Coeus Quick Guides:

**How do I log on to Coeus and enter general information?** There are 14 steps in this process, not all steps are applicable (i.e. 11,12,13 device, drugs, FDA research)

Also you may want to allow other users access to the protocol. There are two forms of access 1) viewing only, and 2) complete access allowing editing. Please refer to COEUS Quick Guide 12 Access Permission...for step-by-step instructions.

**FACULTY LOG-ON**
You must use this URL:
[https://coeus.buffalo.edu/coeus/userAuthAction.do](https://coeus.buffalo.edu/coeus/userAuthAction.do)

**STUDENT LOG-ON**
You must use this URL:
[https://coeus.buffalo.edu/coeus/userSecondaryAuthAction.do](https://coeus.buffalo.edu/coeus/userSecondaryAuthAction.do)

1. Enter your User ID
2. Password
3. Change Campus to Binghamton
4. Click on My IRB Protocols

5. Click on Create New Protocol
6. Enter **Protocol Details**:

   ![Image of a computer screen showing a research protocol entry form]

7. **Type**: Click on the drop down menu and select either Exempt; Expedited; Full Board Review

8. **Title**: Enter the Title of the protocol

9. **Description**: Enter a description of your protocol – the study purpose

10. **Application Date**: Enter the application date – the application date defaults to today’s date.

11. **Reference Num 1**: If applicable – New Drug_ Device research, enter the following information in the Reference Num 1 field:
   - Name of BU Investigator who holds an Investigational New Drug (IND) or Investigational Device Exemption (IDE) used for this study
   - Name of the company manufacturing the study drug/device.

12. **Reference Num 2**: If applicable – Sponsor Funded Research, enter the following information in the Reference Num 2 field:
   - Protocol specific reference numbers
   - IRB numbers
   - Sponsor protocol numbers

13. **FDA Application No**: If applicable, enter the FDA Application number (IND, IDE if pending)

14. Click **SAVE**

   The screen displays a protocol number and indicates the status (Pending/In Progress)

   Proceed to the **Organization** Screen on the left menu bar.