

The Connect Department Approvals

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

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

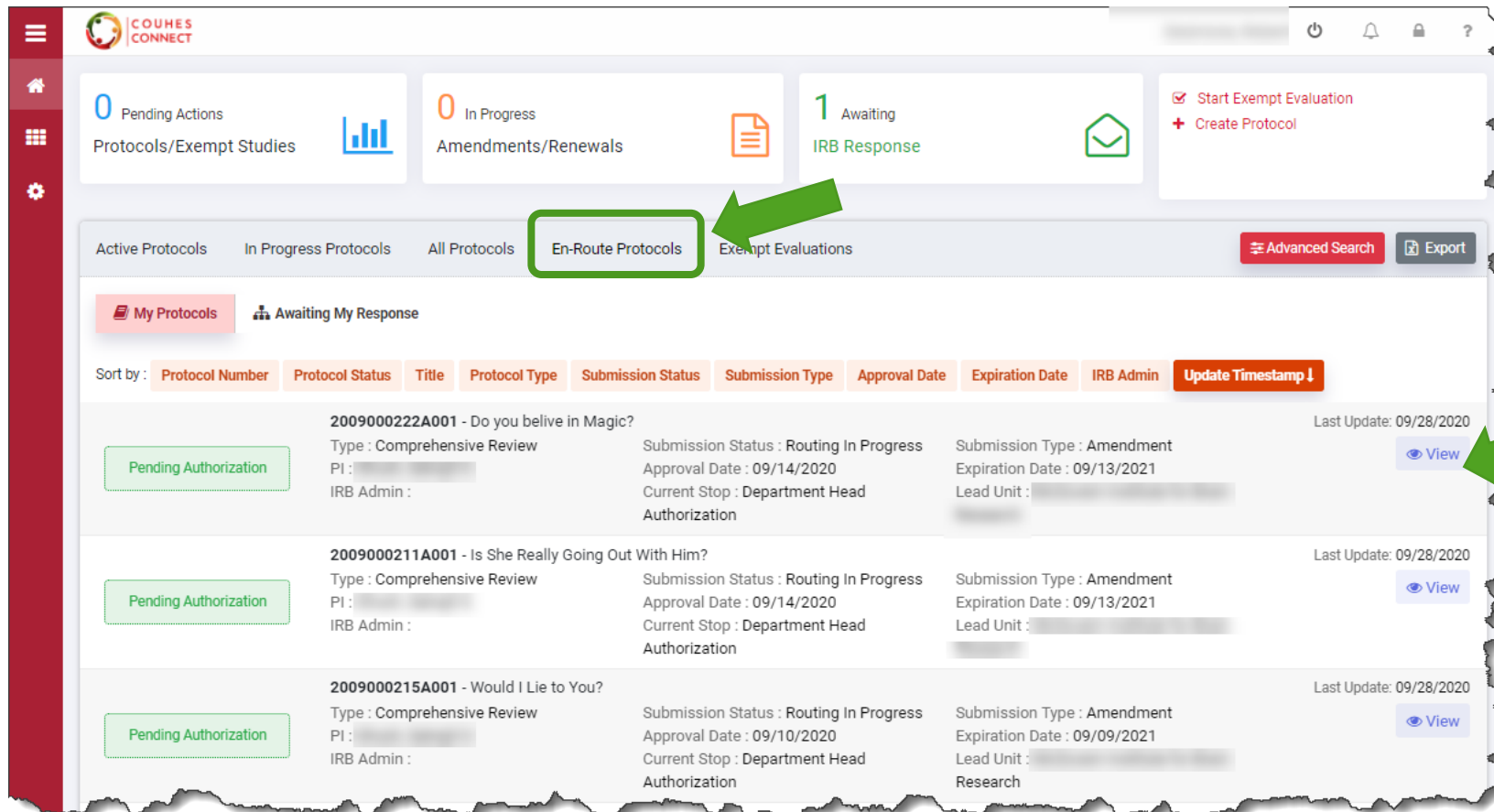
Locate protocols on your Connect Dashboard or use the Email link

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.

