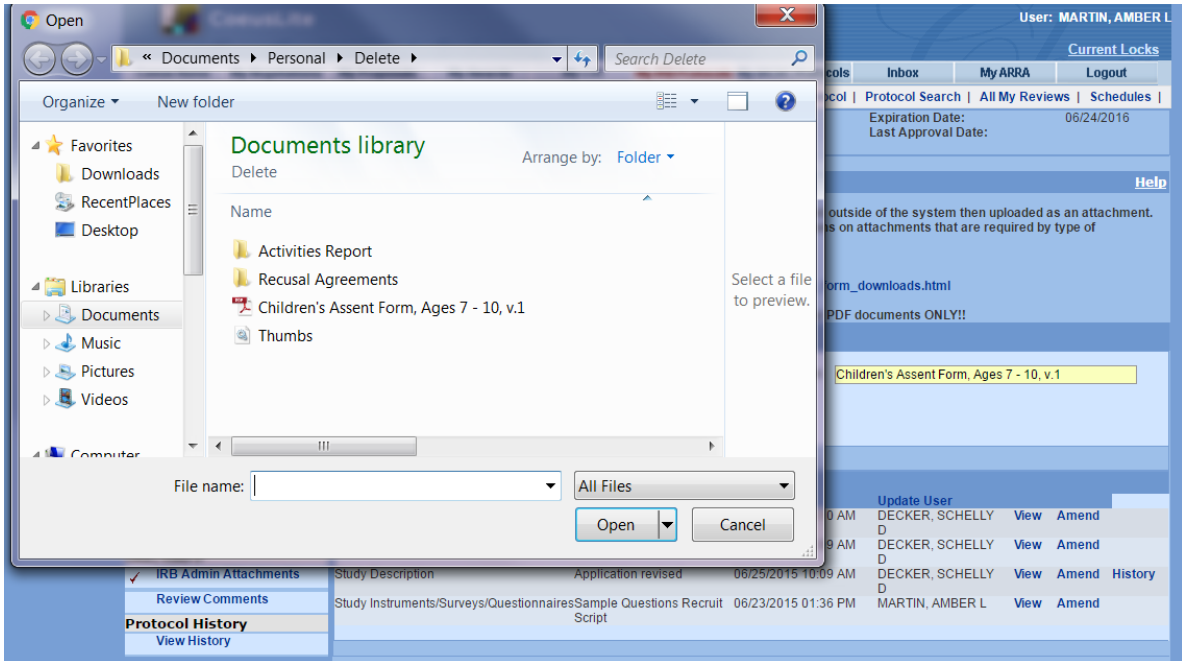
Protocol History  
 View History

| Attachments in Original Protocol         |                                 |                     |                   |      |               |
|--|---------------------------------|---------------------|-------------------|------|---------------|
| Attachment Type                          | Description                     | Timestamp           | Update User       |      |               |
| Investigator Correspondences             | email to submit SMR             | 06/25/2015 10:10 AM | DECKER, SCHELLY D | View | Amend         |
| Consent Documents                        | consent form                    | 06/25/2015 10:09 AM | DECKER, SCHELLY D | View | Amend         |
| Study Description                        | Application revised             | 06/25/2015 10:09 AM | DECKER, SCHELLY D | View | Amend History |
| Study Instruments/Surveys/Questionnaires | Sample Questions Recruit Script | 06/23/2015 01:36 PM | MARTIN, AMBER L   | View | Amend         |

Note that the name of the **Document Type** and the **Description** remains the same, as this is the document that the user is modifying. (See grayed out text in image above.) Update your version number (eg: v.1, v.2, v.3, etc.) and click **Choose File** to select and upload the modified version of the document from the user's computer files or flash drive.

### UPLOADING A NEW DOCUMENT FOR REVIEW BY THE IRB

Click **Add a New Document** to upload a new document, for example, adding a new consent document because a new population has been added to the project. Select the appropriate **Document Type** from the drop down box. Enter the name of the document into the **Description** field with version control (eg: v.1, v.2, etc.). Be sure to use the name that the document is commonly referred to by the research team. You may also want to add a date for clarity purposes. Click **Choose File** to upload the new version from the user's computer files or flash drive.



Click **Save**.

Click **Submit to IRB** from the left hand column to submit the amendment to the IRB for formal review.

## QUESTIONNAIRES

There will not be any questionnaires to complete for this submission. Instead, please complete and upload the Amendment to Approved Study Form, and if appropriate the Personnel Amendment Table, found on the Forms & Templates page of the Purdue IRB Website.

## SUBMIT TO IRB

Once the protocol record is complete and all documents required by the IRB for review have been uploaded, then the researcher is ready to submit the protocol.

To commence the submission process, click the **Submit to IRB** menu item from the column on the left-hand side. This will indicate the types of actions that can be performed on the protocol. For new applications, researchers can only **Submit to IRB**. The **Withdraw Submission** feature cannot be used until the protocol has already been received by the IRB.

Click on [Submit for Review](#) to submit the amendment. This function permits the user to identify the type of submission being sent to the IRB for review and approval.

**To Submit to the IRB:** Select the submission **Type** from the drop down box. Be sure to select **Initial Application** for a new protocol. Select a **Review Type** from the drop down box.

### Note

Federal guidance requires that someone other than the investigator determine whether or not a research study is exempt, therefore the only option to choose is Pending IRB Determination. Additionally, federal regulation and/or your institutions policy require the IRB office to determine the appropriate review type for each protocol. The IRB will override the selection to ensure compliance with federal regulations and institution policy regarding the appropriate review type when approved.

Select the **Type Qualifier** drop down box. For amendment submissions it should always be **Amendment**.

Click the **Submit** button to submit for review.

The user will receive a message asking whether or not they wish to submit the protocol. Click **OK**.

