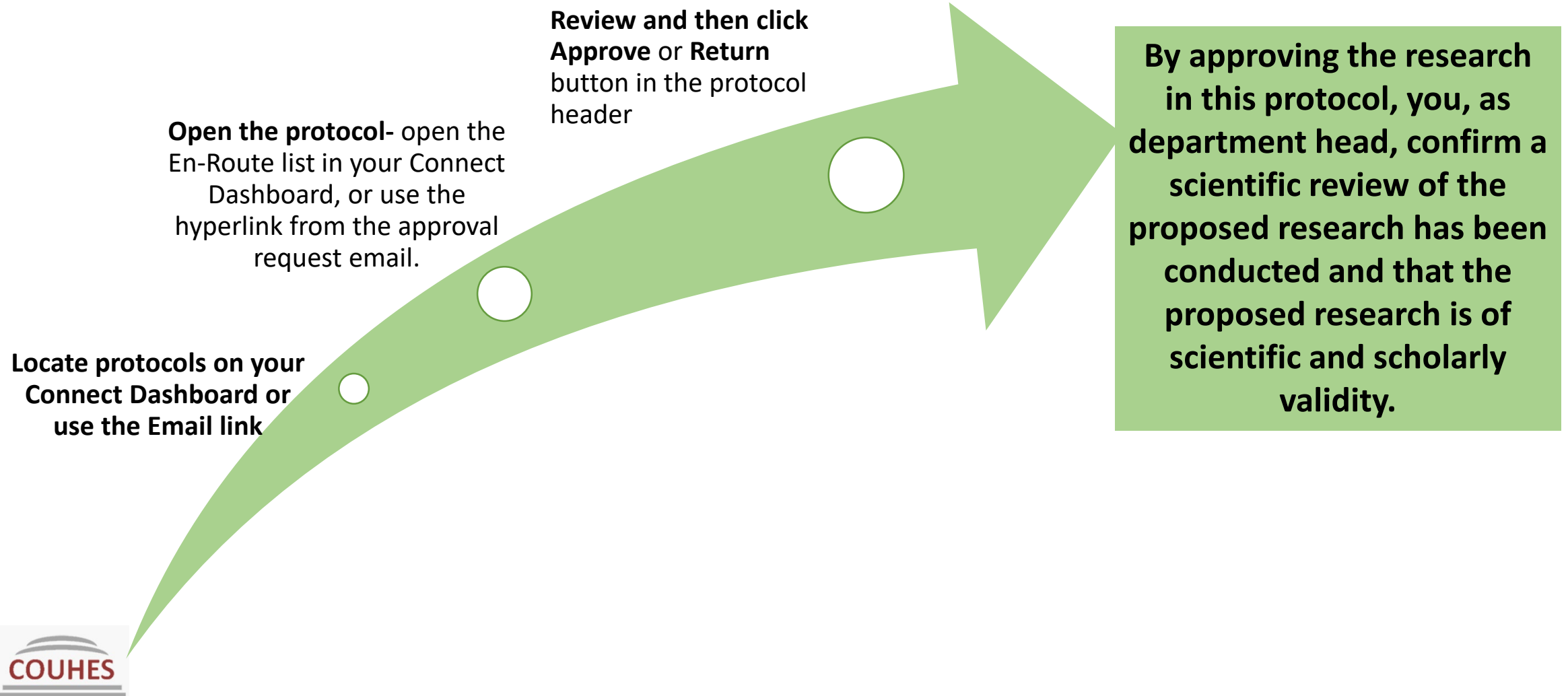


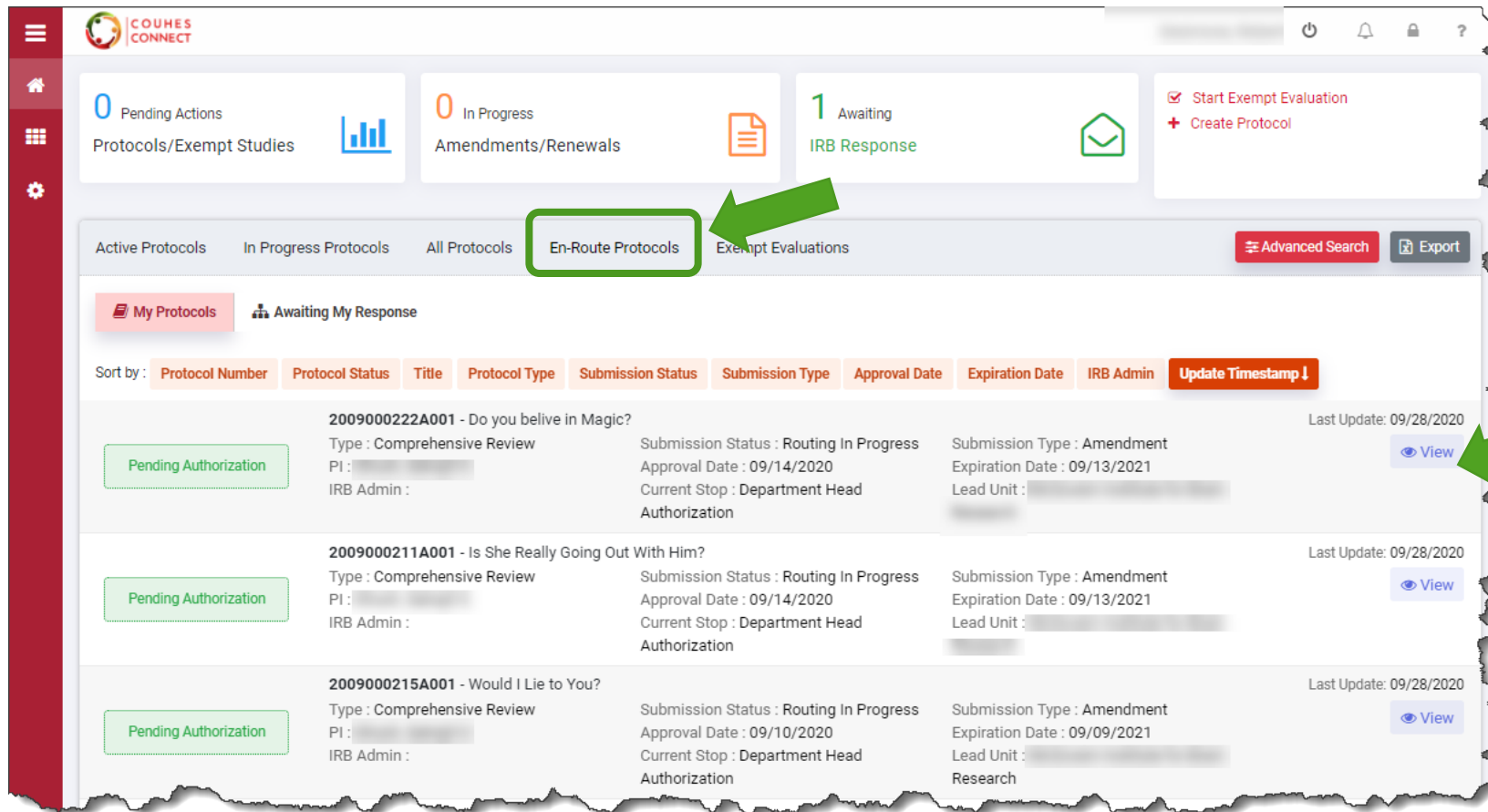
COUHES Connect Departmental Approvers Guide

The Connect Department Approvals

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



The Connect Dashboard En-Route Protocols List



The screenshot shows the COUHES Connect dashboard. At the top, there are four status cards: '0 Pending Actions Protocols/Exempt Studies', '0 In Progress Amendments/Renewals', '1 Awaiting IRB Response', and a 'Start Exempt Evaluation' button. Below these is a navigation bar with tabs: 'Active Protocols', 'In Progress Protocols', 'All Protocols', 'En-Route Protocols' (highlighted with a green box), and 'Exempt Evaluations'. To the right of the tabs are 'Advanced Search' and 'Export' buttons. Below the navigation bar, there are two sections: 'My Protocols' and 'Awaiting My Response'. The 'My Protocols' section has a 'Sort by' dropdown set to 'Protocol Number' and a list of protocols. The protocols are listed in a table with columns: Protocol Number, Protocol Status, Title, Protocol Type, Submission Status, Submission Type, Approval Date, Expiration Date, IRB Admin, and Update Timestamp. Three protocols are listed, all with a 'Pending Authorization' status. A green arrow points to the 'View' button for the first protocol.