Committee on the Use of Humans as Experimental Subjects

The Connect Dashboard En-Route Protocols List



The screenshot shows the COUHES Connect dashboard with the following elements:

- Navigation tabs: Active Protocols, In Progress Protocols, All Protocols, **En-Route Protocols** (highlighted), Exempt Evaluations.
- Sort by: Protocol Number, Protocol Status, Title, Protocol Type, Submission Status, Submission Type, Approval Date, Expiration Date, IRB Admin, Update Timestamp ↓.
- Table of protocols:

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

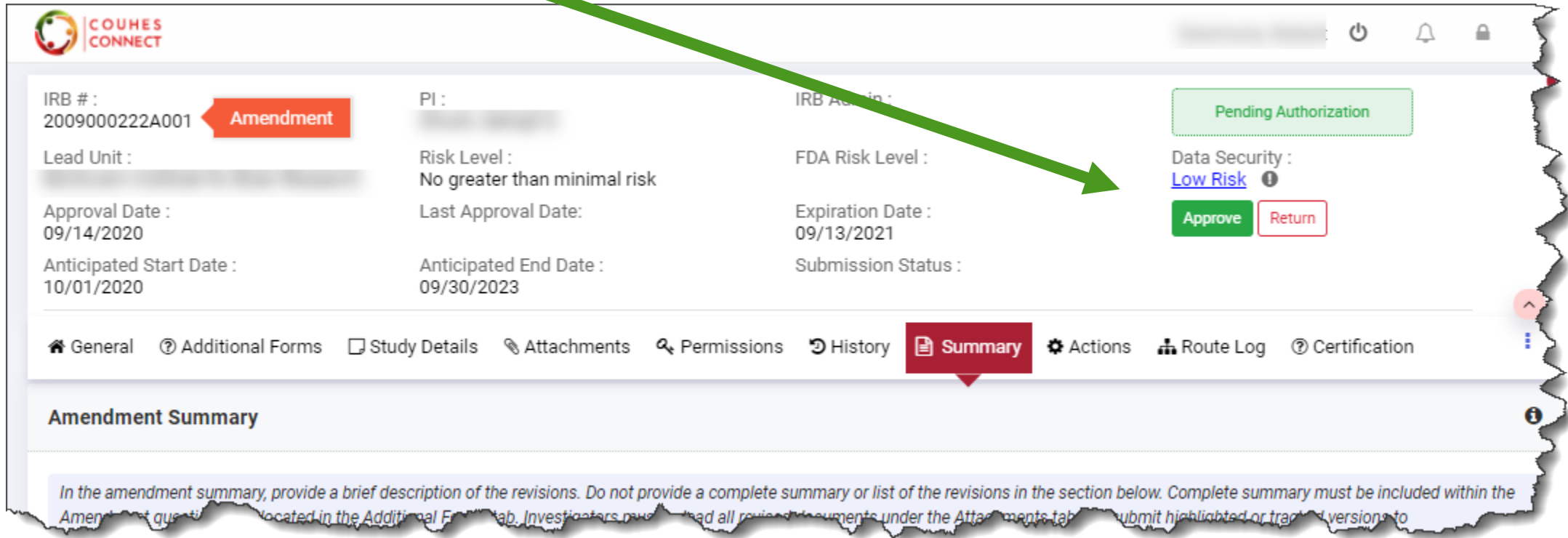


<https://couhes-connect.mit.edu/connect>

- 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.



IRB # : 2009000222A001 **Amendment** PI : IRB Admin : Pending Authorization

Lead Unit : Risk Level : No greater than minimal risk FDA Risk Level : Data Security : [Low Risk](#) ⓘ

Approval Date : 09/14/2020 Last Approval Date : Expiration Date : 09/13/2021 **Approve** **Return**

Anticipated Start Date : 10/01/2020 Anticipated End Date : 09/30/2023 Submission Status :