**NOTE: CoeusLite is a dual submission system. After you have submitted through CoeusLite, the Principal Investigator will receive an email notification from [Coeus-System@lists.purdue.edu](mailto:Coeus-System@lists.purdue.edu) asking for their approval. The Principal Investigator must follow the approval steps in order for the protocol submission to be routed to the HRPP-IRB.**

## DELETING A PENDING PROTOCOL

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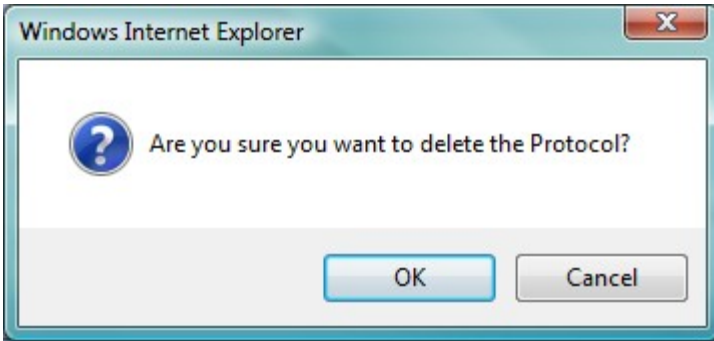
A protocol or amendment submission is considered as pending until the time a user submits the amendment to the IRB. Protocols can be deleted before they are submitted. Once submitted they cannot be deleted.

To delete a protocol, click on **Pending Protocols** from the main IRB menu. Then click **Status** to bring up the alphabetical listing of protocols by status. Search for the protocol you wish to delete.

Click on **Delete Protocol** from the left hand column.



The user will be prompted with a message that asks whether or not you wish to delete the protocol. Click **OK** to say yes. Click **Cancel** to say no and continue working.



To delete an Amendment in Progress:

Bring up the **Amendment Summary** by double clicking the protocol Amendment number.

| Protocol Number              | Title   | Status                                |
|------------------------------|---|---------------------------------------|
| <a href="#">12001966A009</a> | <a href="#">Randomized, Double-Blind, Study to evaluate</a>         | <a href="#">Amendment in Progress</a> |
| <a href="#">14004956A005</a> | <a href="#">New Haven Area High School Students attitude survey</a> | <a href="#">Amendment in Progress</a> |
| <a href="#">11002718</a>     | <a href="#">Testing other attachments</a>                           | <a href="#">Pending in Progress</a>   |
| <a href="#">08002606</a>     | <a href="#">Routing</a>   | <a href="#">Pending in Progress</a>   |
| <a href="#">06002397</a>     | <a href="#">New Haven is going to get rain tomorrow</a>             | <a href="#">Pending in Progress</a>   |

**Amendment Summary:**

We need to change the study correspondents on this protocol. The contact information has been updated in our co... is attached to this submission to reflect this change.

General Info       Organization       Study Personnel

Correspondents       Area of Research       Funding Source

Subjects       Special Review       References

Add/Modify Attachments       Others

**Delete Amendment**

Click on **Delete Amendment** from the left hand column to delete the amendment summary. The user will be prompted with a message that asks whether or not you wish to remove the amendment. Click **OK** to say yes. Click **Cancel** to say no and continue working on the amendment.



## WITHDRAWING A SUBMISSION

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The user can withdraw an initial protocol, an amendment or any other submission up until the time the protocol submission status is **In Agenda**. “In Agenda” means that the IRB is reviewing the protocol.

To choose the submission the user wishes to withdraw, search for the protocol submission by clicking on **All Protocols**, then searching the **Status** equal to **Submitted to IRB**. Double click on the submission (Renewal, amendment, renewal/amendment or Initial).

| <a href="#">Coeus Home</a>   | <a href="#">My IRB Protocols</a>                                | <a href="#">My Proposals</a>   | <a href="#">COI Disclosure</a> |
|--|---|--|--------------------------------|
| <a href="#">All Protocols</a>   <a href="#">Pending Protocols</a>   <a href="#">Pending PI Action</a>   <a href="#">Amendments &amp; Re         </a> |   |  |                                |
| <b>List of All Protocols</b>   |   |  |                                |
| Protocol Number  | Title   | Status   |                                |
| <a href="#">0901002752R001</a>   | <a href="#">Renewal Attachment</a>                              | <a href="#">Renewal in Progress</a>  |                                |
| <a href="#">0901002752</a>   | <a href="#">Renewal Attachment</a>                              | <a href="#">Active - Open to Enrollment</a>  |                                |
| <a href="#">0901002751R001</a>   | <a href="#">Testing Revisions, water marks and attachments.</a> | <a href="#">Submitted to IRB</a>  |                                |

To withdraw a submission, choose the **Submit to IRB** from the left hand menu of the submission record. Then choose **Withdraw Submission**.

|  |   |
|--|---|
| <input checked="" type="checkbox"/> <b>General Info</b>                    | <b>Protocol #:</b> 0901002741 <b>(Submitted to IRB)</b>     |
| <input checked="" type="checkbox"/> <b>Organization</b>                    | <b>Investigator:</b> Kathleen Uscinski                      |
| <input checked="" type="checkbox"/> <b>Investigators / Study Personnel</b> | <b>Title:</b> Phase III Multi center trial to evaluate the  |
| <input type="checkbox"/> <b>Correspondents</b>                             | <b>Protocol Actions</b>                                     |
| <input checked="" type="checkbox"/> <b>Areas of Research</b>               | You can perform following actions on this protocol.         |
| <input checked="" type="checkbox"/> <b>Funding Source</b>                  | <a href="#">Withdraw Submission</a> Send a request for with |
| <input type="checkbox"/> <b>Subjects</b>                                   |   |
| <input checked="" type="checkbox"/> <b>Special Review</b>                  |   |
| <input type="checkbox"/> <b>Other Identifiers</b>                          |   |
| <input type="checkbox"/> <b>Notes</b>                                      |   |
| <input type="checkbox"/> <b>Others</b>                                     |   |
| <input checked="" type="checkbox"/> <b>Attachments</b>                     |   |
| <input type="checkbox"/> <b>Other Attachments</b>                          |   |
| <input type="checkbox"/> <b>Submit to IRB</b> >>                           |   |

## CREATE RENEWAL

Use this submission type to request renewal for a currently approved research protocol. If you need to make changes to the currently approved protocol, consent document(s) or other protocol documents then you must use the **Amendment** submission.

Click on **My IRB Protocols**.

