

Feature Updates for COUHES Connect Exempt Evaluation

**Departmental role, Funding Source Maintenance
and En-Route list for Exempt Studies.**

Funding source for Exempt Study

The Connect Exempt Evaluation tool now provides a method to maintain funding sources for exempt studies, and a method for authorized campus administrators to find and view the exempt determinations by Department/Unit. The En-Route tab displays your evaluations awaiting approvals.

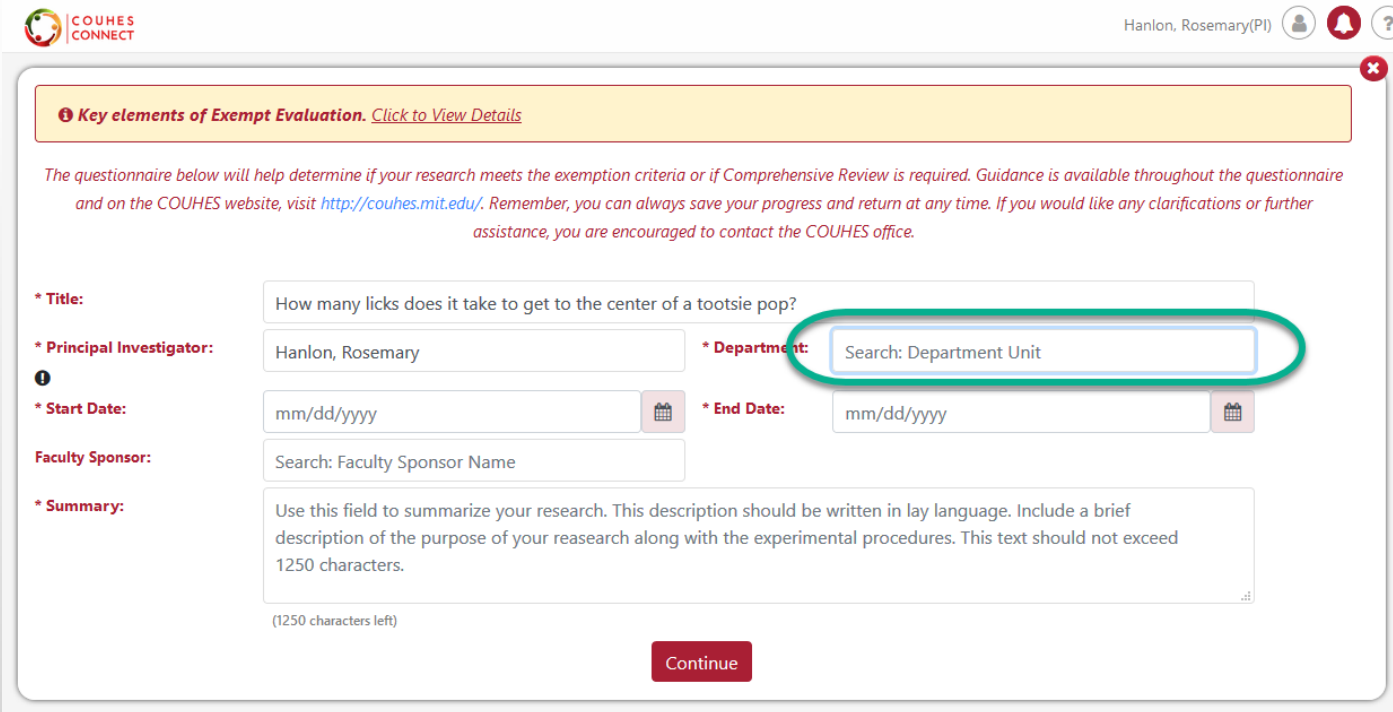
- **Funding Source maintenance** window.
 - Only studies with exempt status can list the funding sources.
- **Department view** access for users to Exempt Evaluations.
 - Users with **IRB Department Viewer** role can view & look up Exempt Evaluations to view or add funding sources for Evaluations in their departments.
 - Adding the correct PI department to your Evaluation enables this administrator role based access.
- **En-Route tab** added to the Exempt Evaluation dashboard
 - Lists evaluations awaiting PI, Faculty Sponsor, or COUHES approval.

Department: Search Department Unit

When you search and add the Principal Investigator to an Exempt Evaluation, COUHES Connect provides a blank Department field.

Search & add the department where your study will be managed.

The selection of department directly supports view & maintain funding source access for staff members with the IRB Department Viewer role for that department.