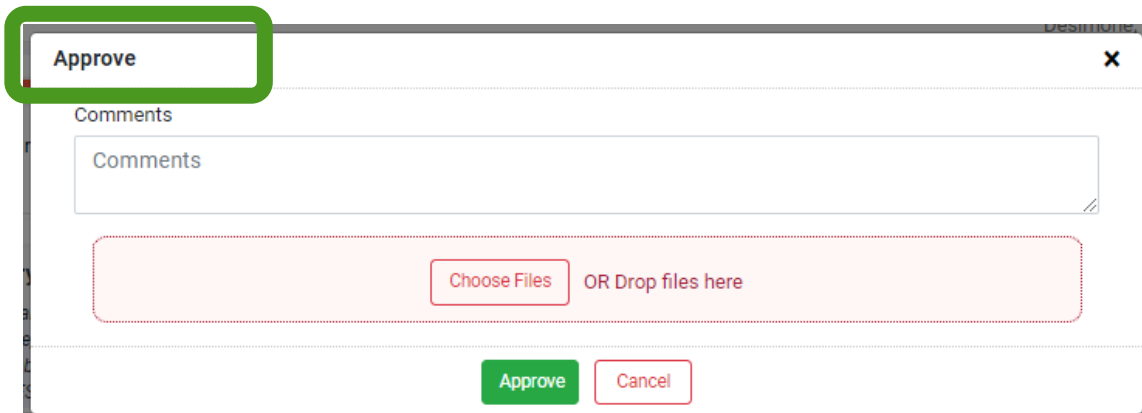
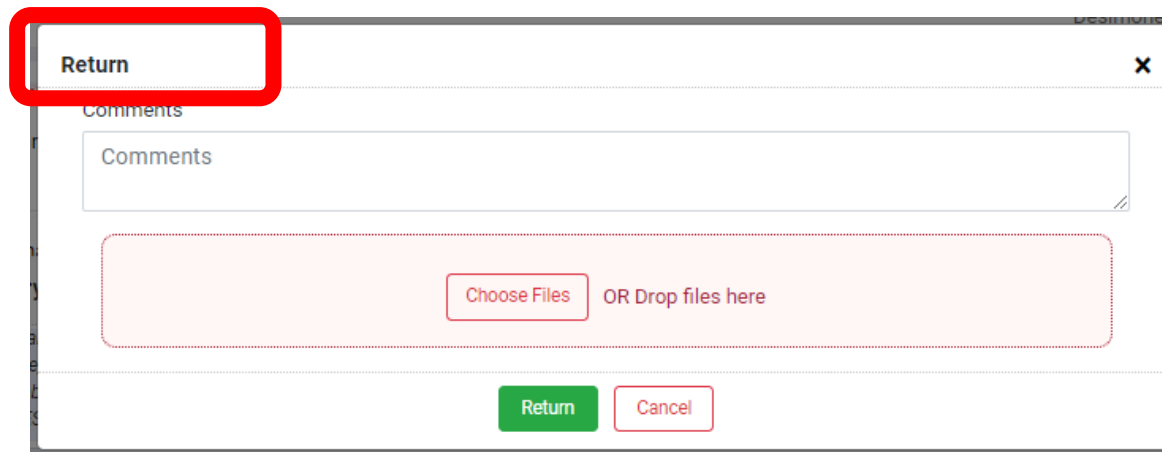
General Additional Forms Study Details Attachments Permissions History **Summary** Actions Route Log Certification

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 questions located in the Additional Forms tab. Investigators must upload all revised documents under the Attachments tab. Submit highlighted or tracked versions to

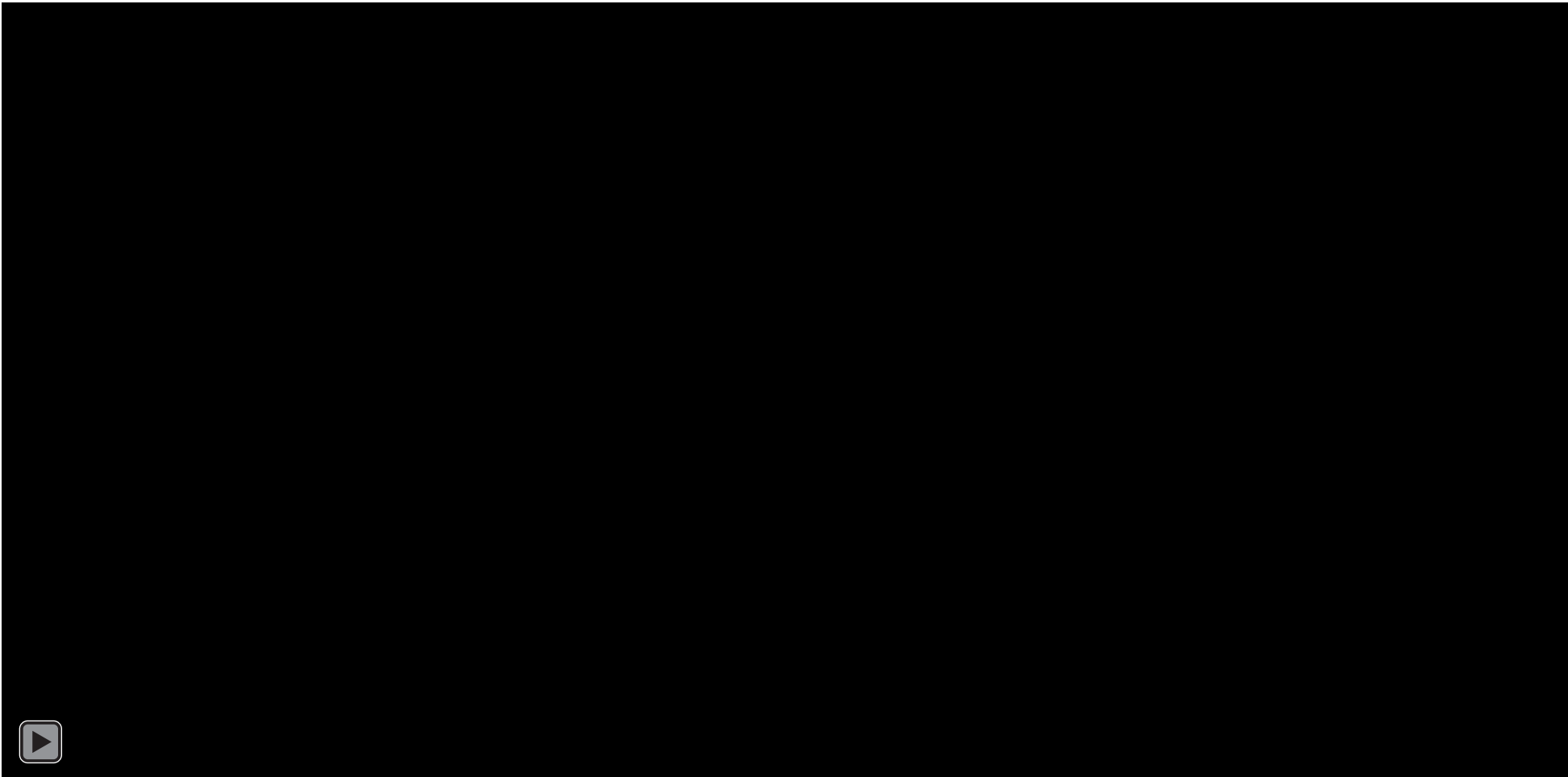
Approve & Return action windows

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.

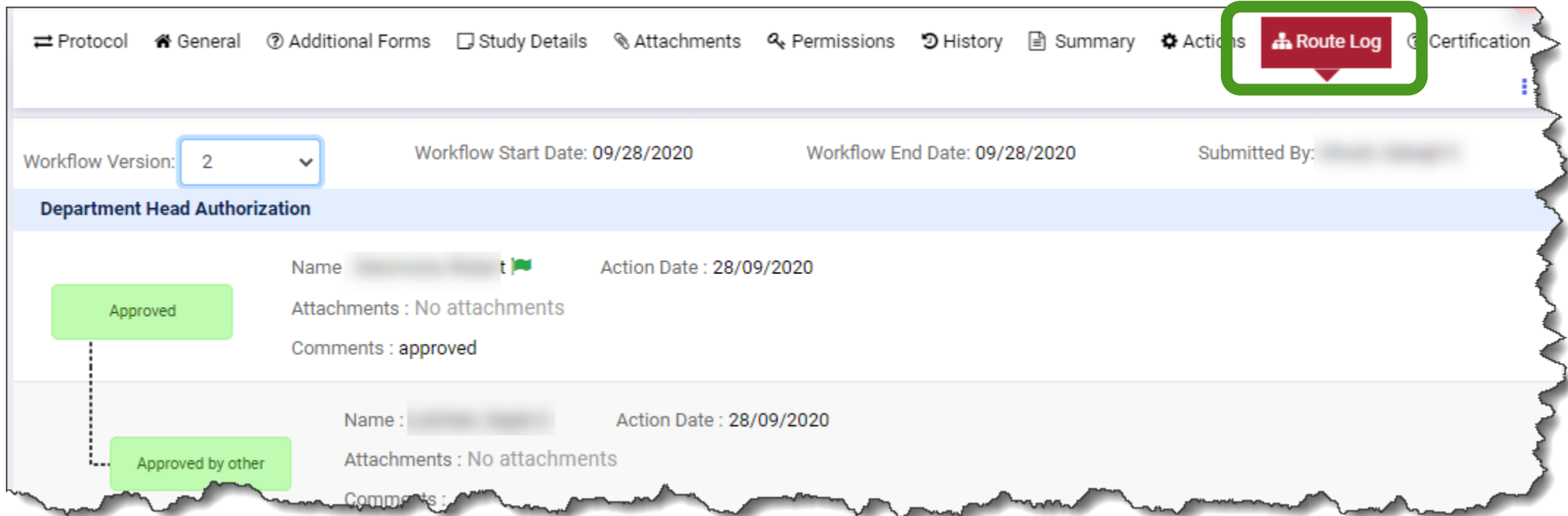
Approve & Return actions –video. Use Adobe Reader or Pro to view; accept 3D.