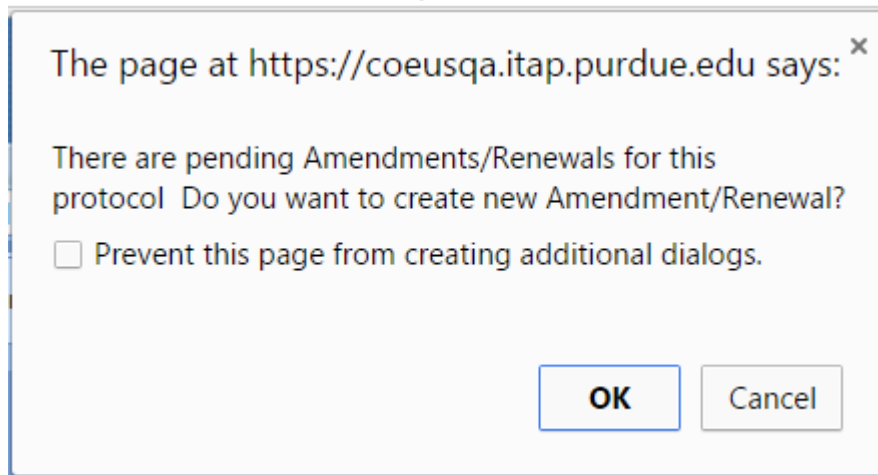
Click on **All Protocols** to see the full listing of protocols that are already approved. Select the protocol you wish to work with. The information can be sorted by clicking on any one of the column headings. Example: Expiration dates may be sorted in ascending/descending order by clicking on the column heading **Expiration Date**.

| All Protocols   Pending Protocols   Pending PI Action   Amendments & Renewals   Create New Protocol   Protocol Search |  |  |               |                 |
|---|--|--|---------------|-----------------|
| List of All Protocols   |  |  |               |                 |
| Protocol Number   | Title ↑  | Status                                       | Approval Date | Expiration Date |
| 0806002072  | Order for teams to play top seats for the championship.                    | Submitted to IRB                             |               |                 |
| 0806002411  | <a href="#">Title of the Protocol</a>                                      | Pending In Progress                          |               |                 |
| 0708002108A003  | <a href="#">Title of Study</a>   | Submitted to IRB                             |               |                 |
| 0708002108  | <a href="#">Title of Study</a>   | Active - Data Analysis Only                  | 2007/09/17    | 2008/09/16      |
| 0806002410  | <a href="#">Title of Protocol</a>  | Pending In Progress                          |               |                 |
| 0806002383  | <a href="#">Title of Protocol</a>  | Submitted to IRB                             |               |                 |
| 0806002379  | <a href="#">The Beach Boys</a>   | Submitted to IRB                             |               |                 |
| 0611001953  | <a href="#">Testing Protocol on November 9, 2006</a>                       | Submitted to IRB                             |               |                 |
| 0806002373  | <a href="#">Testing Protocol - Connie - 6/02/08</a>                        | Active - Open to Enrollment                  | 2008/06/18    | 2009/06/17      |
| 0804002320  | <a href="#">Testing glucose inhibitors of define triggers of Type 1...</a> | Submitted to IRB                             |               |                 |
| 0611001957  | <a href="#">Testing 2 on Nov 9</a>   | Pending In Progress                          |               |                 |
| 0610001943  | <a href="#">Test protocol on Tuesday, October 21, 2006</a>                 | Active - Closed to Enrollment                | 2006/11/01    | 2007/10/31      |
| 0608001818R001  | <a href="#">Test protocol created in CoursLite</a>                         | Submitted to IRB                             |               |                 |
| 0611001950  | <a href="#">Test -Connie-Nov 1, 2006</a>                                   | Submitted to IRB                             |               |                 |
| 0611001945  | <a href="#">Test -Connie-Nov 1, 2006</a>                                   | Submitted to IRB                             |               |                 |
| 0610001899  | <a href="#">Survey of High School Students</a>                             | Closed Administratively for lack of response |               |                 |
| 0610001892  | <a href="#">Psychiatric Protocol</a>                                       | Active - Closed to Enrollment                | 2006/10/25    | 2007/10/25      |
| 0806002385  | <a href="#">Protocol submission for review</a>                             | Pending In Progress                          |               |                 |
| 0707002054  | <a href="#">Protocol One</a>   | Pending In Progress                          |               |                 |
| 0610001943  | <a href="#">Protocol One</a>   | Submitted to IRB                             |               |                 |

Double click on the protocol you wish to work with. This will open up the protocol record. Click the **New Renewal** button from the column on the left-hand side.

|   |  |
|---|--|
| <ul style="list-style-type: none"> <li>✓ <b>General Info</b> &gt;&gt;</li> <li>✓ <b>Organization</b></li> <li>✓ <b>Investigators / Study Personnel</b></li> <li>✓ <b>Correspondents</b></li> <li>✓ <b>Areas of Research</b></li> <li>✓ <b>Funding Source</b></li> <li>Subjects</li> <li>✓ <b>Special Review</b></li> <li>✓ <b>Other Identifiers</b></li> <li>✓ <b>Notes</b></li> <li>Others</li> <li>Attachments</li> <li>Submit to IRB</li> <li>Approval Routing</li> <li>Amendments/Renewals</li> <li>✓ <b>History</b></li> <li>✓ <b>View History</b></li> <li>New Amendment</li> <li><b>New Renewal</b></li> </ul> | <p>Protocol #: 0610001902 (Active - Open to Enrollment)      Expiration Date: 10/26/2007</p> <p>Investigator: Constance Costa      Last Approval Date:</p> <p>Title: A survey of college students and their study and sleep habits...</p> <p>Last Updated: 2006-10-27 10:49:04.0 by Constance Costa</p> <p><b>General Protocol Information</b></p> <p>* Indicates Mandatory Fields</p> <p><b>Protocol Details</b> <span style="float: right;">Help</span></p> <p>*Type: Standard</p> <p>*Title: A survey of college students and their study and sleep habits</p> <p>Description: Survey</p> <p>*Application Date: 10/25/2006      Approval Date: 10/27/2006</p> <p>Reference Num 1:      Reference Num 2:</p> <p>FDA Application No: </p> |
|---|--|

If there are pending renewals for the protocol, a window will pop up to indicate that these submissions already exist and inquire if you want to create a new renewal. Click **OK** to continue or click **Cancel**. (**Note: Cancel means no.**)



The **Renewal** summary window opens.

|               |                                    |                     |            |
|---------------|------------------------------------|---------------------|------------|
| Protocol #:   | 1605016374 (New Renewal/Amendment) | Expiration Date:    | 06/05/2017 |
| Investigator: | TEST004, USER                      | Last Approval Date: |            |
| Title:        | Lawson Training May 13, 2016       |                     |            |

**Renewal Summary:**

**Amendment Instructions:**

Check all boxes below that apply, including ADD/MODIFY ATTACHMENTS. Go to the Attachments Tab and complete and upload the Amendment to Approved Study Form, and if appropriate the Personnel Amendment Table, found on the Forms & Templates page of the Purdue IRB Website. If you are submitting this Amendment with a Continuing Review, please note in the summary box that you will be uploading all attachments under the Continuing Review. In this case, you would not check the add/modify attachments box below.

**Continuing Review Instructions:**

Check the ADD/MODIFY ATTACHMENTS box below. Go to the Attachments Tab and complete and upload the Continuing Review or Closure Form, found on the Forms & Templates page of the Purdue IRB Website. If you are submitting an Amendment with this Continuing Review, please upload all attachments for both submissions under the Continuing Review and create an Amendment under the IRB Home Screen.

General Info                       Correspondents - (OPTIONAL SCREEN)                       Add/Modify Attachments

Investigators/Study Personnel                       Funding Source - (REQUIRED if applicable)

**Questionnaire**

Check the box that corresponds to each completed Questionnaire that will be revised or updated.

**\*\*\*IMPORTANT:** Questionnaires that do not have their box checked CANNOT be modified. Return to this screen at any time to check additional boxes. If you are amending an Exempt protocol, do not attempt to modify the existing exempt questionnaire. Instead, complete and upload a new exempt questionnaire found on the Forms & Templates page of the Purdue IRB Website.

Non-Exempt Request

Type your comments in the **Renewal Summary** box. For example: “Research is progressing as planned.

**Save** when complete. Your renewal has been created.

To upload the required attachments, make sure that the **Add/Modify Attachments** box is checked in the Renewal Summary tab. Then select **Attachments** from the left hand column tab to upload. Select the appropriate from the **Document Type** drop down box. Type in the **Description** of the document. Then use **Choose File** to upload the completed documents from your computer files. Click **Save**.

Click **Submit to IRB** to submit your request for renewal to the IRB for formal review.

## REVIEWING REVISIONS REQUIRED BY THE IRB

Investigators are notified when revisions are required by the IRB so that approval of the protocol submission may be eventually granted. Investigators can view these requests for revisions through the Coeus IRB system.

After signing into the Coeus Web page, click on **My IRB Protocols**. Select the **Pending Protocols** tab. Protocols requiring revisions are assigned a **Status** noted as either **Specific Minor Revisions Required** or **Substantive Revisions Required**.

|                |  |                                   |            |
|----------------|--|-----------------------------------|------------|
| 1508016304A001 | Testing NHSR QA  | Amendment in Progress             | 10/22/2015 |
| 1506016211     | Aviation Rumble Strips                                       | Substantive Revisions Required    | 06/24/2015 |
| 1506016210A004 | "Political Football: Race, College Football, and a Deca ...  | Amendment in Progress             | 10/09/2015 |
| 1506016210A003 | "Political Football: Race, College Football, and a Deca ...  | Amendment in Progress             | 10/09/2015 |
| 1506016210A002 | "Political Football: Race, College Football, and a Deca ...  | Amendment in Progress             | 09/22/2015 |
| 1506016208     | Autonomic Indices of Speech Perception in Infancy            | Submitted to IRB                  | 07/23/2015 |
| 1506016205     | Analyses of Restricted Use Data from the National Longi...   | Substantive Revisions Required    | 07/08/2015 |
| 1506016200     | Sentence production training for individuals with aphasia    | Substantive Revisions Required    | 06/22/2015 |
| 1506016176     | Preservice Teacher Education: Lessons in Lesson Planning     | Substantive Revisions Required    | 06/15/2015 |
| 1506016173     | Web Based Cyber Forensics Training for Law Enforcement       | Specific Minor Revisions Required | 06/15/2015 |
| 1506016137     | Exploring Organizational Structures in Healthcare: A Fe...   | Specific Minor Revisions Required | 06/01/2015 |
| 1505016087A002 | Child-Parent attachment relationships in early childhood ... | Submitted to IRB                  | 07/17/2015 |
| 1502015787     | Terrorism, Counterterrorism and Tourism.                     | Specific Minor Revisions Required | 02/23/2015 |

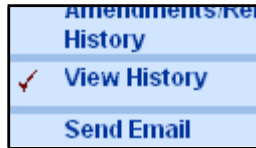
Investigators may also view protocols requiring action by clicking on **Pending PI Action** tab.

The screenshot shows the CoeusLite interface with the 'Pending PI Action' tab selected. A red circle highlights the 'List of Specific Minor Revisions Required Protocols' section. Below this, a table lists the following protocols:

| Protocol Number | Title                                  | Approval Date | Expiration Date |
|-----------------|--|---------------|-----------------|
| 0901004567      | Testing                                |               |                 |
| 0812004498      | Getting pushed to the edge             |               |                 |
| 0811004422      | Standard Testing and Training Protocol |               |                 |

Below this table, there are two other sections: 'List of Substantive Revisions Required Protocols' and 'List of Expiring Protocols', both of which show 'No rows found with current selection criteria'.

In either screen, click on the protocol to open the protocol record and then click the **View History** in the left hand column. This will permit the investigator to view the actions and correspondence with the IRB.