COUHES CONNECT Hanlon, Rosemary(PI) [User Icon] [Notification Icon] [Help Icon]

Key elements of Exempt Evaluation. [Click to View Details](#)

The questionnaire below will help determine if your research meets the exemption criteria or if Comprehensive Review is required. Guidance is available throughout the questionnaire and on the COUHES website, visit <http://couhes.mit.edu/>. Remember, you can always save your progress and return at any time. If you would like any clarifications or further assistance, you are encouraged to contact the COUHES office.

* **Title:**

* **Principal Investigator:** * **Department:**

* **Start Date:** * **End Date:**

Faculty Sponsor:

* **Summary:**
(1250 characters left)

Continue

Department: Search Department Unit

* Title:

* Principal Investigator: * Department: 

Elastic search lets you **start typing** a department **Name** or **Unit Number**, and the results list will populate and then filter out items that don't match your entry.

* Department:

* End Date:

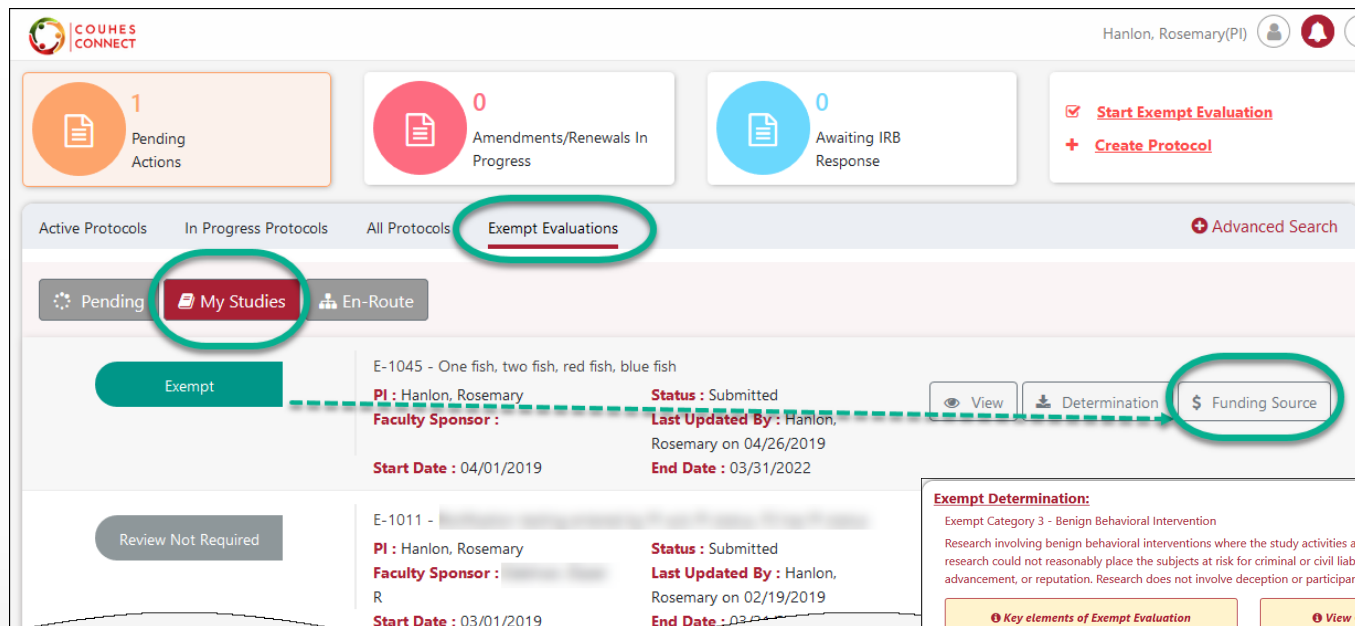
- 121100 - Sloan Division of Research
- 123003 - Sloan PhD Fellowship
- 121600 - Sloan School - ICRMOT
- 121300 - Sloan School - SD
- 121050 - Sloan School Academic Areas
- 121140 - Sloan School Department Heads
- 121120 - Sloan School Management Review (SMR)
- 121000 - Sloan School of Management

* Department:

* End Date:

- 165000 - Center for Environmental Health Sciences
- 121165 - Sloan: CFP

Funding Source for Exempt Studies



1 Pending Actions
 0 Amendments/Renewals In Progress
 0 Awaiting IRB Response
 Start Exempt Evaluation
 Create Protocol

Active Protocols | In Progress Protocols | All Protocols | **Exempt Evaluations** | Advanced Search

Pending | **My Studies** | En-Route

Exempt | E-1045 - One fish, two fish, red fish, blue fish
 PI : Hanlon, Rosemary | Status : Submitted
 Faculty Sponsor : | Last Updated By : Hanlon, Rosemary on 04/26/2019
 Start Date : 04/01/2019 | End Date : 03/31/2022
 View | Determination | **Funding Source**

