



## Memorandum of Understanding (MOU) or Inter-Institutional Agreement (IIA) Coeus Submission Guidance

The IACUC protocol submission procedure has been slightly revised in order to accommodate and include protocols for which a **Memorandum of Understanding (MOU)** or an **Inter-Institutional Agreement (IIA)** is in place. This type of protocol reflects that the IACUC research is being performed at an institution other than Brown University but that the University is engaged in the protocol work via Brown Investigator collaboration or funding. When this situation occurs Brown will accept the IACUC approval of the other institution.

Brown University currently has MOU agreements with the following institutions:

- Lifespan
- Providence VA Medical Center

While MOU/IIA protocols do not require Brown's IACUC committee review, the protocol does need to be tracked in Coeus and administratively reviewed by the Office of Research Integrity. The procedure for creating and submitting a MOU/IIA protocol in Coeus is outlined in the document below.

When creating a new protocol for which an MOU/IIA is in place, the following navigation panel categories must be completed. ***Please note: the mandatory/required fields within each of these categories may differ from those that are mandatory/required for other types of submissions.***

- General Information
- Organization
- Investigators/Study Personnel
- Areas of Research
- Funding Source
- Attachments

Specific guidance for completing each of these categories is noted below:

### ➤ General Information:

○ Protocol Type:	Select "MOU/IIA" from the drop down menu
○ Project Type:	Select the default type of "standard"
○ Title	Enter the protocol title
○ Application Date	This date will automatically populate to reflect the date protocol was created and saved in Coeus ; no action is needed by the user.

**General Protocol Information**

**\* Indicates Mandatory Fields**

\*Protocol Type: MOU/IIA ▼

\*Title: My MOU Protocol

\*Project Type: Standard ▼

### ➤ Organization:

The performing organization will default to Brown University. To add the organization with which the MOU/IAA is in place, click on the “add organization” tab.

○ Type:	Select “MOU/IAA” from the drop down menu
○ Organization:	Click the <i>Search</i> link, type in your search criteria, ( <i>place an * on either side of the word you are searching for</i> ) and click the search button. Your results will be displayed in the Organization Search Result Window. Select the organization you want to add and Click the Save button

**Protocol Organization**

Select Organization Type and organization and click save  
If the organization you want to select is not in the list, use Search link to search and find the organization.

Type:

Organization:  [Search](#)

[Save](#) [Cancel](#)

Type: Performing Organization [Remove Organization](#) | [Find Address](#) | [Clear Address](#)

Organization: Brown University

Address: Brown University  
Office of Sponsored Projects  
Box 1929  
164 Angell Street  
Providence  
RI - 02912-9093  
USA

### ➤ Investigator/Study Personnel:

Only the Principal Investigator needs to be entered; click on the Employee Search link to search for them.

- Select the correct affiliation type for the individual named in the Protocol Role field.

(The Person Role Field is not required for MOU/IAA protocol submissions)

**Investigators / Study Personnel Details** [COI Disclosure Status](#) [Help](#)

• The PI information is not saved yet. Review/Edit the information below and click Save. To select a different person use the search links.

[Employee search](#) | [Non Employee Search](#)

Name: Provencal, Christiana Email: christiana\_provencal@brown Phone: 4018635729

Mobile: Fax:

Unit:  [Search](#) Research Protections Office

Protocol Role:  Person Role:  Affiliation:

[Save](#) [Cancel](#)

Person Name	Department	Lead Unit	Role	Affiliate	Training
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- **Areas of Research:** Brown University has one IACUC for all protocols. The Area of Research will default to “All Areas of Research” as soon as the record is saved. No action is needed in this tab.

### ➤ Funding Source:

Enter the Funding Source and Institute Proposal (if applicable) related to the MOU/IAA protocol. For more specific details, please follow the instructions in the IACUC Protocol Submission Guide, pages 29-31 to complete the information required in these fields.

- **Sponsor**
- **Institute Proposal**

## ➤ Attachments:

For MOU/IIA protocols, the approved protocol and the approval letter from the other institution are uploaded.

- **Upload the Approved Protocol**
  - Document Type: Select MOU/IIA from the drop down list
  - Description: Type in the Name of the institution and “Approved Protocol”, for example:  
"Lifespan Approved Protocol"
  - File name: Use the browse button to search for the PDF file of approved IACUC protocol from other institution and upload it to Coeus
- **Upload the Approved Letter**
  - Document Type: Select, “Other Protocol Attachments” from the drop down menu.
  - Description: Type in “Approval Letter”
  - File name: Use the browse button to search for the PDF file of the approval letter from other institution and upload it to Coeus

**Attachments** [Help](#)

**Add New Document**

Document Type:  Description:

File Name:

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**Attachments** [Help](#)

**Add New Document**

Document Type:  Description:

File Name:

C:\Users\cprovenc\Desktop\Christiana P\IACUC testing sample docs\approval le

**New/Changed Attachments** [Show All](#)

Attachment Type	Description	Timestamp	Update User	
MOU/IIA Approved Protocol	VA approved protocol	05/21/2015 04:41 PM	Provencal, Christiana	<a href="#">Modify</a> <a href="#">View</a> <a href="#">Remove</a>

➤ **Validate:** It is important to run a validation check on the protocol prior to submission.

## ➤ Submit to IACUC:

This process is to submit the MOU/IIA protocol for administrative review with the IACUC Manager and for tracking purposes.

○ Type:	Select “Initial Protocol Application “from the drop down menu
○ Review Type:	Select “Administrative Review”

Click the submit button to submit the protocol for routing.

**Protocol Submission**

\* Indicates Mandatory Fields

**Submission Details**

\*Type:

\*Review Type:

Type Qualifier: