COUHES Connect Departmental Approvers Guide

The Connect Department Approvals **https://couhes-connect.mit.edu/connect**

Locate protocols on your Connect Dashboard or use the Email link

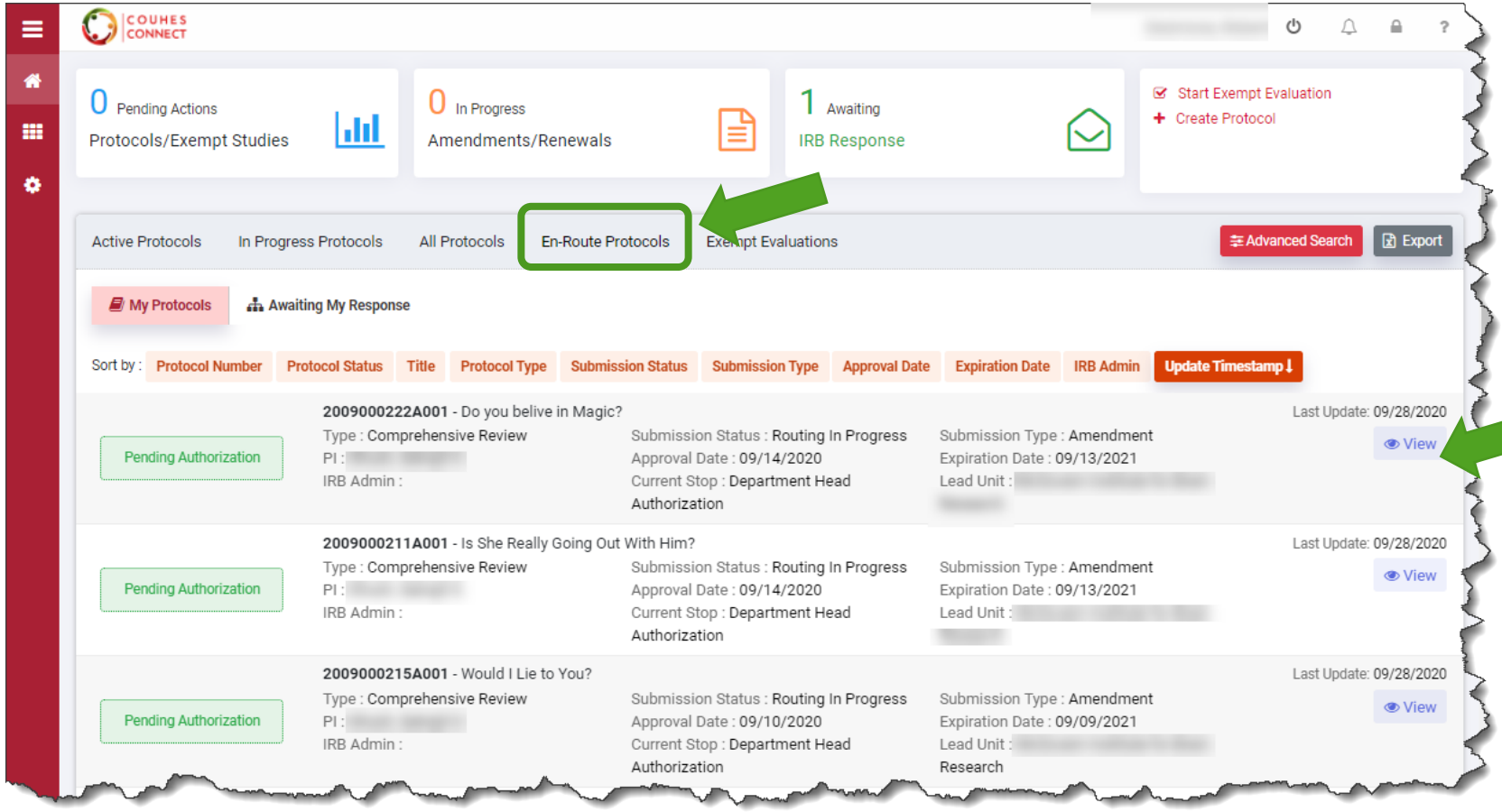
Open the protocol- open the En-Route list in your Connect Dashboard, or use the hyperlink from the approval request email.

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

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.

