

COUHES COVID-19 Update

On September 11, 2020, MIT allowed the restart of direct person-to-person human subject research, but restricted it to healthy adult subjects. We are now expanding the categories of subjects who may participate in direct person-to-person studies on campus to include subjects ages 12 and older and subjects with certain medical conditions who were previously excluded from campus research. The existing constraints on off-campus research will continue. Only healthy adults can participate in off-campus research. Please read the full [Guidance and Restart Process Instructions](#) for information on how to proceed.

For in-person research on campus, investigators are required to submit a Restart Research Request through COUHES Connect if they have not already submitted and received restart approval, or if there are changes to an already approved restart request (such as changes to location or subject interactions). Protocols with an approved restart request are otherwise NOT required to resubmit a new request.

Although all of your approved studies will appear in the Restart list, ***only those with new direct person-to-person interactions planned*** are required to submit a restart request.

To request the restart of your previously approved direct ***person-to-person*** human subjects research you must certify to the requirements.

If you are unable to meet ALL the certification requirements you will be prompted to attach an “Application to Restart Human Subjects Research” after you click “Save” or Submit.”

COUHES Connect Restart Research Features

COUHES Connect is MIT's IRB platform where investigators can easily manage their human subject protocols.

All Investigators can electronically submit their Restart Research Protocol requests. Please note, only the protocol PI can submit the restart request.

Features of Restart Research:

- Hyperlink in Dashboard the Action tile for ease of navigation & awareness
- View Restart Status of all Active Protocols (**Request to Restart**, **Request Submitted**, **Restarted**, or **Denied**)
- Attestations for study locations that are On Campus, Off Campus, or Both On and Off Campus
- View all Pending Restart Requests (submitted but not yet approved)
- View Approved Restart Requests (click **Restarted** link)
- Export a list of your protocols
- Submit a Request to Restart (Submit action only available to the Study PI)
- Save your request to submit at another time (Save action available to other protocol personnel)
- Resubmit a denied request
- View current and previous Restart requests.

COUHES Restart Research Request Process & Requirements

Investigators will initiate a Restart Request through COUHES Connect for active Protocols and New Common Rule Exempt* Determined Evaluations listed in their Restart Research Request list tab.

*Old Common Rule exempt studies (approved prior to Jan. 21, 2019) will **not** appear on the Restart Research list. Please submit an Exempt Evaluation via COUHES Connect for a New Common Rule determination.

Restart Requests are required for any studies that include *direct person-to-person human subject research*.

Investigators complete the following:

1. The study PI must submit the Restart Request within COUHES Connect.
2. Based on your answers and potential risk, the system provides an automatic approval or requires you to attach an Application to Restart Human Subjects Research in order to submit: <http://couhes.mit.edu/forms-templates>.
3. A Restart Request that requires the Application to Restart Human Subjects Research are reviewed by COUHES on a rolling basis. Investigators must wait to receive an approval from COUHES before re-starting their studies.
4. Investigators are required to monitor the changes in COUHES policy: <https://couhes.mit.edu/covid-19-updates>.

Restart Requests MUST be submitted by the Principal Investigator on the study. For exempt research, the Faculty Sponsor and the Principal Investigator are responsible for reviewing the Restart Request and monitor changes posted on the COUHES website: <http://couhes.mit.edu/>.

Denied applications **CANNOT** commence with direct person-to-person research. Investigators are encouraged to update protocol in response to remote activities and resubmit a Restart Request later, as the situation evolves.

COUHES Connect Restart Research Process & Overview

1. **Navigate** to your Connect Restart Research Dashboard
2. **Review** your list of active studies requiring restart requests
3. **Request** to Restart a study
4. **Select** if your study is On Campus, Off Campus, or Both On and Off Campus
5. **Respond** to the attestations (Yes/No questions) and Declarations (checkboxes) in the request window
6. **Submit**

IF:

- You respond positively (Y) to all the attestations
- You check the two declaration boxes

THEN: your study status automatically updates to restarted.

OR

IF:

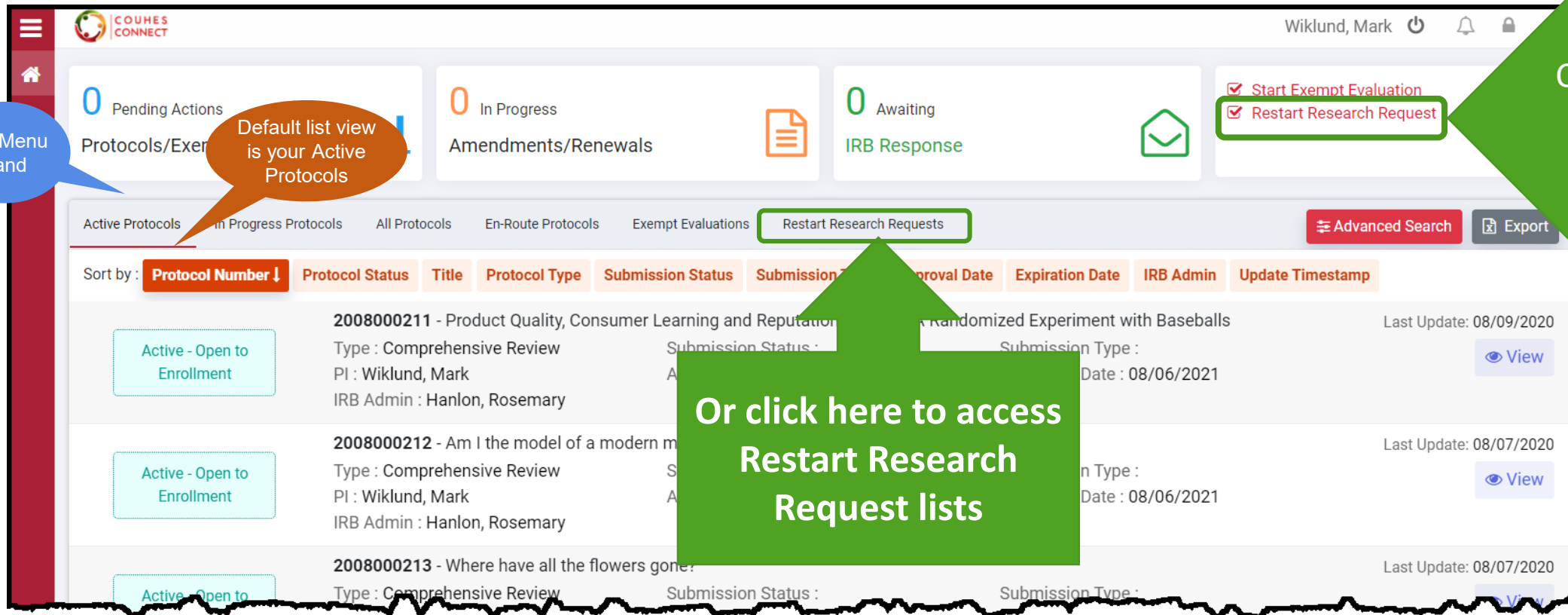
- You respond negatively (N) to any of the attestations
- You check the two declaration boxes