**Note the Specific Minor Revisions Required** in the **Description** field. Click **View** to see the quick comments from the IRB. To see the full correspondence click open the + next to the Specific Minor Revisions Required.

| All Protocols                   |                                   | Pending Protocols                             |             | Pending PI Action                          |  | Amendments & Renewals |                     | Create New Protocol |  | Protocol Search |      |  |
|---------------------------------|-----------------------------------|---|-------------|--|--|-----------------------|---------------------|---------------------|--|-----------------|------|--|
| General Info                    | Protocol #:                       | 0901004567(Specific Minor Revisions Required) |             |  |  |                       | Expiration Date:    |                     |  |                 |      |  |
| Organization                    | Investigator:                     | Mahoney, Maurice Jeremiah                     |             |  |  |                       | Last Approval Date: |                     |  |                 |      |  |
|                                 | Title:                            | Testing                                       |             |  |  |                       |                     |                     |  |                 |      |  |
| Investigators / Study Personnel | Protocol Action Details           |   |             |  |  |                       |                     |                     |  |                 |      |  |
|                                 | Description                       | Date  | Action Date | Comments                                   |  |                       |                     |                     |  |                 |      |  |
| Respondents                     | Specific Minor Revisions Required | 01/21/2009                                    | 01/21/2009  | Please see instructions for replacement... |  |                       |                     |                     |  |                 | View |  |
| Aspects of Research             | Assigned to Agenda                | 01/21/2009                                    | 01/21/2009  |  |  |                       |                     |                     |  |                 | View |  |
| Funding Source                  | Submitted to IRB                  | 01/21/2009                                    | 01/21/2009  | Submit to IRB                              |  |                       |                     |                     |  |                 | View |  |
| Subjects                        | Protocol Created                  | 01/20/2009                                    | 01/20/2009  | Protocol Created                           |  |                       |                     |                     |  |                 | View |  |
| Initial Review                  |                                   |   |             |  |  |                       |                     |                     |  |                 |      |  |

This screen provides submission details related to the IRB review. Note the name of the IRB Committee and the Committee date of review (Schedule Date) are listed on this screen. Click on **View** on the line that notes **Specific Minor Revisions Letter** under the **Correspondences** section to view the actual letter.

| Description  | Date       | Action Date             | Comments                   |      |
|--|------------|-------------------------|----------------------------|------|
| Substantive Revisions Required                     | 07/23/2015 | 07/23/2015              |                            | View |
| <b>Submission Details</b>                          |            |                         |                            |      |
| Submission Type : Initial Protocol Application     |            | Review Type : Expedited |                            |      |
| Type Qualifier : New Submission to IRB             |            |                         |                            |      |
| Submission Status : Substantive Revisions Required |            |                         |                            |      |
| Date : 06/24/2015                                  |            | Place : YONG 1009       |                            |      |
| Committee Id : IRB00000213                         |            | Schedule Id : 618       | Schedule Date : 08/25/2015 |      |
| Committee Name : Social Science IRB                |            |                         |                            |      |
| <b>Correspondences</b>                             |            |                         |                            |      |
| HRPP Substantive Revisions Required Letter         |            |                         |                            | View |
| Submitted to IRB                                   | 06/24/2015 | 06/24/2015              | Submit to IRB              | View |
| Protocol Created                                   | 06/24/2015 | 06/24/2015              | Protocol Created           | View |

## RESPONDING TO THE IRB WHEN REVISIONS ARE REQUESTED

The investigator is required to provide a written response to the IRB addressing each of the revisions requested by the IRB. In some cases only a response (memo or letter) from the investigator needs to be uploaded into the system and sent to the IRB as it sufficiently addresses the IRB's request for clarification.

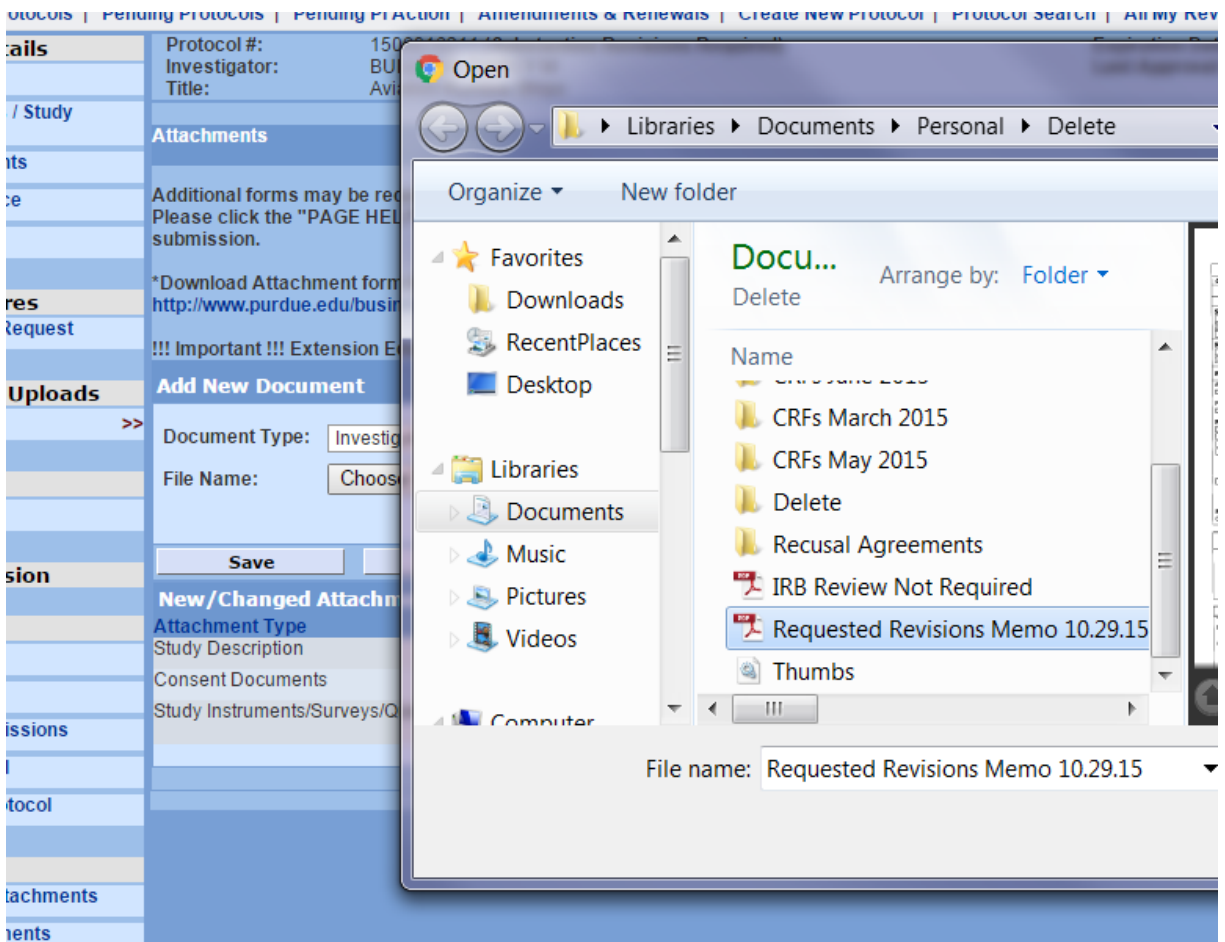
In other cases however, changes are required to the protocol documents that were previously sent into the IRB for its initial review. As an example, the IRB may 1) require specific word changes to Consent Documents or 2) require that the investigator change interventions or procedures in the protocol. In the case of example #1; modifications to the originally submitted consent document must be made and re-uploaded into the system for review by the IRB. Similarly, in the case of example #2, the questionnaire and perhaps the consent document would require modification and a re-upload into the system for re-review by the IRB.