Review Not Required | E-1011 - [REDACTED]
 PI : Hanlon, Rosemary | Status : Submitted
 Faculty Sponsor : [REDACTED] | Last Updated By : Hanlon, Rosemary on 02/19/2019
 Start Date : 03/01/2019 | End Date : 03/31/2022

Exempt Determination:

Exempt Category 3 - Benign Behavioral Intervention

Research involving benign behavioral interventions where the study activities are limited to adults only and disclosure of the subjects responses outside the research could not reasonably place the subjects at risk for criminal or civil liability or be damaging to the subjects' financial standing, employability, educational advancement, or reputation. Research does not involve deception or participants prospectively agree to the deception. 45 CFR 46.104(d)(3)

Key elements of Exempt Evaluation | View Confirmation | Generate Determination

The questionnaire below will help determine if your research meets the exemption criteria or if Comprehensive Review is required. Guidance is available throughout the questionnaire and on the COUHES website, visit <http://couhes.mit.edu/>. Remember, you can always save your progress and return at any time. If you would like any clarifications or further assistance, you are encouraged to contact the COUHES office.

Exempt | **Funding Source**

Exempt Id : E- 1045

* Title: One fish, two fish, red fish, blue fish

* Principal Investigator: Hanlon, Rosemary | * Department: Office of Sponsored Programs - MIT

Funding Source button for Exempt studies.

Access the Funding Source maintenance from:

- Exempt Evaluations, My Studies list
- Exempt Evaluations, My Studies > View mode

Funding Source Window

Funding Source ✕

Exempt

E-1045 - One fish, two fish, red fish, blue fish

PI : Hanlon, Rosemary

Faculty Sponsor :

Start Date : 04/01/2019

Status : Submitted

Last Updated By : Hanlon, Rosemary on 04/26/2019


End Date : 03/31/2022

Funding Source

Funding Type *

Source *

Description



Funding Type	Source	Funding Number/Code	Title	Description	Action

Click on **\$ Funding Source** to open the maintenance window.

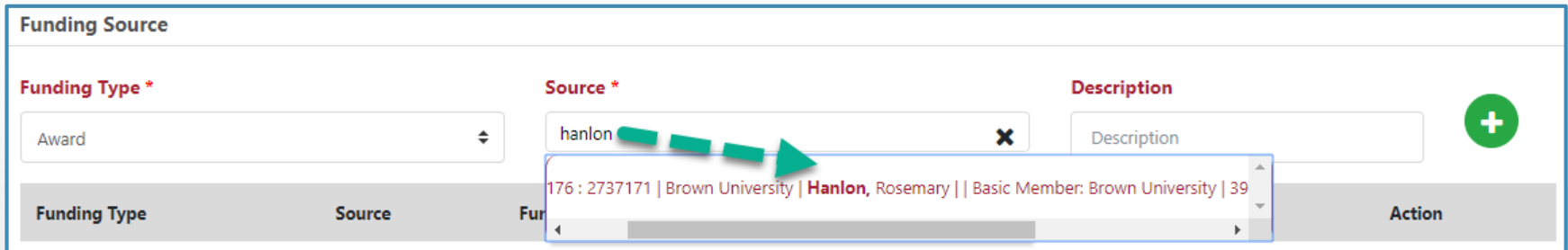
Click in the Funding Type field to make a selection:

- **Award** allows you to search the KC Awards module for sponsor funded projects
- **Other** lets you enter a source of your own description for sources like start-up or discretionary accounts
- **Unit** lets you search the KC Unit/DLC database, to describe departmental funding sources
- **Institute Proposal** allows you to search the KC module for submitted sponsor funding proposals
- **Development Proposal** allows you to search the KC module for proposals in progress
- **Sponsor** lets you search the KC Sponsor database

Please use Award search to identify your federal, industrial, foundation and any other specific sponsor funded projects. Your OSP Contract Administrator needs to see your federal award listed as a funding source in an Exempt Determined Study (or full protocol) before they can release a compliance hold on a new award.

Funding Types

- Select a **Funding Type** and use the search provided.
- After selecting **Award** or **Unit**, the search field activates.
 - For Award, you can enter your name, account number, or title to build a selection list.
- For **Other** - you must enter something in 'source', but put the actual information in the **Description** field for this entry.
- Click the **+Plus** button to save the item as a funding source.






