Investigators/Study Personnel

1. For those researchers who are not in the personnel table, you can make a comment in the Notes section indicating a researcher was not found
   a. Click Notes (in the left hand column)
   b. Click Add Notes
   c. Make sure to save your note so it can be included with your submission

2. By listing a researcher in the Notes section, your HRP coordinator can add that person after we received your submission to your protocol
3. This allows you to continue with your application instead of waiting for when the personnel table has been updated (to include your missing researcher)
Coeus Lite Student Submission - Tips

**Funding Source**

1. All protocols will have some type of funding
   a. Internal (called Unit in Coeus Lite)
      i. For protocols that will have the department cover PI and other researchers’ time on the project
      ii. Your Unit number corresponds to your department number
          1. For School of Education, your Unit number is 3852
      iii. Usually, if you don’t think you have funding, then you are internal
   b. External (called Proposal Development Transmittal in Coeus Lite)
      i. For protocols that have a grant, award or some external party attached to the project through a proposal

2. When you click Funding Source, Coeus Lite will allow you to enter the funding information in
3. You can select Unit or Proposal Development Transmittal to reflect either internal or external funding, respectively
4. If you do not know your Unit or Proposal Development Transmittal number
   a. Click Search
   b. In the new window, search in one of the available fields
   c. Note that Coeus Lite is sensitive to the keyword and will ONLY search for what you enter
      i. Always use the wildcard (*) to expand your search
      ii. For example, I would search *Education* for my department Education
Coeus Lite Student Submission - Tips

Attachments
1. We no longer require a paper copy of any of our application forms
   a. HRP 211 – Application for Initial Review
   b. HRP 212 – Continuing Review Progress Report
   c. HRP 213 – Modification of Approved Research

2. All of our applications are now electronic questionnaires in the Forms section
   a. Any approvals (signatures) needed for the questionnaires are now routed through Coeus Lite

Submit for approval
1. Clicking Submit to IRB starts the approval process
   a. Submit to IRB is located in the middle of the left hand column

2. This process is how we obtain electronic signatures on any applications
   a. Click Submit to IRB
   b. Click Submit For Review
   c. Click OK
   d. Click OK (again)

3. Protocol submission window
   a. The last step in submitting is the protocol submission window
   b. This window is where you tell Coeus Lite how to route your submission
      i. For initial submissions
         1. Type: Initial Protocol Application
         2. Review Type: To be determined
         3. Type Qualifier: Standard
      ii. Click Submit
Coeus Lite Student Submission - Tips

Protocol Status

The status is located next to the protocol’s identification number (10 digit number) near the top of the protocol window view

1. Protocol status still in creation stage
   a. Pending/In Progress
   b. Amendment In Progress
   c. Renewal In Progress
2. Protocol is still with the researcher and has not been submitted for approval
   a. Routing In Progress
3. Protocol status sent for approvals
   a. Routing In Progress
4. Protocol has been submitted and is with the principal investigator or chair for approval, or with the HRP coordinator for acceptance for review
   a. If your protocol is still in the creation stage (one of the stages above), click Submit to IRB (left hand column) to begin the submission process