While the comprehensive changes required of the investigator are noted in the IRB's response, an IRB may request that some changes, such as those requested in consent documents, are noted in a track-changed Word version of the document that is returned to the investigator by the IRB at the time it issued the Revision request. In this case, the investigator must be sure to review all the changes requested by the IRB and then upload a new version of that document both in Word.

### Note

Final approval markings are automatically applied to all Adobe (pdf) protocol-related documents when the IRB approves the protocol.

To upload the investigator's letter of response, Click on **Attachments** from the left hand column. Select **Add New Document** and use the drop down box to select the **Document Type** and under **Description** you can indicate that it is a response and the date. Example: Response to SMR of 10/29/2015. **Choose File** to upload the document.



Click **Save**.

\*Download Attachment form templates here:  
[http://www.purdue.edu/business/coeus/IRB\\_Protocols/Investigator\\_Guide\\_IRB/irb\\_form\\_downloads.html](http://www.purdue.edu/business/coeus/IRB_Protocols/Investigator_Guide_IRB/irb_form_downloads.html)

!!! Important !!! Extension Educators: Be sure to upload all attachments as Word or PDF documents ONLY!!

[Add New Document](#)

**loads**

>> **New/Changed Attachments** [Show All](#)

| Attachment Type                          | Description                         | Timestamp           | Update User     |  |
|--|-------------------------------------|---------------------|-----------------|--|
| Study Description                        | Application                         | 06/24/2015 07:55 AM | MARTIN, AMBER L | <a href="#">Modify</a> <a href="#">View</a> <a href="#">Remove</a> |
| Consent Documents                        | Consent                             | 06/24/2015 07:55 AM | MARTIN, AMBER L | <a href="#">Modify</a> <a href="#">View</a> <a href="#">Remove</a> |
| Investigator Correspondences             | Response to Revisions<br>10/29/2015 | 10/29/2015 03:32 PM | MARTIN, AMBER L | <a href="#">Modify</a> <a href="#">View</a> <a href="#">Remove</a> |
| Study Instruments/Surveys/Questionnaires | Sample Data Collection Form         | 06/24/2015 07:55 AM | MARTIN, AMBER L | <a href="#">Modify</a> <a href="#">View</a> <a href="#">Remove</a> |

Note, the investigator can **Modify** or **Remove** the response document if changes are required prior to submitting it to the IRB.

## MODIFICATIONS TO PREVIOUSLY UPLOADED DOCUMENTS

To view changes requested by the IRB that have been inserted into the documents already uploaded into the system and/or to modify documents previously submitted, select **Attachments** from the left hand column.

|  |  |
|--|--|
| <input checked="" type="checkbox"/> <b>Areas of Research</b> | <b>*Type:</b> Standard                               |
| <input type="checkbox"/> <b>Funding Source</b>               | <b>*Title:</b> Follow-up of Extre                    |
| <input checked="" type="checkbox"/> <b>Subjects</b>          | <b>Description:</b> The purpose of the information . |
| <input checked="" type="checkbox"/> <b>Special Review</b>    | <b>*Application Date:</b> 01/26/2009                 |
| <input type="checkbox"/> <b>Other Identifiers</b>            | <b>Reference Num 1:</b>                              |
| <input type="checkbox"/> <b>Notes</b>                        | <b>FDA Application No:</b>                           |
| <input type="checkbox"/> <b>Others</b>                       |  |
| <input checked="" type="checkbox"/> <b>Attachments</b>       |  |
| <input type="checkbox"/> <b>Other Attachments</b>            |  |

**Add New Document**

Document Type:  Description:

File Name:

**New/Changed Attachments** [Show All](#)

| Attachment Type               | Description              | Timestamp             | Update User      |   |
|-------------------------------|--------------------------|-----------------------|------------------|---|
| Protocol / Protocol Narrative | HIC protocol application | 2009-03-05 10:02:14.0 | Howell, Brandy M | <a href="#">Modify</a> <a href="#">View</a> <a href="#">Remove</a>                              |
| Informed Consent Document     | final consent form       | 2009-03-16 14:55:32.0 | Howell, Brandy M | <a href="#">Modify</a> <a href="#">View</a> <a href="#">Remove</a> <a href="#">Show History</a> |

### Note

The version of the document edited by the IRB (*IRB User in this example is Howell*) is the only version viewable as it was the last one edited in this example.