Protocol Number	Protocol Status	Title	Protocol Type	Submission Status	Submission Type	Approval Date	Expiration Date	IRB Admin	Update Timestamp
2009000222A001	Pending Authorization	- Do you believe in Magic?	Comprehensive Review	Routing In Progress	Amendment	09/14/2020	09/13/2021		09/28/2020
2009000211A001	Pending Authorization	- Is She Really Going Out With Him?	Comprehensive Review	Routing In Progress	Amendment	09/14/2020	09/13/2021		09/28/2020
2009000215A001	Pending Authorization	- Would I Lie to You?	Comprehensive Review	Routing In Progress	Amendment	09/10/2020	09/09/2021		09/28/2020

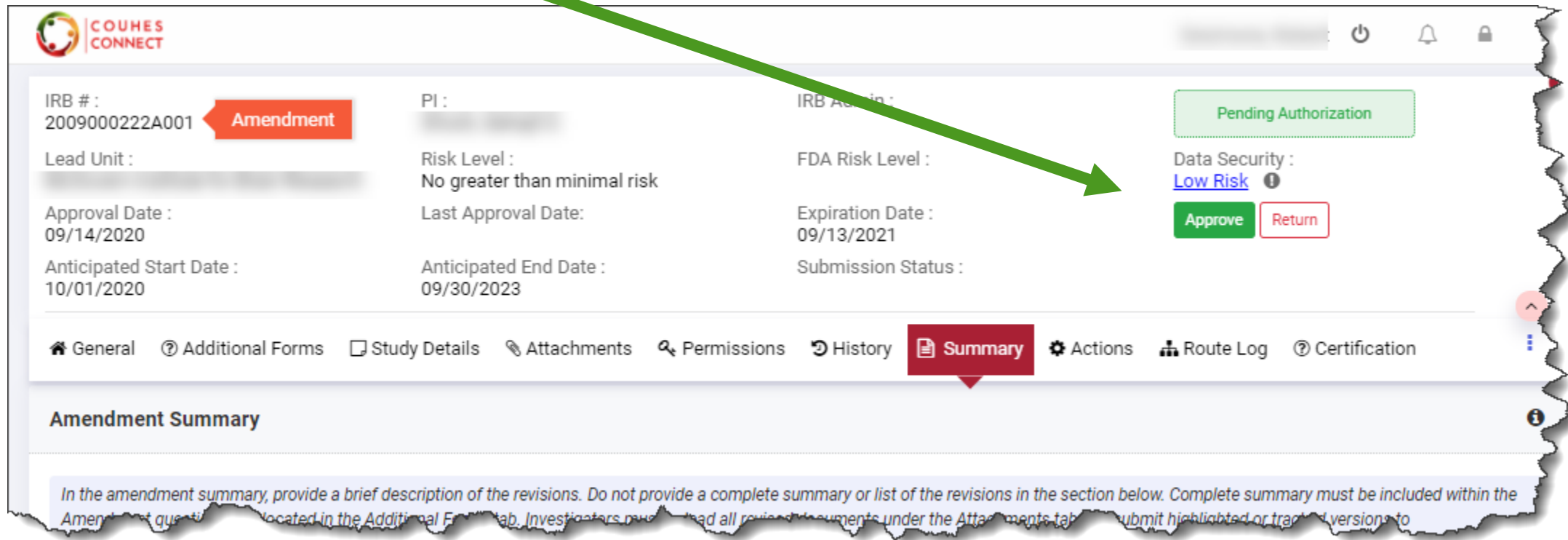


<https://couhes-connect.mit.edu/connect>

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

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.



The screenshot shows the COUHES Connect interface for a protocol header. The top section contains fields for IRB # (2009000222A001), Lead Unit, Approval Date (09/14/2020), Anticipated Start Date (10/01/2020), PI, Risk Level (No greater than minimal risk), Last Approval Date, Anticipated End Date (09/30/2023), IRB Assign, FDA Risk Level, Expiration Date (09/13/2021), Submission Status, and Data Security (Low Risk). The 'Data Security' section includes 'Approve' and 'Return' buttons. A green arrow points from the text above to these buttons. Below the header is a navigation bar with tabs: General, Additional Forms, Study Details, Attachments, Permissions, History, Summary (highlighted), Actions, Route Log, and Certification. The 'Amendment Summary' section is visible below the navigation bar, containing instructions for the amendment summary.

