Coeus Quick Guides:

How do I enter information on the Submit to IRB page? There are 7 steps in this process.

(The protocol will not be submitted to the HSRRC office unless you receive this statement: “The Protocol ## has been successfully submitted for Routing”)

Once the protocol record is completed and all documents required by the HSRRC for review have been uploaded into the application, then the researcher is ready to Submit the protocol.

Click on the Submit to IRB link

1. Select Submit to Review
2. If all COEUS actions are completed the screen will display the message “All COEUS validation rules were passed successfully” - Select OK
3. Message from Webpage will appear “Do you want to Submit the protocol for Review?” - Select OK
The Submission Details screen displays

4. Choose **Type** by clicking on the drop down menu - Select “Initial Protocol Application for Approval”
5. Choose the appropriate Review Type:

- Exempt
- Expedited
- Full
6. Select "Checklist"
7. Select 7 – scroll up – select SUBMIT

“The Protocol ## has been successfully submitted for Routing” – this statement is verification that the protocol was submitted to our office.