COUHES Connect En-Route Protocols List

The Connect Dashboard En-Route Protocols List



COUHES CONNECT

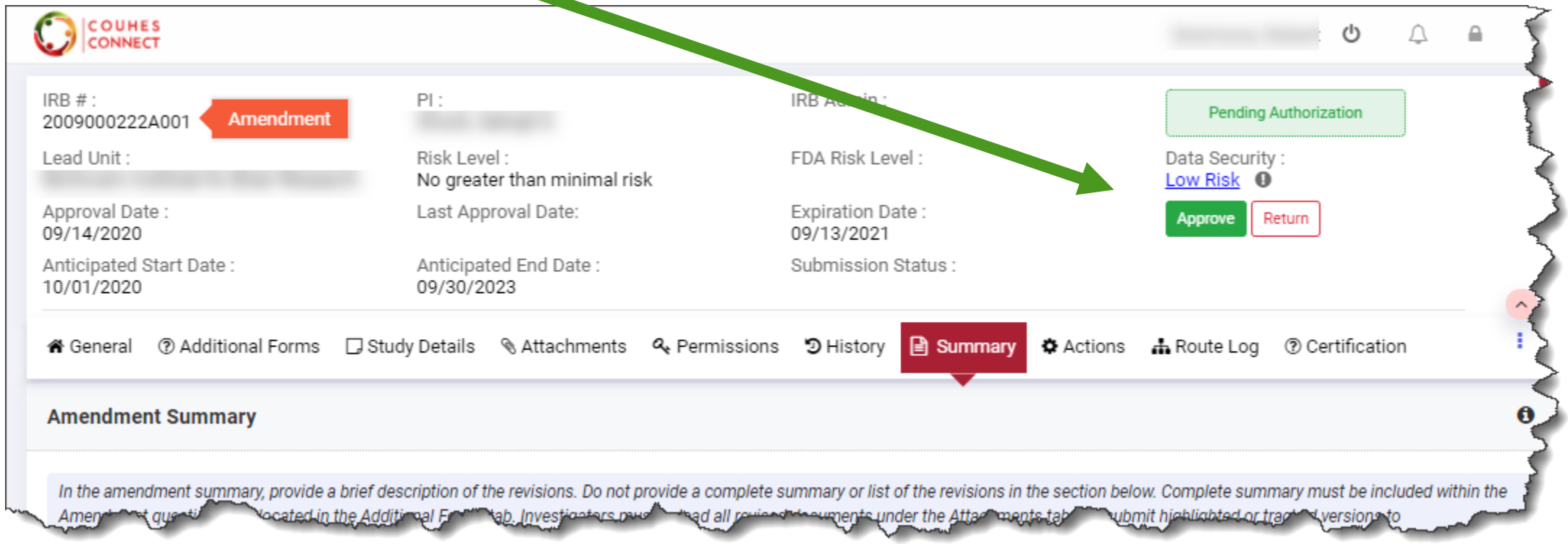
https://couhes-connect.mit.edu/connect

- Launch COUHES Connect
- Navigate to your En-Route Protocols list
- Click “View” to open the protocol requiring your authorization.

COUHES Connect Approve or Return Actions

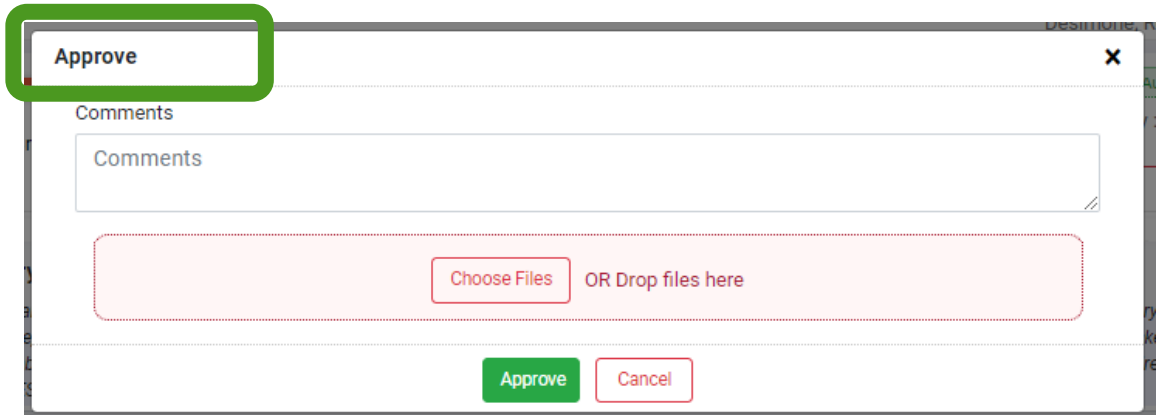
Approve & Return actions in Protocol Header

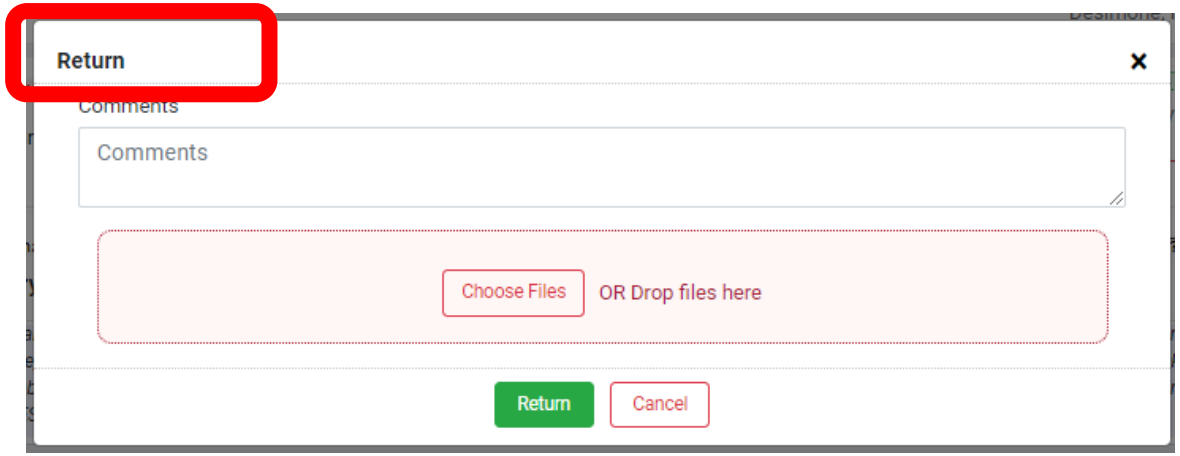
The **Approve** and **Return** buttons are active in the Protocol Header. You can navigate to any tab in the protocol to perform your review – these action buttons will stay available to you.



