Coeus Lite eIRB

Committee Member Manual

Drexel University
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Getting Started – Accessing Coeus Lite

Coeus Lite is a web-based platform

URL:  https://coeus.drexel.edu/coeus/userAuthAction.do

Log into the Coeus Lite application by entering your credentials. Your username and password are the same associated with other Drexel University systems, such as Drexel One.
There are two options to access assigned protocols

Option 1: Open IRB Protocol Submission from email notification

- NOTE: Coeus will generate an automatic email to the assigned committee member(s) for review
- The IRB coordinator assigned to the protocol will also send a corresponding email with other protocol related material

1. Click on the embedded link found in the email
2. Log in to Coues Lite with user credentials
3. IRB Protocol will open for your review

-----Original Message-----
From: coeus@drexel.edu [mailto:coeus@drexel.edu]
To: Fuhrer, Adam <agf33@drexel.edu>
CC
Subject: IRB Protocol 1702005231 (Pi Fuhrer, Adam) is Waiting for Review

Please review the above listed protocol

Protocol #: 1702005231
Sequence #: 1
Investigator: Fuhrer, Adam G
Title: How Committee Members Review Protocols in Coeus Lite

Please use the link given below for the project details.

You can view this protocol through CoeusLite at the following address: https://coeus.drexel.edu/coeus/getProtocolData.do?
Option 2: Open IRB Protocol Submission from Coeus Lite

1. Open Coeus Lite login page and enter user credentials
2. Click on “My IRB Protocols,” then click on “All My Reviews”
3. Click the protocol you wish to review from the “Pending/In Progress Reviews” section
4. The appropriate IRB Protocol Submission should open for review
Review IRB Protocol Submission

1. Protocol details
   - **General Info**: Basic information such as protocol type and title
   - **Investigators/Study Personnel**: All investigators and research personnel on the submission will be identified here
   - **Correspondents**: Additional contacts to be notified when specific actions are taken or correspondences are generated
   - **Funding Source**: Sources of funding for project
   - **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. Attachment Uploads
   Protocol attachment uploads will contain all applicable attached documents and information not found in the Protocol Details or Questionnaires tab.

   You can view attachments by clicking the “Attachments” link in the left navigation and click “View” next to the desired attachment.
Enter Reviewer Comments

1. Click on the “Review Comments” link found at the bottom of the left navigation pane
   a. At least one comment must be entered before completing review

2. Click on the “Add Review Comments”
3. Enter text in the comment field OR click “Select Pre-defined Comments” to select default text

![Protocol Review Comments / Attachments](image)

a. **IMPORTANT: Check the “Private” box for ALL Reviewer Comments**
   1. Check “Final” only if the committee member has completed their review for this submission
   ii. Click “Save”
      1. View: Click “View” next to comment to see full verbiage
      2. Modify: Click “Modify” next to comment to edit verbiage or Final/Private boxes
      3. Remove: Click “Remove” next to comment to delete

Optional
- You can either write your comments within the HRP 314 or within the Coeus Lite comment text box (above)
  - The HRP 314 questions still need to be answer if you write your comments in the Coeus Lite comment text box
Upload Reviewer Attachments

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 the description field

![Protocol Review Comments / Attachments](image.jpg)

a. Click “Browse” to complete the standard Browse/Upload function
   i. **IMPORTANT: Check the “Private” box for ALL Reviewer Attachments uploaded**
      1. Check “Final” only if the committee member has completed their review for this submission
   ii. Click “Save”
      1. View: Click “View” next to attachment to open in separate browser window
      2. Modify: Click “Modify” next to attachment to overwrite with a revised version
      3. Remove: Click “Remove” next to attachment to delete

What you would upload
- Signed HRP 314
- Signed HRP 402
- Other documents relevant to your review
Enter Reviewer Recommendations

4. Click on the “Complete Review” link once all reviewer comments and, if applicable, attachments have been added

5. Select the Recommended Action from the drop-down list

3. Click OK to complete your review

Please remember to send an email to your IRB coordinator alerting them that your review is complete.
Review protocol submissions with revisions

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 research team 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, select “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 researcher from the appropriate IRB coordinator (here, Lois Carpenter).
Once the comments have been reviewed, you will be able to tell where the revisions should have taken place (e.g. “HRP 503 section 8 – There is no mention of Skyping…” or “HRP 502 – The signature page should be omitted.”). If changes were made in uploaded attachments, researchers 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 Enter Reviewer Recommendations section, page 17).