To see the version originally submitted by the investigator or the history of this particular document, click **Show History**. This will bring up all versions of the same document that were either previously submitted by the investigator or edited by the IRB.

| New/Changed Attachments       |                          |                       |                  | <a href="#">Show All</a>  |
|-------------------------------|--------------------------|-----------------------|------------------|---|
| Attachment Type               | Description              | Timestamp             | Update User      |   |
| Protocol / Protocol Narrative | HIC protocol application | 2009-03-05 10:02:14.0 | Howell, Brandy M | <a href="#">Modify</a> <a href="#">View</a> <a href="#">Remove</a>                              |
| Informed Consent Document     | final consent form       | 2009-03-16 14:55:32.0 | Howell, Brandy M | <a href="#">Modify</a> <a href="#">View</a> <a href="#">Remove</a> <a href="#">Hide History</a> |
| Informed Consent Document     | consent                  | 2009-03-05 10:01:21.0 | Howell, Brandy M | <a href="#">View</a>  |
| Informed Consent Document     | consent_track            | 2009-03-09 09:39:06.0 | mml37            | <a href="#">View</a>  |

### Note

The screen opens to permit investigators to add additional documents. However, the user must modify the currently uploaded document in order to re-upload it as the new version or revised version. This will also help to ensure that the IRB and PI acknowledge the editing history of each document. In other words, prior to uploading a new version of a document requiring revisions, the investigator first must modify the previous version. Do not forget to include version control with all of your uploaded documents. (eg: v.1, v.2, etc.)

To modify the document(s) requested by the IRB click **Modify**.

Prior to uploading a modified version of a document for submitting back to the IRB, the investigator will need to review the IRB edited version. This will help to ensure that the investigator has reviewed all revisions requested by the IRB. The investigator may accept all changes or may make additional changes. **The changed version should be saved to the investigator's computer files.** The investigator may choose to rename the document or add a date to help with identification. Using the **Modify** feature will ensure that any changes in title are still associated with the same document and will be recorded in the history.

**Choose file** to browse your computer and choose the version of the document with the changes you made. Click **Save**.

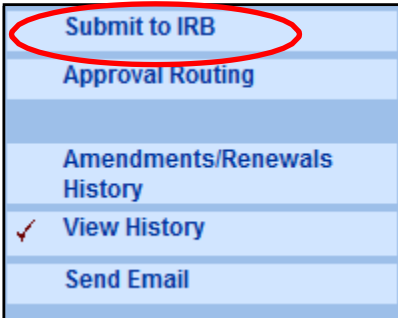
| Name   | Date modified      | Type                 | Size   | Tags |
|--|--------------------|----------------------|--------|------|
| background_questionnaire_professionals_...     | 12/4/2008 5:25 PM  | Microsoft Office ... | 52 KB  |      |
| eligibility_checklist_professionals_2-22-08... | 12/4/2008 5:25 PM  | Microsoft Office ... | 45 KB  |      |
| HIC_application_FINAL_rev_4-5-08clean[1...     | 12/4/2008 5:23 PM  | Microsoft Office ... | 176 KB |      |
| Informed Consent Document.doc                  | 2/6/2009 5:00 PM   | Microsoft Office ... | 49 KB  |      |
| moderators_guide_professional_focus_gr...      | 12/4/2008 5:25 PM  | Microsoft Office ... | 48 KB  |      |
| Operations_Logistics_and_Process_respon...     | 12/4/2008 5:25 PM  | Microsoft Office ... | 39 KB  |      |
| Reapproval Request form.doc                    | 1/21/2009 10:29 AM | Microsoft Office ... | 26 KB  |      |
| Revised Protocol Application.doc               | 2/27/2009 4:37 PM  | Microsoft Office ... | 35 KB  |      |
| Rockefeller_CONSENT_FINAL_rev_2-11-09...       | 2/11/2009 3:01 PM  | Microsoft Office ... | 56 KB  |      |
| Rockefeller_CONSENT_FINAL_rev_4-7-08_...       | 12/4/2008 5:24 PM  | Microsoft Office ... | 60 KB  |      |

All Files (\*.\*)

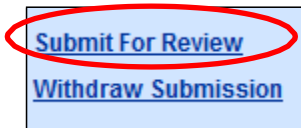
The document that has been modified now displays, replacing the document from the IRB.



When all attachments and the response are uploaded, then the response can be submitted back to the IRB. To do so, select **Submit to the IRB** from the left hand column.



Click **Submit for Review**.



Choose the **Type: Initial Submission, Renewal or Amendment.**

For **Review Type**, choose **Pending IRB Determination.**

For **Type Qualifier**, choose **Revisions Requested by IRB**

Click **Submit.**

## OTHER PROTOCOL ACTIONS

Depending upon the status of a protocol, the investigator is able to take certain actions on the protocol. This is done by clicking on the **My IRB Protocols** tab at the top of the page. This will open the list of actions:

The screenshot shows the 'CoeusLite IRB PROTOCOL' interface. At the top, there are navigation links: [IRB Online User Manual](#), [IRB Quick Reference Guides](#), [IRB Video Tutorials](#), and [Download Attachment Templates](#). Below these is a section titled 'Manage IRB Protocol Submissions' with a description: 'Investigators may manage their existing IRB Protocols by clicking the desired links found in the top navigation menu. Protocol submissions may be saved after creation and completed at a later date. Clicking on Pending records will open them for editing and all other records will open in display.' This section lists several options: 'All Protocols', 'Pending Protocols', 'Pending PI Action', 'Amendments & Renewals', and 'Protocol Search'. Below this is a 'Create New IRB Protocol Submission' section with a description: 'Create a New IRB Protocol submission or complete IRB Requested Revisions by clicking the appropriate link below.' This section contains a table of actions:

|  |  |
|--|--|
| <a href="#">Create New Protocol</a>              | - Click here to create a new initial protocol submission   |
| <a href="#">Complete IRB Requested Revisions</a> | - Click here to view and complete any IRB requested revisions  |
| <a href="#">Create New Amendment</a>             | - Click here to view and complete an Amendment to a currently Active protocol                              |
| <a href="#">Create New Renewal</a>               | - Click here to create and complete a Renewal/Continuing Review on a currently Active protocol             |
| <a href="#">Notify IRB</a>                       | - Click here to submit additional information or documentation to include reports of Non-Compliance to IRB |
| <a href="#">Request Protocol Status Change</a>   | - Click here to request a status change to your currently Active protocol                                  |

To request to **close a protocol** to enrollment, click Request Protocol Status Change.

This screenshot is identical to the one above, showing the 'CoeusLite IRB PROTOCOL' interface. The 'Request Protocol Status Change' button in the table is highlighted in yellow, indicating the action to be taken to close a protocol to enrollment.

