COUHES Connect Quick Reference Guide

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

Exempt Evaluation Navigation

2. CONNECT QC: Exempt Evaluation Navigation V1 January 2019

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Welcome to COUHES Connect

You can use **Exempt Evaluations** to:

- View current Exempt Evaluations in pending submission & completed status
- View the approval routing location of an evaluation in Pending Review status
- Approve or Return an evaluation
- Revisit a completed Exempt Evaluation:
  - To review the exempt category
  - To review the determination
- Create an Exempt Evaluation for a new study:
  - Determination if the study is eligible for exempt status
  - Determine if the study Comprehensive Review

More detailed guidance on Exempt Evaluation Functionality is provided in a separate guide.
Dashboard basics...

1. Left Navigation > Return to Dashboard icon
2. Logged in User ID & Help (?) link
3. Start Exempt Evaluation – link to create an evaluation
4. Exempt Evaluations List
5. Exempt Evaluations > Lists: Pending and My Studies
6. Exempt Evaluation > Summary data panels
7. + Advanced Search tool
1. Left Navigation – Home panel

- The left Navigation Menu panel appears in all Connect screens in compact icon-only view.
- Click on the Menu (3 horizontal bars) icon to expand the panel and view the icon labels.
- Click the ‘back arrow’ or move your mouse away from the panel to compact the panel.
- Watch for more navigation options in later releases.
2 a. Logged In User & Help link

- Users with Kerberos ID’s and MIT Certificates can access COUHES Connect: user name appears in the upper right.
- Click the (?) Help icon to open help link options.
  - FAQ opens the couhes.mit.edu webpage to view answers to Frequently Asked Questions.
  - Guidelines opens the couhes.mit.edu webpage where guides and quick cards like this are available to download.
2 b. Log out options

- Click on the ‘user’ icon to log out of COUHES Connect
- Extended periods of inactivity will log you out of the application
3. Start Exempt Evaluation tile

- Click **Start Exempt Evaluation** to enter a new project for exempt determination in COUHES Connect
- The Exempt Evaluation begins with an Overview screen, with the options to ‘proceed’ to enter the study information or ‘cancel’ to return to the dashboard
- Click the **Home** icon on the left navigation panel to return to your dashboard at any time
- Existing Exempt Studies submitted under the Old Rule appear in the Protocols lists- not Exempt Evaluations

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More detailed guidance on Exempt Evaluation functionality is provided in a separate guide.

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4. Exempt Evaluation List Details

- **Exempt Evaluations**: provides access to pending and completed Exempt Evaluations
- Click **Pending** to view the Evaluations that are not yet complete (requires submitting or approval)
- Click **My Studies** to view the submitted studies with a determination of Exempt or Not Exempt, or Review Not Required


- **Pending** Evaluations list comprises items that have been:
  - Started & saved, but not submitted
  - Submitted, but not reviewed & approved by the Faculty Sponsor (required for users without PI status)
- The Exempt Evaluation summary panel provides essential information: Study ID, Title, PI, Status, Faculty Sponsor, Start & End Date of the study, and a last update timestamp
- Click [View] to open the Evaluation
- Use the page navigation tool at the bottom of the list to locate additional items, if needed
To open an existing Evaluation, navigate to the **Exempt Evaluations** list

The default view is the **Pending** list – your evaluations that are still in progress, or are pending your approval

If you wish to view an approved study, click on **My Studies** to view that list

Click the **View** button to open the study
This is an image of an evaluation that is awaiting the approval of the Faculty Sponsor.

The research activities are exempt under category 2, based on the answers provided in the Exempt Evaluation.

If this study is approved by the Faculty Sponsor, the Determination Result details are sent via email to the PI and Faculty Sponsor, and can be regenerated from either the My Studies list, or from the submitted evaluation.

Confirmed determination results are not available until all approvals are complete.
View the Action Log of an Exempt Evaluation

- Scroll to the end of the Exempt Form and click the [Action Log] button

- The Action Log window upper section provides the Exempt Form number (ID), the current Status, PI name, and Title of the study

- The lower section lists the series of actions for this submission, the status at each action, and the name of the user that took the action

- Comments can only be entered during approval or return actions
6. My Studies - Exempt Evaluations Summary

- **My Studies** lists submitted Exempt Evaluations with determinations:
  - **Review Not Required** are studies that do not meet the current definition of research or do not involve human subjects
  - **Exempt** are studies that met the requirements of at least one exempt category
  - **Not Exempt** are studies that did not meet any exemption requirements and must be reviewed by COUHES

- Click [View] to open the Evaluation
- Click [Determination] to download a PDF of the Exempt Evaluation Result notification
7. Lists - Advanced Search tool

- Click (+) Advanced Search Exempt Evaluation list to present search fields specific to these records
- For Title, or PI Name - You can enter some or all of the relevant characters and then click the Search button
- For Determination – click in the field to see the list and select a value
- Use the calendar tool to select a Start Date or End Date, if known
- Use the Search button if you add more search criteria following your initial entry
- Use the Clear button to restore the full list
- Click (-) Advanced Search to close the search panel
Questions?

- COUHES Connect website: [https://couhes-connect.mit.edu/connect](https://couhes-connect.mit.edu/connect)

- Questions about Protocols, Exempt Studies, or COUHES processes and practices, please contact the COUHES Staff. [COUHES@mit.edu](mailto:COUHES@mit.edu)

- [617-253-6787](tel:+16172536787) @ [COUHES@mit.edu](mailto:COUHES@mit.edu) www [COUHES.mit.edu](http://COUHES.mit.edu)

- Questions regarding navigation, general functionality, or feedback on documentation, please contact [ra-help@mit.edu](mailto:ra-help@mit.edu)

- For Department IRB Administrator role assignment, please contact your Department’s Primary Financial Officer.

- For difficulties with MIT Certificates, please contact [servicedesk@mit.edu](mailto:servicedesk@mit.edu)