Please remember to send an email to your IRB coordinator alerting them that your review is complete.
Recommended Actions Defined

- Substantive Revisions Required
  - The IRB has deferred this protocol’s review
  - ONLY used for full board reviews
- Specific Minor Revisions Required
  - The IRB will approve this protocol once pending conditions are met
- Approved
  - The IRB has approved this protocol at the full board level
- Expedited Approval
  - The IRB has approved this protocol at the expedited level
- Exemption Granted
  - The HRP has granted exemption for this protocol
- Closed (Administratively Closed)
  - Will not use
- Terminated
  - The IRB has determined that research related activities for this protocol must stop
- Disapproved
  - The IRB has determined that the protocol must be rewritten and resubmitted for approval
Things to Look for During Your Review

- Review all documents included in the submission
- Ensure all of the required documents are included in the submission
  - HRP-502 Template Consent Document - adults 18 and older & parents
  - Assent for children ages 7 – 17
  - Data Collections Tools (e.g. survey, interview and or questions, measures or questionnaires)
- All permission letters from external and internal sites must be on letterhead and signed
- Completeness of all forms, including all required signatures
- All advertisements submitted must be included and according to template (Reference Worksheets HRP-315 & 316)
  - Invitation Letter and or email script
  - Flyer(s)
  - Brochure(s)
  - Study information handouts
- Payments
- Record Retention
- **Drexel University logo and standard statement included**
- The completed HRP-401 Preview Sheet (completed by the IRB coordinator)
- Use all of the required checklists and worksheets
  - Required completed forms for all reviews
    - HRP-314 WORKSHEET: Criteria for Approval and Additional Considerations - Complete both columns of the table on page 3. Reference the document
    - HRP-402 CHECKLIST: Non-Committee Review – List appropriate approval Expedited categories. If protocol is determined Exempt, please list the appropriate category
  - Required Completed additional forms as applicable
    - HRP-315 WORKSHEET: Advertisements
    - HRP-316 WORKSHEET: Payments
    - HRP-416 - Research involving children
    - HRP-411 - A request for a waiver of written documentation of consent process
    - HRP-410 - A request for a waiver or Alteration of the Consent process
    - HRP-412 – Research involving Pregnant Women
- Return the required forms to the HRP coordinator
Off Campus Connection to Coeus Lite (VPN)

VPN Access for Windows

The Cisco AnyConnect VPN Client is available through the Drexel University AnyConnect VPN.

Installation Instructions for the Cisco AnyConnect VPN client for Windows

1. Visit https://vpn.drexel.edu/

2. Select the group "DrexelVPN" (usually the default option). Enter your Drexel University username (abc123) and password. Click Login.

3. Click Start AnyConnect to begin the installation of the client and connect to the VPN service.
4. AnyConnect will try to install the client on your computer automatically. If unsuccessful, follow the prompts to install the package on your machine.
Launching the AnyConnect VPN client from the Windows Start Menu

Once installed you can launch the Cisco AnyConnect Client from the Start Menu. Launch the program via the Start Menu by going to:

Start -> (All) Programs -> Cisco -> Cisco AnyConnect VPN Client -> Cisco AnyConnect Client (see image below)

Select the group "Drexel VPN" (usually the default option). Enter your Drexel University username and password. Click Connect.

You will see the following icon in your system tray when you are successfully connected to the VPN service.
Disconnecting from the VPN Service

Best practices advise to always log out when you no longer need to access the internal Drexel network.

1. Disconnect via the Taskbar

   Right-click on the icon and select Disconnect

   ![Disconnect via Taskbar](image1.png)

2. Disconnect via the AnyConnect Client

   Open the AnyConnect Client from the Taskbar (left click) and select Disconnect

   ![Disconnect via AnyConnect](image2.png)
VPN Access for Macintosh OS

The Cisco AnyConnect VPN Client is available through the Drexel University AnyConnect VPN.

Installation Instructions for the Cisco AnyConnect VPN Client for Mac OSX

1. Visit https://vpn.drexel.edu/

2. Select the group "DrexelVPN" (usually the default option). Enter your Drexel University username (abc123) and password. Click Login.

3. Click Start AnyConnect to begin the installation of the client and connect to the VPN service.
4. AnyConnect will try to install the client on your computer automatically. If unsuccessful, follow the prompts to install the package on your machine.

AnyConnect Secure Mobility Client

WebLaunch

- Platform Detection [ ]
- ActiveX [ ]
- Java Detection [ ]
- Java [ ]
- Download [ ]
- Connected [ ]

Manual Installation

Web-based installation was unsuccessful. If you wish to install the Cisco AnyConnect Secure Mobility Client, you may download an installer package.

Install module(s) below in the listed sequence. Platforms supported: Windows Desktop

AnyConnect VPN

Alternatively, retry the automatic installation.
Launching the AnyConnect VPN Client from the Applications Folder

1. Go to your Applications folder. Select the Cisco folder. Select the **AnyConnect Client** icon.

2. Enter your Drexel University username (abc123) and password. Make sure DrexelVPN is selected for the Group.
3. Once connected, you will see a confirmation screen.

![Cisco AnyConnect VPN Client](image)

**Disconnecting the AnyConnect VPN Client**

Always Log Out When Finished. Double click the AnyConnect icon on the dock to open the client dialog box (above). Click the Disconnect button. This will terminate the secure connection to the internal Drexel network.