

Coeus eIRB: Approving and Rejecting Protocols in Routing

As an Approver, you will receive an email in your University Inbox that tells you when a protocol is in Coeus awaiting your review and approval. The email provides you with the name of the PI, the unit hierarchy, protocol number and title. The email also includes the link that enables you to log into the Coeus eIRB system.

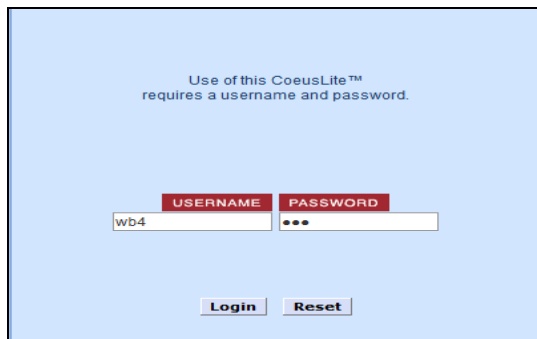
The email will say the following:

“Get to the Coeus application by clicking on the link within the email or by launching your browser and entering <https://coeusirb.its.yale.edu/coeus/>”

This will bring you to the **Login** screen. You may wish to book mark this page and permit the system to remember your password to streamline the log in process in the future.



1. Enter your **Username** and **Password** for Coeus eIRB and click **Login**.



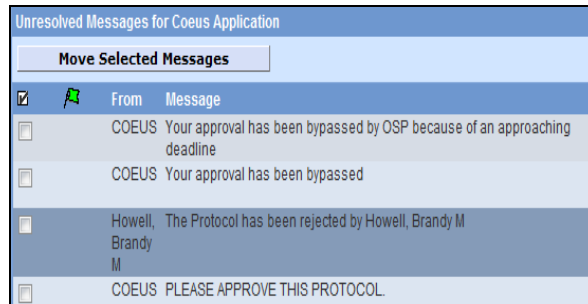
2. You will be brought to the Welcome Page.



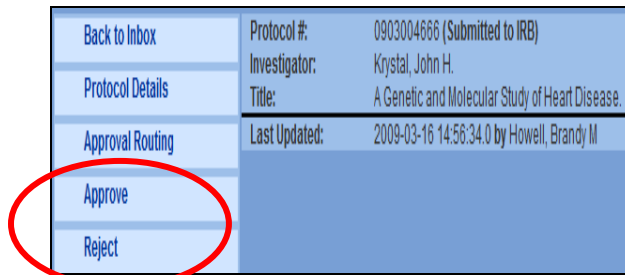
3. To review what protocols require your review, click on the **Inbox**.



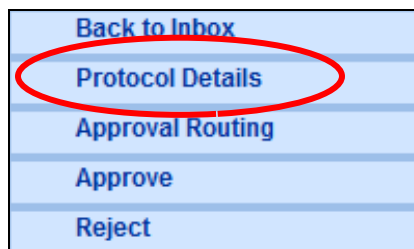
4. A list of **Unresolved Messages for Coeus Application** displays.



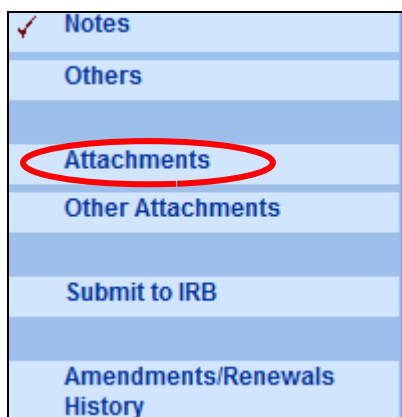
5. To review a protocol submission, highlight the protocol and click. This will bring up a list of actions that are available to you.



6. To review the general information about the study including the protocol title, description, list of investigators, funding source, populations requiring special considerations and other information click on the **Protocol Details** menu item.



7. To review the protocol and all attachments that have been uploaded by the investigator click on the **Attachments** menu item from the left hand column after you've opened the **Protocol Details**.



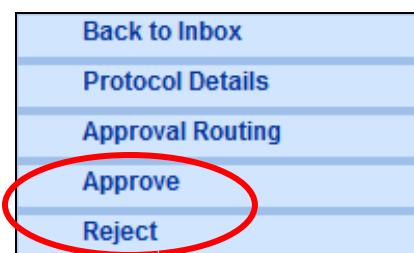
8. Click **View** to bring up the document you wish to review.

New/Changed Attachments				
Attachment Type	Description	Timestamp	Update User	
Protocol / Protocol Narrative	HIC protocol application	2009-03-05 10:02:14.0	Howell, Brandy	Modify View
Informed Consent Document	final consent form	2009-03-16 14:55:32.0	Howell, Brandy	Modify View

Note: once you've completed your review you will need to go back into your **Inbox** to take action on the submission.

After reviewing you have the option to:

- Approve the protocol submission
 - Approve the submission with comments, or
 - Reject the submission, with or without comments
9. To Approve, or Approve with Comments, click on the **Approve** menu item from the left hand column. To reject, click on the **Reject** menu item.



10. Enter your comments into the **Comments** text box and then click the **Add** button. You can create as many comments as required by simply adding them into the application.

A screenshot of a form titled 'Add Comments:'. It contains a text area labeled 'Comments:' and an 'Add' button at the bottom right.

11. To upload documents, such as requests for changes or letters of approval, you must first enter the **Description** of the document, then click. **Browse** to bring the attachment into the Coeus application from your computer files. Click the **Add** button located under the Browse line to save the attachment in the application.

Add Attachments

Description:

Attachment:

12. When all comments are entered and/or attachments uploaded, click **Approve** or **Reject**.

Add Comments:

Comments:

Add Attachments

Description:

Attachment:

Add Comments:

Comments:

Add Attachments

Description:

Attachment:

13. Your action will immediately update the routing summary that is viewable to you and the researcher.

(D00836) Regulatory/PPRC Scientific Review		
	Mangler, Christine	To be submitted
	Howell, Brandy M	To be submitted
	Katz, Theresa C.	Rejected
	Carpenter, Thomas Oliver	Rejected by other

14. Your completed action move to **Resolved Messages for Coeus Application** within your **Inbox**.

Resolved Messages for Coeus Application

	From	Message	Proposal Title	Proposal Number
	COEUS	PROTOCOL APPROVED	Need a protocol for rejection for req review procedures	0903004682
	COEUS	PROTOCOL REJECTED	Need a protocol for rejection for req review procedures	0903004682
	COEUS	PROTOCOL APPROVED	An Examination of Adherence and Risk Behavior in HIV+ Adults with Bipolar Disorder	0801003393A008