



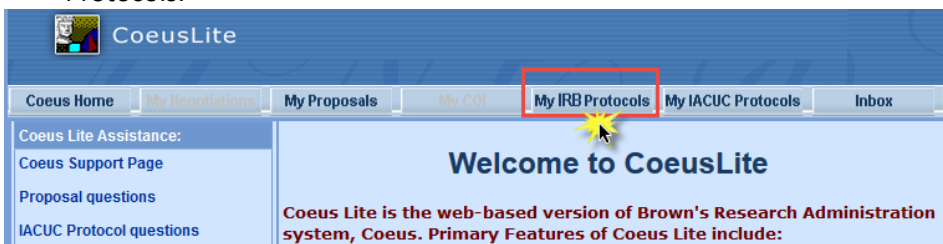
The **IRB View Protocol Module** in Coeus has been developed to allow investigators and designated staff to view their approved protocols involving human participants. This view access includes currently approved consent documents, IRB approval memos, and other information for reference.

### 1. LOGGING INTO COEUS LITE:

- Click on the **Launch Coeus Lite** link on the Coeus Homepage:  
<https://coeus.brown.edu/prod/>
- Enter your Brown **User Name** and **Password** in the Login boxes.
- When accessing Coeus Lite from “off campus,” you must be logged into SSL-VPN to access Brown’s servers: <http://vpn.brown.edu>

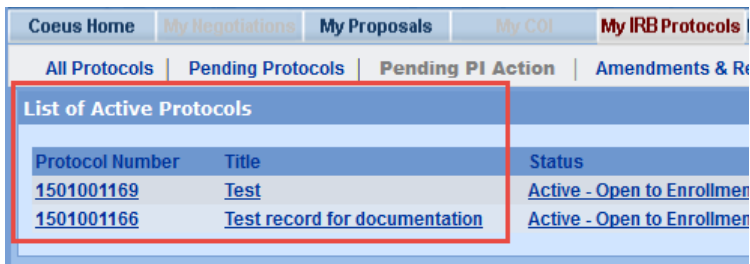
### 2. NAVIGATING TO COEUS LITE IRB PROTOCOL MODULE:

- Once you have logged in to Coeus, the first screen you will see is the Welcome to Coeus Lite homepage.
- Click on the tab in the center of the screen [My IRB Protocols] to access the IRB module. A new screen will open to the default view - List of Active Protocols.



### 3. OPENING A PROTOCOL RECORD:

- To view / open a specific protocol, click on the protocol **Title** or **Protocol Number**.



### 4. NAVIGATING THE PROTOCOL RECORD:

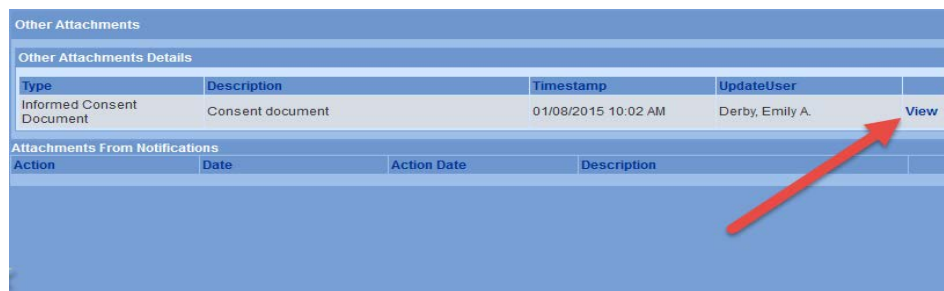
The protocol record will open with basic header information on the top portion of the screen and left-hand navigation links to access the various components of the protocol.

Navigation Link	Description
<b>General Info</b>	Displays basic information regarding your protocol. This panel will always be the first screen presented when a protocol is selected.
<b>Organization</b>	Displays the contact information of organizations involved in the protocol. Brown University is the default performing organization.
<b>Investigators/Study Personnel</b>	Displays information about Investigators and advisors if applicable.
<b>Correspondents</b>	Lists study staff or administrative individuals who are associated with the protocol and who may be contacted regarding protocol issues.
<b>Areas of Research</b>	Defaults to All Areas of Research.
<b>Funding Source</b>	Contains information about the entity responsible for funding the protocol.
<b>Subjects</b>	Displays the number of study participants approved by the IRB.
<b>Special Review</b>	Identifies if there is an IAA (IRB Authorization Agreement) in place.
<b>Notes</b>	Displays any comments noted by IRB office staff
<b>Others</b>	Displays countries (other than USA) in which the research is conducted, IRB exempt or expedited review category (when applicable) and IRB keywords.
<b>*Other Attachments</b>	Contains currently approved informed consent/assent documents uploaded by the IRB office.
<b>Amendment/Renewals History</b>	Lists all amendments and renewals that have been created for this protocol.
<b>View History</b>	Lists all actions taken on the protocol, date of action, and system generated comments.
<b>Access Permissions</b>	Identifies user access to your protocol.
<b>Print Summary</b>	Allows users to generate the information in the protocol, including attachments, into a PDF document.

## 5. VIEWING CONSENT DOCUMENTS

To view approved consent documents, navigate to the **Other Attachments** link in the left-hand navigation area.

The Other Attachments screen will open and display the Consent document. To open, click the **View** link, and the PDF will open.



*\*For protocols that include multiple approved informed consent documents, they are combined within one PDF file.*

## 6. VIEWING AMENDMENTS/RENEWALS HISTORY

To view the history of Amendments and Renewals for a Protocol, click on the **Amendments & Renewals History** link in the left hand navigation area.

This screen will contain all Amendments & Renewals created for this protocol and identify what status they are in and what date the last action was taken on them.

Type	Version No	Summary	Status	Created Date
Renewal	005	received 8/12/14	Approved	2014-08-14
Renewal	004	received 08/02/2013	Approved	2013-08-02
Renewal	003	received 8.10.2012	Approved	2012-08-10
Renewal	002	Received 08/17/2011 Renewal #2.	Approved	2011-08-18
Renewal	001	received 06/29/2010	Approved	2010-06-30

The **View History** screen lists all actions taken on the protocol.

Description	Date	Action Date	Comments
Administrative Correction	10/14/2014	10/14/2014	Add expedited review category to Other...
Expedited Approval	06/18/2014	06/17/2014	Renewal-005:
Submitted to IRB	06/18/2014	06/18/2014	Renewal-005: Submit to IRB
Renewal Created	06/13/2014	06/13/2014	Renewal-005 created
Expedited Approval	07/17/2013	07/15/2013	Renewal-004:
Submitted to IRB	07/17/2013	07/17/2013	Renewal-004: Submit to IRB

## 7. VIEWING APPROVAL MEMOS

To view approval memos, click on the **View History** link in the left hand navigation area. The Protocol Actions details screen will open. Find the approval action of the submission you are interested in viewing and click the + next to the action name to expand the details.

Under the **Correspondence** section, click the View link, next to the Protocol Status Letter. The PDF document will open.

Description	Date	Action Date	Comments
Expedited Approval	06/18/2014	06/17/2014	Renewal-005:

Submission Details	
Submission Type : Continuing Review/Continuation	Review Type : Expedited
Type Qualifier :	
Submission Status : Approved	
Date : 06/18/2014	Place : Research Protections Office
Committee Id : Expedited	Schedule Id : 453 Schedule
Committee Name :Expedited	

Correspondences	
Protocol Status Letter	<a href="#">View</a>