Select the study you wish to close.  
 Select Request to Close.

**CoeusLite** User: MARTIN, AMBER L

Current Locks

Coeus Home | My Negotiations | My Proposals | My Awards | My COI | **My IRB Protocols** | My IACUC Protocols | Inbox | My ARRA | Logout

IRB Home | All Protocols | Pending Protocols | Pending PI Action | Amendments & Renewals | Create New Protocol | Protocol Search | All My Reviews | Schedules |

**1: Protocol Details**

Protocol #: 1512016334 (Active - Open to Enrollment) Expiration Date: 01/13/2017  
 Investigator: MARTIN, AMBER L Last Approval Date:  
 Title: Psych Test

\*General Info

\*Investigators / Study Personnel

Correspondents

Funding Source

Notes

**3: Attachment Uploads**

Attachments

**4: Submit**

Submit to IRB >>

**Create Submission Record Tools**

Validate

Send Email

Access Permissions

Copy Protocol

Print/View Protocol

**IRB/HRPP**

IRB Admin Attachments

**Protocol History**

Amendments/Renewals History

View History

**Protocol Actions**

You can perform following actions on this protocol.

[Notify IRB](#) Send notification to the IRB for this Protocol.

[Request to Close Enrollment](#) Send a request to close enrollment for this protocol.

[Request Data Analysis Only Status](#) Send request to change study status to data analysis only.

**Request to Close** Send a request to close this protocol.

[Request for Suspension](#) Send a request for suspension of this protocol.

[Withdraw Submission](#) Send a request for withdrawing protocol submission.

Save Submission Details.

**CoeusLite** User: MARTIN, AMBER L

Current Locks

Coeus Home | My Negotiations | My Proposals | My Awards | My COI | **My IRB Protocols** | My IACUC Protocols | Inbox | My ARRA | Logout

IRB Home | All Protocols | Pending Protocols | Pending PI Action | Amendments & Renewals | Create New Protocol | Protocol Search | All My Reviews | Schedules |

**Protocol Details**

Protocol #: 1607001494 (Active - Open to Enrollment) Expiration Date: 08/16/2017  
 Investigator: TEST004, USER Last Approval Date:  
 Title: This is my non-exempt protocol title.

\*General Info

\*Investigators / Study Personnel

Correspondents

Funding Source

Subjects

Notes

**Protocol Actions**

You can perform following actions on this protocol.

[Notify IRB](#) Send notification to the IRB for this Protocol.

[Request to Close](#) Send a request to close this protocol.

[HELP](#)

Select Closure Request and follow the instructions.

**CoeusLite** User: MARTIN, AMBER

[Current Locks](#)

[Coeus Home](#) | [My Negotiations](#) | [My Proposals](#) | [My Awards](#) | [My COI](#) | **[My IRB Protocols](#)** | [My IACUC Protocols](#) | [Inbox](#) | [My ARRA](#) | [Logout](#)

[IRB Home](#) | [All Protocols](#) | [Pending Protocols](#) | [Pending PI Action](#) | [Amendments & Renewals](#) | [Create New Protocol](#) | [Protocol Search](#) | [All My Reviews](#) | [Schedules](#)

[Return To Protocol](#) | Protocol #: 1607001494 (Active - Open to Enrollment) | Expiration Date: 08/16/2017  
 Investigator: TEST004, USER | Last Approval Date:  
 Title: This is my non-exempt protocol title.

**Submission Details** >>

**Request to Close**

!!!IMPORTANT: You are about to request that this protocol be placed in Closed status. In the attachment section below, upload the Continuing Review or Closure Form found on the Forms & Templates page of Purdue's IRB Website, upload the form and click "Save" to save the attachment information, and click "Save Submission Details". Then select "Submit" to send your request to the IRB.

Action Date:

**Add Attachment**

Description:

Attachment:  No file chosen

**Attachments :**

No documents are uploaded for the selected protocol.

Select Submit.

**CoeusLite** User: MARTIN, AMBER

[Current Locks](#)

[Coeus Home](#) | [My Negotiations](#) | [My Proposals](#) | [My Awards](#) | [My COI](#) | **[My IRB Protocols](#)** | [My IACUC Protocols](#) | [Inbox](#) | [My ARRA](#) | [Logout](#)

[IRB Home](#) | [All Protocols](#) | [Pending Protocols](#) | [Pending PI Action](#) | [Amendments & Renewals](#) | [Create New Protocol](#) | [Protocol Search](#) | [All My Reviews](#) | [Schedules](#)

[Return To Protocol](#) | Protocol #: 1607001494 (Active - Open to Enrollment) | Expiration Date: 08/16/2017  
 Investigator: TEST004, USER | Last Approval Date:  
 Title: This is my non-exempt protocol title.

**Submission Details** >>

**Submit**

**Request to Close**

!!!IMPORTANT: You are about to request that this protocol be placed in Closed status. In the attachment section below, upload the Continuing Review or Closure Form found on the Forms & Templates page of Purdue's IRB Website, upload the form and click "Save" to save the attachment information, and click "Save Submission Details". Then select "Submit" to send your request to the IRB.

Action Date:

**Add Attachment**

Description:

Attachment:  No file chosen

**Attachments :**

| Description    | Last Updated        | Updated By      |  |
|----------------|---------------------|-----------------|--|
| Closure Report | 08/24/2016 11:56 AM | MARTIN, AMBER L | <a href="#">View</a> <a href="#">Modify</a> <a href="#">Remove</a> |

Select OK.

**CoeusLite** User: MARTIN, AMBER

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[Return To Protocol](#) | Protocol #: 1607001494 (Active - Open to Enrollment) | Expiration Date: 08/16/2017  
 Investigator: TEST004, USER | Last Approval Date:  
 Title: This is my non-exempt protocol title.

**Submission Details**

**Submit** >>

**Complete Submission**

Notifications to IRB and Status Change Requests do not utilize system electronic Approvals. The Principal Investigator will not be required to provide an electronic Approval. Once this submission is completed, it will be sent directly to IRB. Please ensure that the PI is aware of this submission prior to completion.

Click OK to Complete the Submission.