Application

Select the appropriate application form from the left hand column in the Forms tab to complete the required electronic questionnaire.

The electronic questionnaire you have to complete depends on the type of application selected in the General Info section.

All previous paper versions of our applications are now electronic questionnaires, including

- HRP 211 Application for Initial Review
- HRP 212 Continuing Review Progress Report
- HRP 213 Modification of Approved Research

Continue with the questionnaires until Coeus Lite returns a popup stating the application is complete.
Submit To IRB

Once the primary protocol information is complete, all documents required by the IRB for review have been uploaded, and all appropriate questionnaires have been completed, then the researcher is ready to submit the protocol.

Depending on the type of application, the protocol may be routed to the principal investigator, department chair or program director, and, for College of Medicine protocols, to the vice dean for research office. All stops approve the protocol within Coeus Lite, after receiving an email from the platform requesting their review and approval.

After the protocol has all approvals, Coeus Lite will route your submission to the HRP Office.

To begin 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 For Review.
Validation will be requested. Select OK and OK again.

To Submit To The IRB

Select the submission Type from the drop down box. Be sure to select Initial Protocol Application for a new protocol. Select To Be Determined from the Review Type drop down box, and Standard from the Type Qualifier drop down box.

Click the Submit button to submit to the IRB. 
The user will receive a message asking whether they wish to submit the protocol. Click OK.
The Protocol Is Now Submitted For Approvals

The protocol status will change from Pending/In Progress to **Routing In Progress**, which indicates that the protocol is routing for approvals.

Once the protocol has been electronically approved by all appropriate reviewers, the HRP Office will assign the initial protocol application appropriately.

If the protocol is required to be reviewed at a convened meeting, the on-line submission deadline dates will be used.

- Example: The IRB meeting may be scheduled for August 8, 2017 but the submission deadline is July 18, 2017. Thus an researcher submits the application on July 17th, thinking it will be received by the HRP in time for the meeting on the 18th. However, via the electronic routing, it is waiting for the departmental chair’s review and signature, who doesn’t approve until July 19th. This causes the protocol to miss the deadline submission date, and the protocol will now be scheduled for the next IRB meeting of September 12th.
Approving A Protocol (for principal investigators and chairs)

Approvals needed depends on the type of application you submit, so for

- Initial applications (case study/reports, standard, student)
  - Principal investigator
  - Chair

- Letter of Reliance, Letter of Determination
  - Principal investigator

- Modifications (Amendments)
  - Principal investigator

- Continuing Reviews (Renewals), Final Reports
  - Principal investigator
  - Chair

College of Medicine, St. Christopher’s Hospital for Children, and LeBow College of Business may require an additional approval level for initial applications only

For those who need to approve, they can begin the process by clicking the Approval Routing function.
Approvers must review the application before approving. After clicking Approval Routing, an approver can

- Review through **Protocol Details**
- Approve
- Reject
- Recall
  - Available if the principal investigator is submitting their own protocol
  - Will recall the submission so they can edit before approving

The approve window is below, but rejecting a protocol will have the same layout (except say reject instead of approve). The approver can add comments if needed, or just click approve to route the protocol to the chair. If the principal investigator rejects the submission, the protocol will route back to the originator.