IRB # : 2009000222A001 **Amendment**

Lead Unit :

Approval Date : 09/14/2020

Anticipated Start Date : 10/01/2020

PI :

Risk Level : No greater than minimal risk

Last Approval Date :

Anticipated End Date : 09/30/2023

IRB Assign :

FDA Risk Level :

Expiration Date : 09/13/2021

Submission Status :

Data Security : [Low Risk](#) ⓘ

Approve **Return**

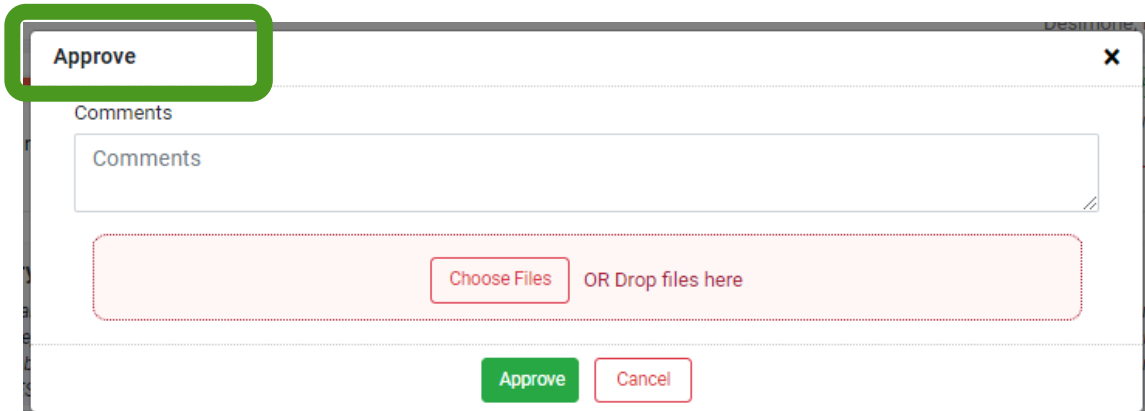
Pending Authorization

General Additional Forms Study Details Attachments Permissions History **Summary** Actions Route Log Certification

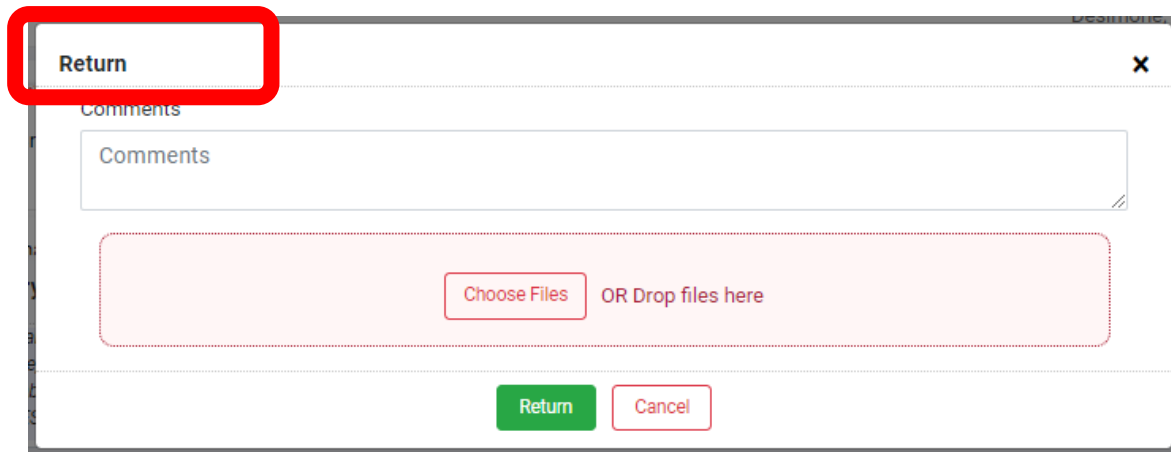
Amendment Summary

In the amendment summary, provide a brief description of the revisions. Do not provide a complete summary or list of the revisions in the section below. Complete summary must be included within the Amendment question located in the Additional Forms tab. Investigators must read all revised documents under the Attachments tab. Submit highlighted or tracked versions to

Approve & Return action windows



The 'Approve' window is a modal dialog with a title bar containing the word 'Approve' and a close button (X). Below the title bar is a 'Comments' section with a text input field. Underneath the input field is a file upload area with a 'Choose Files' button and the text 'OR Drop files here'. At the bottom of the window are two buttons: 'Approve' (green) and 'Cancel' (red).