The screenshot shows a web form titled "Funding Source". It has three main input fields: "Funding Type *" (with a dropdown menu showing "Award"), "Source *" (with the text "hanlon" and a search icon), and "Description" (with the text "Description"). A green plus button is on the right. Below the "Source" field, a dropdown menu is open, showing a list of funding sources. The first item is "176 : 2737171 | Brown University | Hanlon, Rosemary || Basic Member: Brown University | 39". Below the form, a table header is visible with columns: "Funding Type", "Source", "Fur", and "Action".

- While Development Proposal and Institute Proposal searches are provided, best practice is to use actual awarded funding sources, instead potential funding sources.

Funding Source Window

Once added to the list of sources, you can:

-  Edit – use pencil to modify this selection (edit your description, search for a different type or source).
-  View – use eye to open the linked record in that module. Use this to confirm you selected the correct item.
-  Delete – use the trashcan to remove the item.

Funding Source
×

Exempt

E-1045 - One fish, two fish, red fish, blue fish

PI : Hanlon, Rosemary

Faculty Sponsor :

Start Date : 04/01/2019

Status : Submitted

Last Updated By : Hanlon, Rosemary on 04/26/2019

End Date : 03/31/2022

Funding Source






Funding Type *

Please Select
▾

Source *

Description

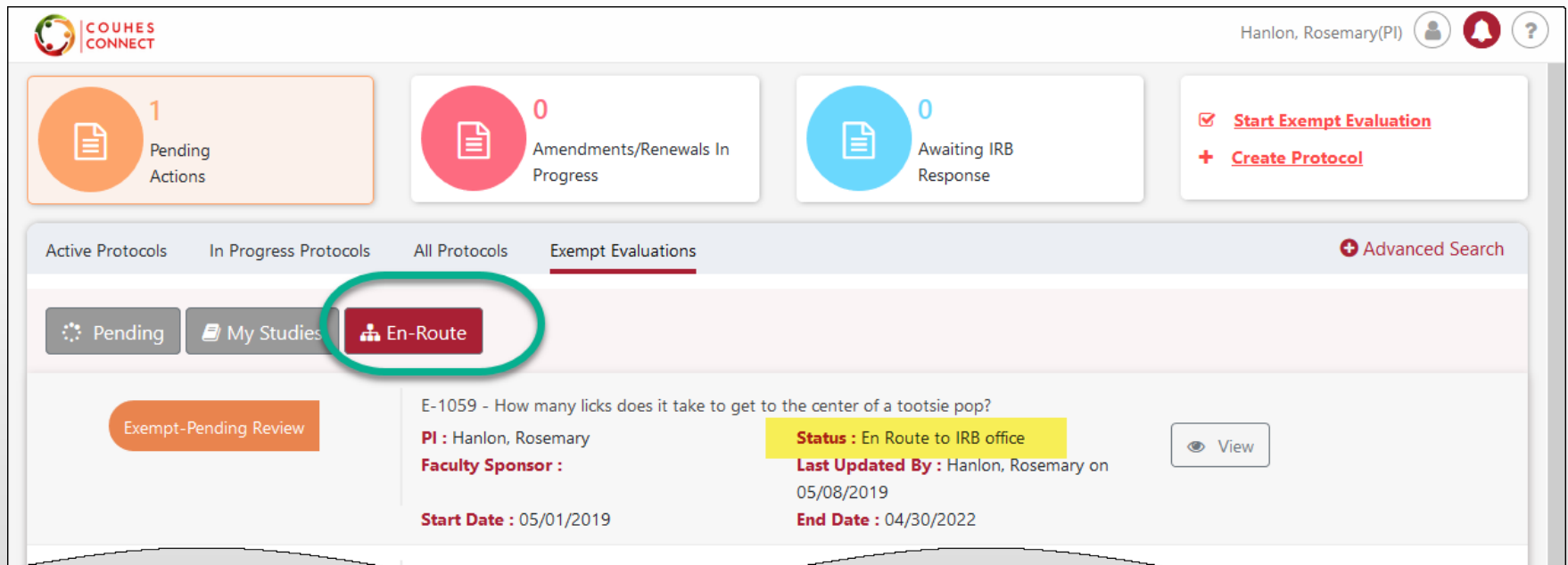
Description
+

Funding Type	Source	Funding Number/Code	Title	Description	Action
Other	Start up			Start up fund from Dept.	 
Award	Multi-Sponsored Consortium	2737170	Coeus Program Director Di ...	consortium funds	  

En-Route Evaluations

Use the En-Route list in your Exempt Evaluation dashboard to locate submitted evaluations.

- If you prepared an evaluation on behalf of a PI or Faculty Sponsor, it routes to the PI, then the Faculty Sponsor.
- If the system does not recognize PI Status, the evaluation routes to the IRB office.



