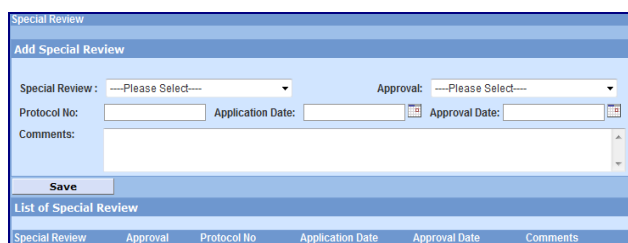


The Special Review field is used by the researcher to note and track other protocol-related information that must be acted on by the IRB. HIPAA waivers and authorizations are examples as they must either be approved or acknowledged by the Yale IRB.

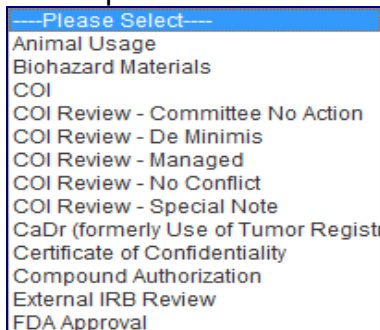
1. Click on the **Special Review** link.



The **Special Review** screen displays:

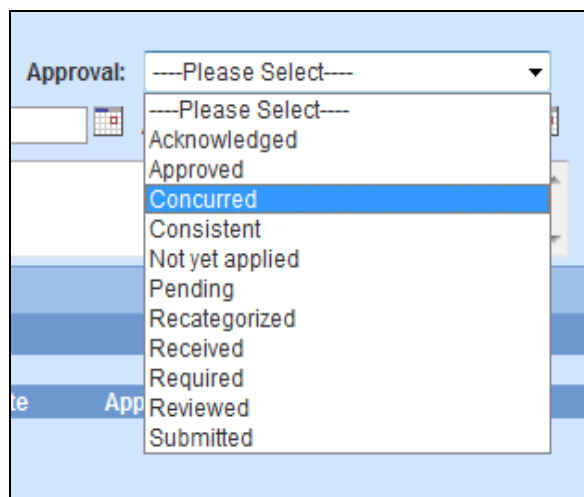


2. Select the **Special Review** type from the drop down menu.



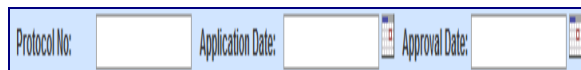
Note: For specific information on the types of reviews that are entered by the researcher, please reference the comprehensive Coeus manual to create a protocol. In addition, please be sure to upload all the necessary documents except for Protocol-Specific Conflict of Interest Disclosure forms, which should be emailed or faxed directly to the IRB office.

3. Select the appropriate **Approval** status.



4. Enter the **Protocol No.**, **Application Date** and **Approval Date** information.

5. Note: View the Coeus reference manual for specific details on what to include in the appropriate fields. For example, the Protocol No. should be populated with a name when reporting COI.



6. Add any appropriate notes in the **Comments** field.
7. Click **Save**.