COUHES Connect Approve or Return Actions

Approve & Return action windows



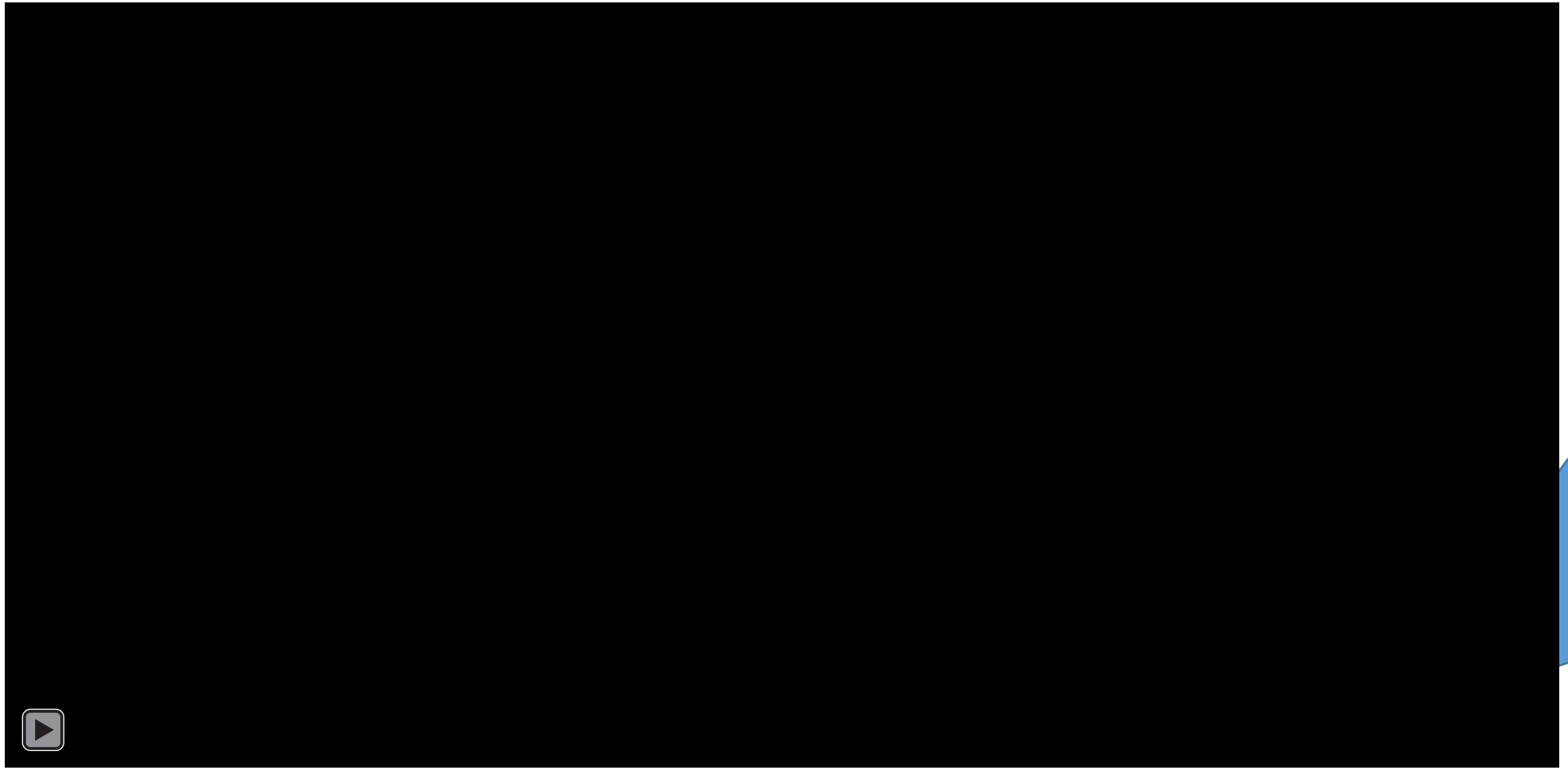


In the Protocol Header, click either **Approve** to submit to COUHES or **Return** to the PI for changes. Either option opens the action window.

- 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.

