COUHES Connect Departmental Approvers Guide

The Connect Department Approvals

Locate protocols on your Connect Dashboard or use the Email link.

Open the protocol- open the En-Route list in your Connect Dashboard, or use the hyperlink from the approval request email.

Review and then click Approve or Return button in the protocol header.

https://couhes-connect.mit.edu/connect

By approving the research in this protocol, you, as department head, confirm a scientific review of the proposed research has been conducted and that the proposed research is of scientific and scholarly validity.
The Connect Dashboard En-Route Protocols List

- Launch COUHES Connect
- Navigate to your En-Route Protocols list
- Click “View” to open the protocol requiring your authorization.
The **Approve** and **Return** buttons are active in the Protocol Header. You can navigate to any tab in the protocol to perform your review – these action buttons will stay available to you.
In the Protocol Header, click either Approve to submit to COUHES or Return to the PI for changes. Either option opens the action window.

- Enter a Comment in the space provided, if desired
- Upload a document, if desired.
- Click the Approve or Return button, based on your prior selection.
- The status will update based on your action
  - Approved > Submitted to COUHES
  - Returned > Needs Revisions
- Click the ‘X’ in the upper right corner to close this protocol and return to the dashboard.
COUHES Connect Approve or Return Actions

Approve & Return actions –video. Use Adobe Reader or Pro to view; accept 3D.

Hover your mouse over this area to activate the video controls

For COUHES related questions, contact couhes@mit.edu For Connect system questions, contact ra-help@mit.edu
View the system-maintained approvers for your Department

Click on the **Route Log** tab to open and view the maintained approvers for your department.

Department authorizers are maintained by the Research Administration Support help desk: ra-help@mit.edu
COUHES Connect E-Mail Notifications

Connect System Generated Approval Notifications

Notifications are system-generated. Periodically check your spam or junk boxes; and update your filters to accept these emails.

Custom hyperlink opens this protocol requiring review & approval.

Approval request sent to the Department Head, and any other authorized to perform the review.