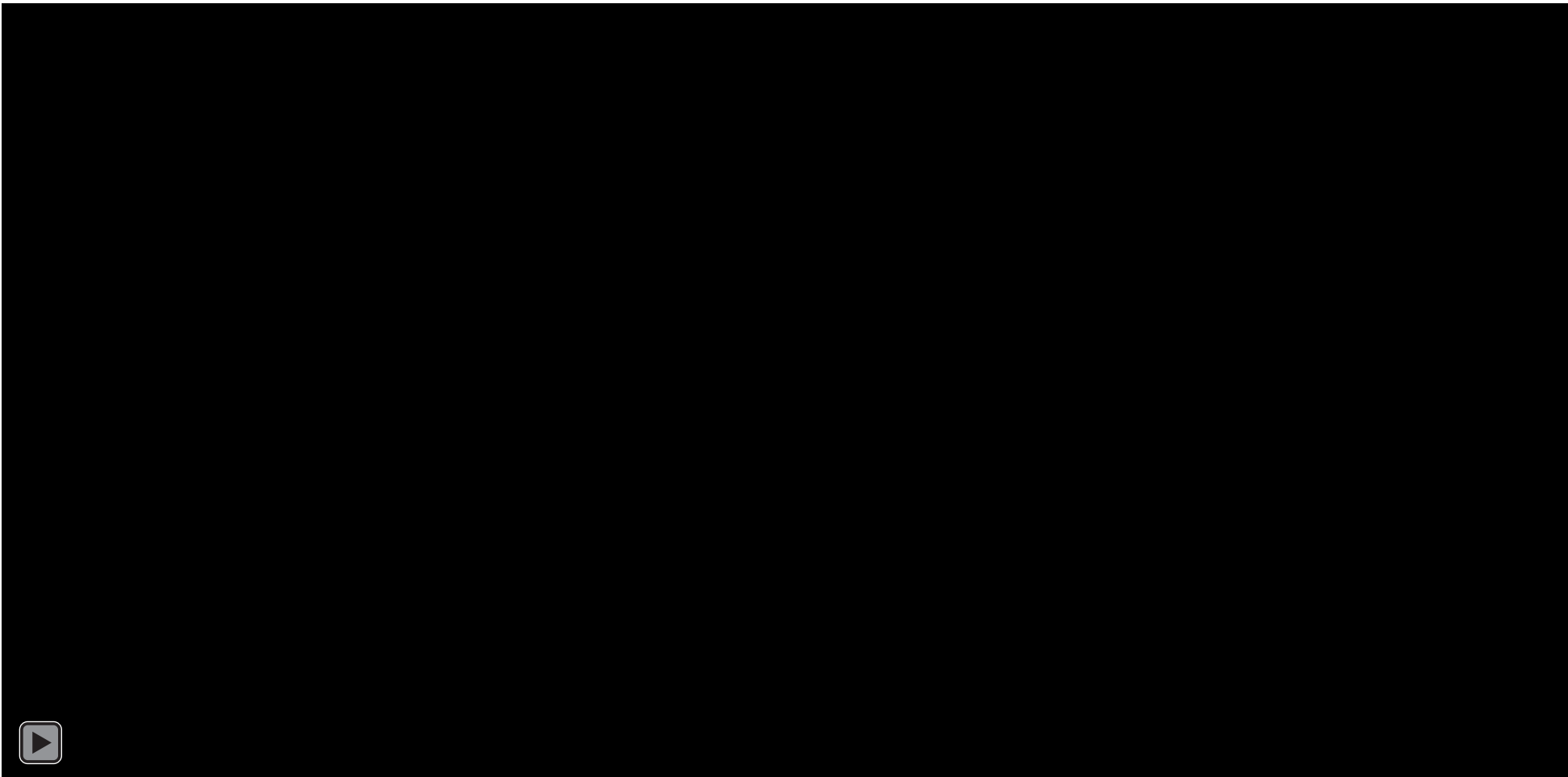


The 'Return' window is a modal dialog with a title bar containing the word 'Return' and a close button (X). Below the title bar is a 'Comments' section with a text input field. Underneath the input field is a file upload area with a 'Choose Files' button and the text 'OR Drop files here'. At the bottom of the window are two buttons: 'Return' (green) and 'Cancel' (red).