The screenshot shows the COUHES CONNECT dashboard for user Hanlon, Rosemary (PI). The dashboard includes summary cards for Pending Actions (1), Amendments/Renewals In Progress (0), and Awaiting IRB Response (0). The 'Exempt Evaluations' tab is selected, and the 'En-Route' sub-tab is highlighted. A list of evaluations is displayed, with the first entry highlighted in yellow:

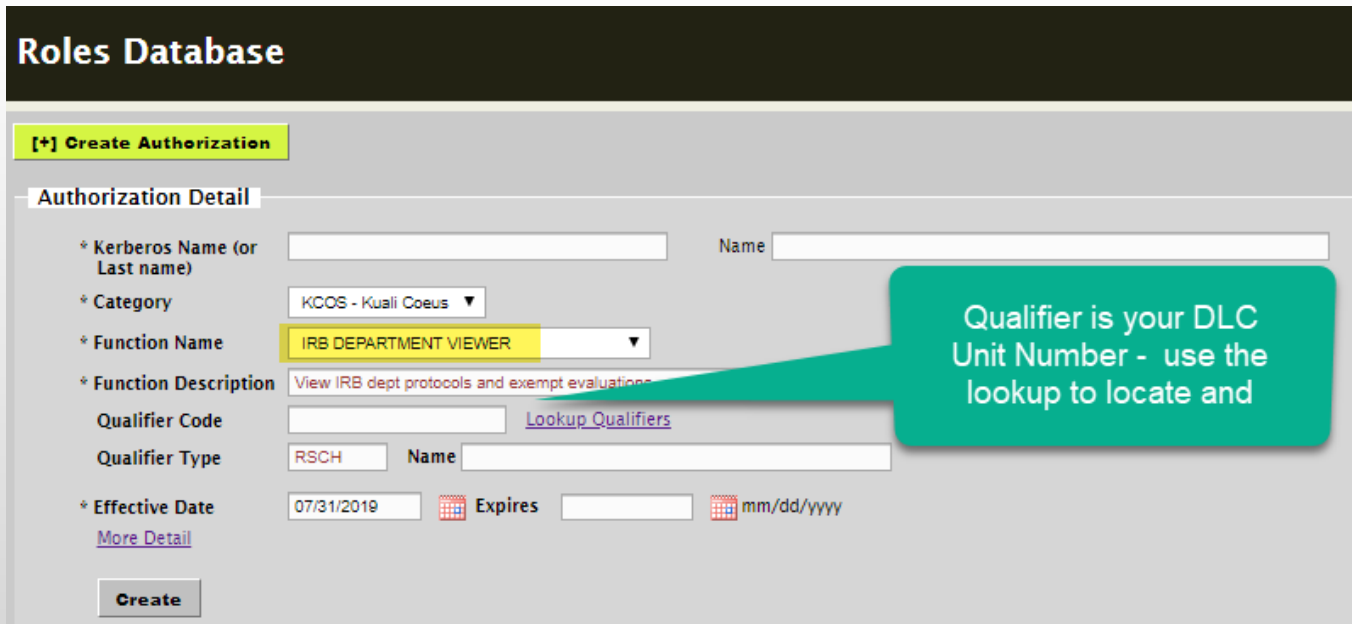
Protocol ID	Title	PI	Faculty Sponsor	Status	Last Updated By	Start Date	End Date
E-1059	How many licks does it take to get to the center of a tootsie pop?	Hanlon, Rosemary		En Route to IRB office	Hanlon, Rosemary on 05/08/2019	05/01/2019	04/30/2022
E-1010	Notification testing: user = PL...						

Get Connect Roles

To get access to COUHES Connect, please ask your department's Primary Financial Authorizer (usually your Administrative or Fiscal Officer) to grant you the IRB Department Viewer role in the Roles Database. <http://web.mit.edu/rolesdb/>

For the Primary Financial Authorizer, please do the following:

- In the Create Authorization section:
- Locate the person requesting the role
- Select Category : KCOS –Kuali Coeus
- Select the Function Name : **IRB DEPARTMENT VIEWER**
- Look up and add a “Qualifer Code” – that’s the UNIT number to give access for the person to see the protocols & Exempt Evaluations. (This role automatically ‘descends the unit hierarchy’ – allowing view access to any/all sub-unit)
- Click create.



Roles Database

[+] Create Authorization

Authorization Detail

* Kerberos Name (or Last name) Name

* Category

* Function Name

* Function Description

Qualifier Code [Lookup Qualifiers](#)

Qualifier Type Name

* Effective Date Expires

[More Detail](#)

Qualifier is your DLC Unit Number - use the lookup to locate and