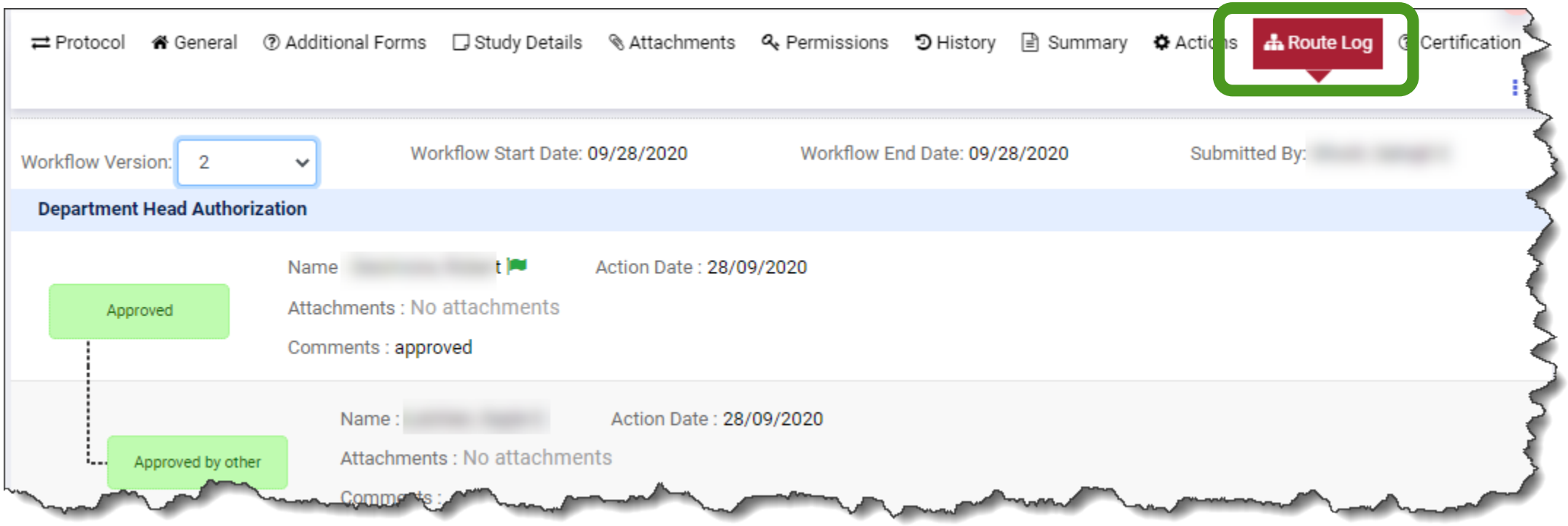


Hover your mouse over this area to activate the video controls

COUHES Connect Route Log

View the system-maintained approvers for your Department

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

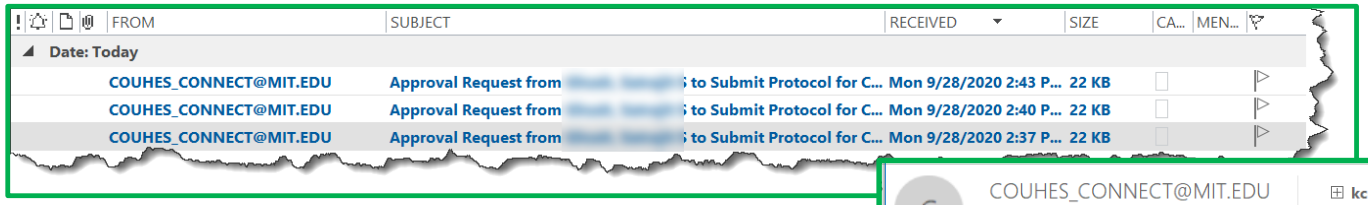


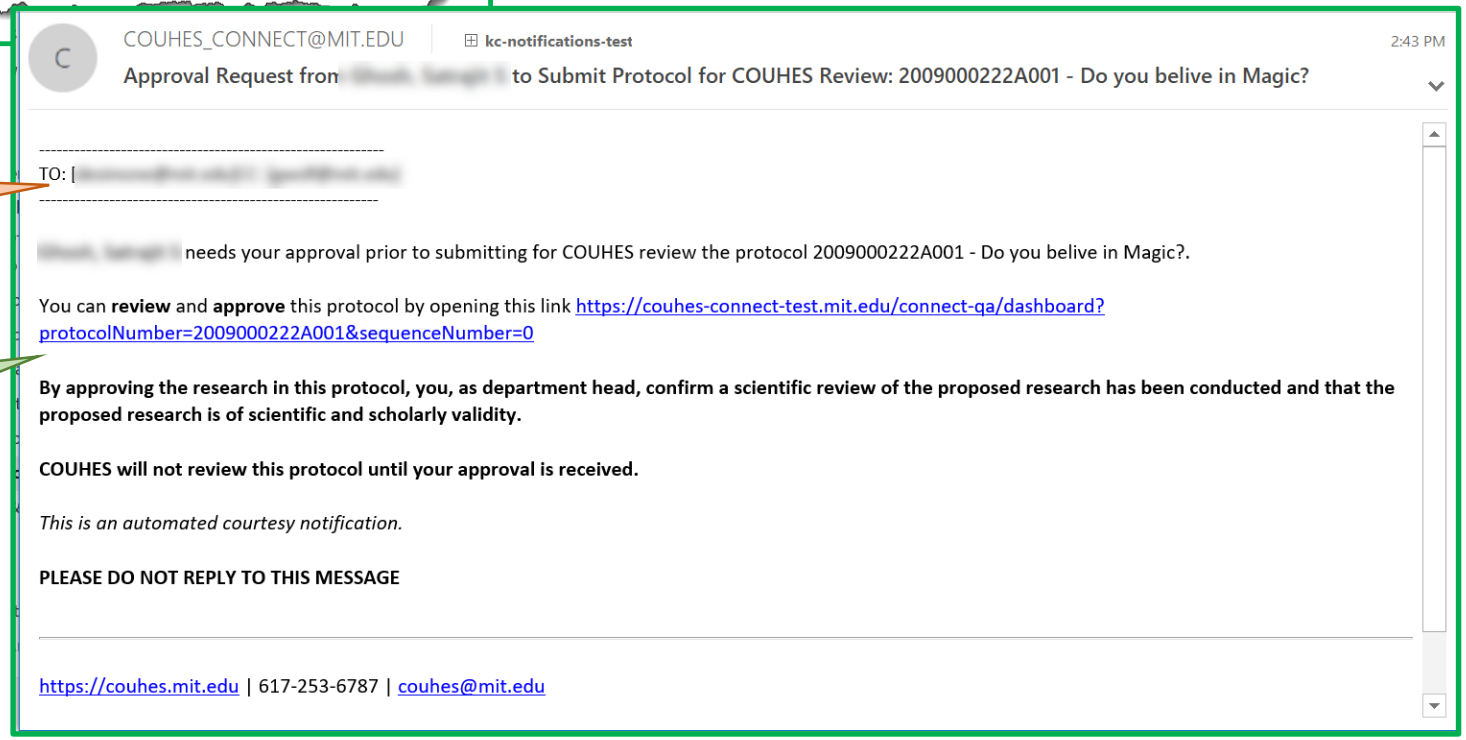
Department authorizers are maintained by the Research Administration Support help desk: ra-help@mit.edu

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.



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

Custom hyperlink opens this protocol requiring review & approval