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.

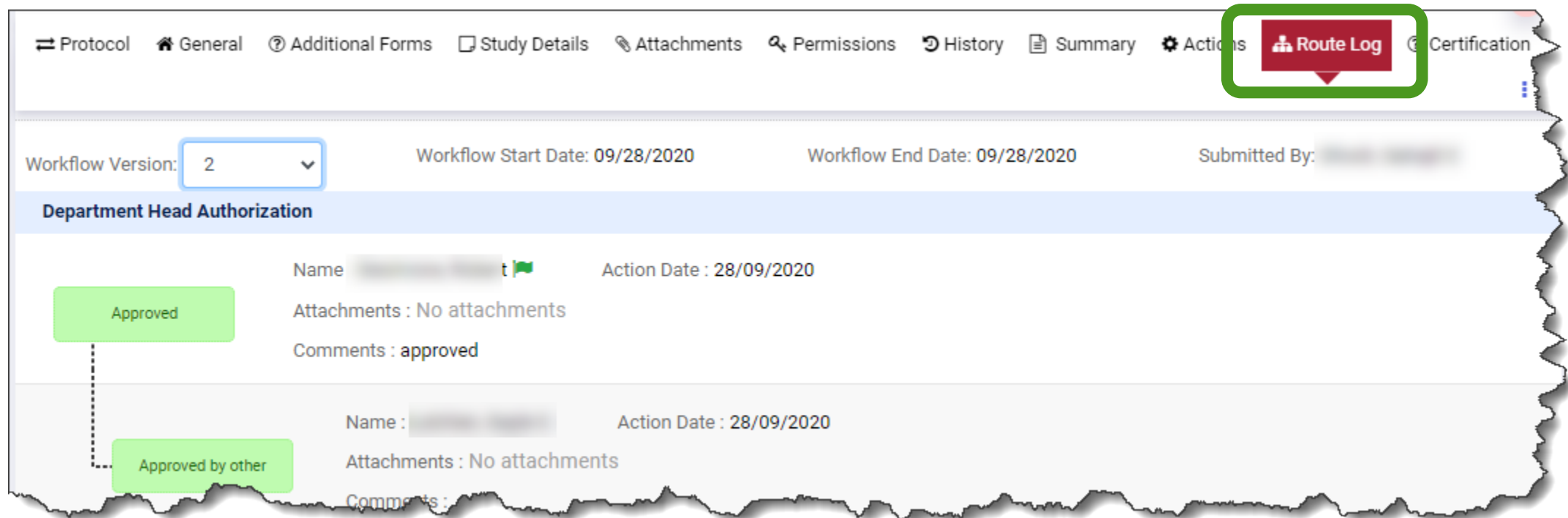
Approve & Return actions –video. Use Adobe Reader or Pro to view; accept 3D.



Hover your
mouse over
this area to
activate the
video controls

View the system-maintained approvers for your Department

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



Protocol General Additional Forms Study Details Attachments Permissions History Summary Actions **Route Log** Certification

Workflow Version: 2 Workflow Start Date: 09/28/2020 Workflow End Date: 09/28/2020 Submitted By: [Redacted]

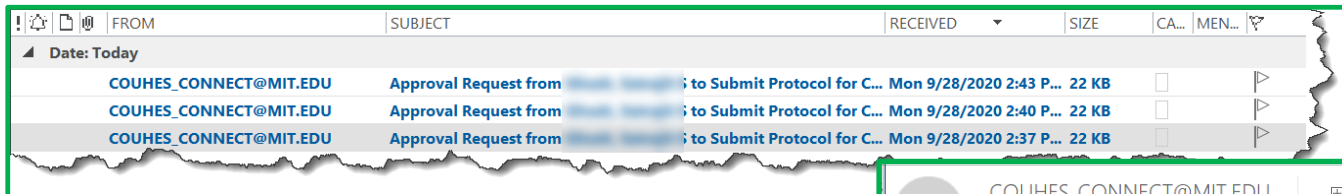
Department Head Authorization

Approved	Name: [Redacted] t [Flag]	Action Date : 28/09/2020
	Attachments : No attachments	
	Comments : approved	
Approved by other	Name : [Redacted]	Action Date : 28/09/2020
	Attachments : No attachments	
	Comments :	

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

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

