

- When you say listed on a protocol, so if we are study personnel we will now have access to the protocol correct? We do not have to be placed as aggregators?
  - Correct. If you are a co-pi or a study staff member, you will have access to the protocol. You will no longer need to be added as an aggregator
- Do we still have an access to the past (inactivated) approved IACUC protocols in PERA after migration?
  - Yes, Coeus will still be available in view only mode. So you will still be able to see any record, but not edit
- Can you elaborate more on the information that will NOT be transferred to PERA. Do I need to save something from COEUS now to upload it to PERA later?
  - Because you will still have access to Coeus and the attachments have been migrated, there shouldn't be any need to save anything from Coeus
- Do we use the same login info as Coeus to log in to PERA?
  - PERA will use Purdue SSO. It will just be your career account username and password and then will route through duo mobile
- Will substances and procedures be populated from the current protocols on COEUS?
  - They will not. In the training guide Lisa mentioned for when you're amending or renewing a migrated protocol, the first steps of this guide will help create the substances and procedures
- If we are not funded by one of the pre-populated funding organizations, do we create one or enter in that textbox?
  - If the organization is not listed, you will need to contact the IACUC staff and they will get the new organization added
- What is the purpose of the smartform from the procedures when preparing a protocol? Are we modifying the procedure for this protocol or just confirming the already prepared procedure?
  - With the protocol experiments, you are just adding the already prepared procedures, possibly combining many procedures into a single experiment. Within the experiment, there is a questions to describe any variations to the procedure for this specific use.
- Will I need to enter search criteria the same way as in COEUS?
  - Yes, the same criteria is needed in PERA
- Will animal ordering be the same?
  - Yes you will still be doing it the same way that you are now completing an animal requisition form and submitting that to the laboratory Animal Program Office for approval.
- This might have already been explained in the beginning, but it seems like the end goal is to have everything in these boxes, no protocol attachment. Is that correct?
  - Yes. The exceptions would be if there are specific forms that need to be attached or attachments for any non-text material such as tables, graphics, etc
- Is that attached document space where the template goes for the humane endpoints?
  - Question 15 of the experiment slide in is where you will attach the humane endpoints document for that experiment
- Where can we find our procedures on the main dashboard?
  - After you navigate to your research team, you open the team and it will have a tab for procedures

**Commented [SLD1]:** You might add that all attachments currently in the Coeus system will be moved to PERA.

- Can we move procedures between teams?
  - Yes, you can move them to any other team with the same PI
- Can you share the links for requesting one-on-one help?
  - [PERA Help - Purdue Excellence in Research Administration](#)
- So will the version of this always stay the same. For example every 3 years the version of the word document changes. Will this always remain the same as it is?
  - The the easy answer to that is it will remain the same. Unless Huron does an update to the software which should not be often and will not have a large impact on the process. The other reason some things may change would be regulation changes. You know, when it comes to compliance area, things are always fluid, and we update and change things as needed. But it is my hope that it will not be major changes.
- How will this look for triennial/annual continuations?
  - All approval and expiration dates will be migrated so it will remain on the same schedule.
- When will be able to start submitting amendments?
  - October 7th
- For our records, can the protocol be saved as a pdf and shared with students
  - Yes you can print the whole protocol to PDF. You can also print just certain sections if needed. For example, if you wanted just the procedures, you could do just those pages as well
- Will notifications for upcoming Triennials and Annuals still be sent to PIs prior to due dates.
  - Yes
- Does approval of new personnel on the protocol go through the same review process as in COEUS? Where we use an amendment
  - Yes
- If you have access to the protocol to read it do you have access to edit it?
  - All protocol team members will have view and edit access to the whole protocol. If you would like someone to have read only access, they should be added to the protocols "guest list".
- In the transfer, say for example I am listed on Bills protocol. I can now read it?
  - All migrated protocols will have all protocol personnel listed as protocol team members in PERA. You can edit these through an amendment or at your next renewal
- How does this interface with other regulatory and compliance modules?
  - This is the first module to go online. We will be sure to communicate with everyone when another module goes online and how that will interface with existing modules.
- Can you show to designate PI proxies?
  - We will have PI Proxies turned off in the system. All protocol team members can view and edit any portion of the protocol, they are only not able to submit. That will need to be done by the PI. You may also assign a "primary contact" who will receive all system notifications that the PI receives
- Does the system save automatically after populating sections, or must the user save often?
  - The system will save when you select save or continue. If you select exit or try to close the browser tab, you will be prompted and warned to save or work may be lost. We

would suggest using the save button as often as possible, but there are many safeguards in place to make sure work is never lost

- If I need to use animals of different strains (e.g., B6 mice approved but needing CD1 mice for some reason), do I need to submit a modification?
  - Typically, historically, if you're just changing a strain, we have not required an amendment for that. There would probably be some exceptions to that. If you're going from one strain to another that needs special housing. Then we would require an amendment. I can get into more specifics on that if you want to e-mail me directly (Lisa Snider)
- Are there any standard procedures that have been prepared and preloaded that anyone can select from a drop down like like for specific types of blood collection? Or does every team need to create their own protocols?
  - Every team will need to create their own. But once one is created, it can be copied and adjusted as often as needed
- How will training be modified. What will staff due to update training or will PI have to update it. Now student can change it.
  - For now, we will still be using the qualifications database to add training and that will then be moved to the PERA system by the IACUC staff. No users will be able to update their training directly in PERA
- For the 3rd year renewal, do we need to start a new submission or edit the existing protocol?
  - Your active protocol will be migrated from Coeus so for your renewal you will navigate to that protocol and create a triennial from there.
- Do I need to resubmit currently approved protocols?
  - No, they will be migrated over from Coeus
- One of the options I believe was whether this study duplicates previous work. I think you mentioned you said we are supposed to answer yes. These days there is a trend in the literature to replicate existing studies for purposes of reproducing findings. So, if what we intend to do is a replication study, are we expected to still answer yes?
  - A statement that you're referring to #3 where it says the principal investigator asserts that the activities described in this proposal do not unnecessarily duplicate previous experiments. OK. If you say yes, great. And if you say no, nothing happens. It is a required question, so my recommendation is that you just always click yes. There's nothing in this system that's built into do anything else with it. Then we would require an amendment. I can get into more specifics on that if you want to e-mail me directly. (Lisa Snider)
- For protocols that are not research-based in nature (an outreach protocol for example) is there any way to reduce the amount of research-based-only questions? Many of these required steps and questions are not applicable.
  - My recommendation is when you get to a required question and you feel like it's not applicable for the specific outreach project that you might be doing, that you Simply put not applicable.
- I have a co-investigator who is not involved in animal studies (thus never trained in animal experiments). Can I still list the person as a co-investigator so s/he can at least view the protocols?

- Yes. But you will need to remove them as possible users on the Procedure Personnel Assignment smart form of the protocol.