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]

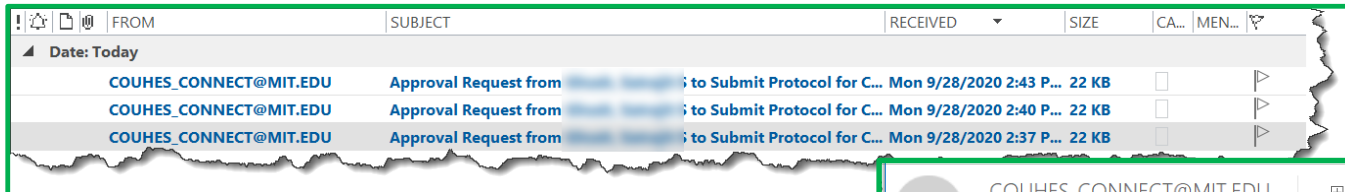
Department Head Authorization

Approved	Name: [Redacted] t	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

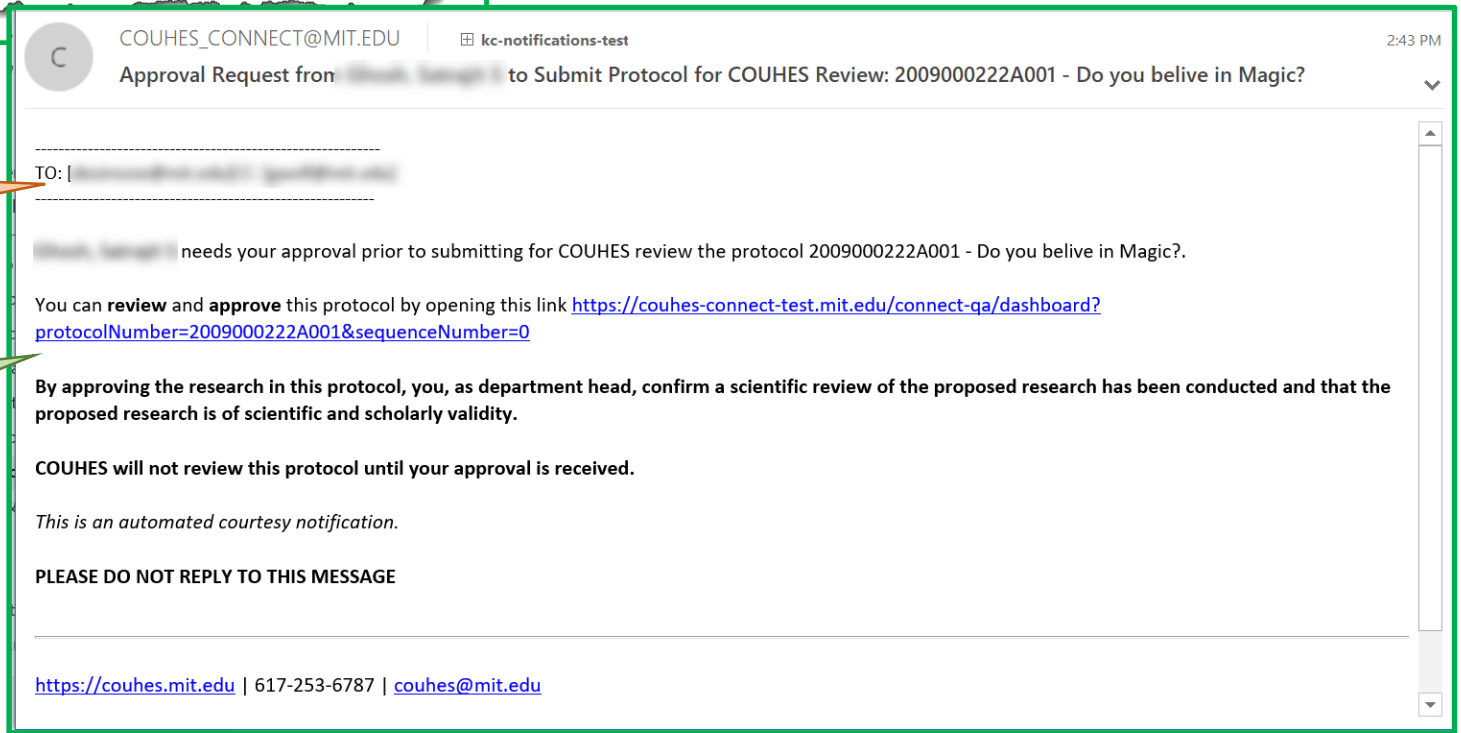
Connect System Generated Approval Notifications

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



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