THEN:

- Your request requires a completed application to Restart Human Subjects Research. The form is available for download from: <http://couhes.mit.edu/forms-templates>
- Upon Save, or Submit, The Request to Restart window updates with an upload file window for the application and a field for a note.
- Upon Submit, your request requires review and approval by COUHES before you can restart.

COUHES Connect Dashboard (authenticated through your MIT Kerberos ID and DUO/Certificate)

1. Launch COUHES Connect <https://couhes-connect.mit.edu/connect/dashboard#/irb/dashboard>
2. Your Connect Dashboard appears, populated with your protocols.
3. Click on **Restart Research Requests** in the list menu band to access the features.



List Menu band






Default list view is your Active Protocols

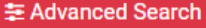
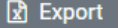
Click this link to access Restart Research lists

Or click here to access Restart Research Request lists



Sort by:	Protocol Number ↓	Protocol Status	Title	Protocol Type	Submission Status	Submission Date	Approval Date	Expiration Date	IRB Admin	Update Timestamp
	2008000211	Active - Open to Enrollment	Product Quality, Consumer Learning and Reputation	Comprehensive Review	Open to Enrollment	08/06/2021	08/06/2021	08/09/2020	Wiklund, Mark	08/09/2020
	2008000212	Active - Open to Enrollment	Am I the model of a modern man	Comprehensive Review	Open to Enrollment	08/06/2021	08/06/2021	08/07/2020	Wiklund, Mark	08/07/2020
	2008000213	Active - Open to Enrollment	Where have all the flowers gone?	Comprehensive Review	Open to Enrollment	08/06/2021	08/06/2021	08/07/2020	Wiklund, Mark	08/07/2020


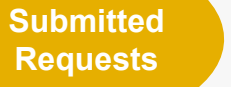



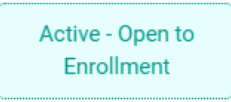


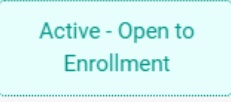

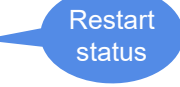
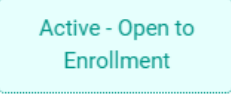


View Restart Status of all Active Protocols

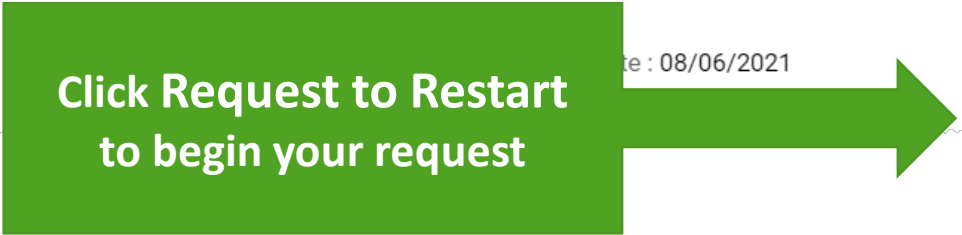
 Wiklund, Mark    

Active Protocols In Progress Protocols All Protocols En-Route Protocols Exempt Evaluations **Restart Research Requests**  Advanced Search  Export

All Active Protocols Pending Restart Requests Approved Restart Requests

Sort by Protocol Number Protocol Status  Protocol Type Approval Date Expiration Date Start Date End Date IRB Admin  Update Timestamp ↓

 Exempt	E-2487 -  Submitted for document Status : PI : Wiklund, Mark Faculty Sponsor : Restart Request Status : Denied End Date : 09/01/2022 Last Update: 08/07/2020  View Denied  Restart status  Request to Restart
 Active - Open to Enrollment	2008000212 - Am I the model of a modern major general? Type : Comprehensive Review PI : Wiklund, Mark IRB Admin : Hanlon, Rosemary Approval Date : 08/07/2020 Expiration Date : 08/06/2021 Restart Request Status : Requests Submitted Last Update: 08/07/2020  View Request Submitted  Restart status
 Active - Open to Enrollment	2008000213 - Where have all the flowers gone? Type : Comprehensive Review PI : Wiklund, Mark IRB Admin : Hanlon, Rosemary Approval Date : 08/07/2020 Expiration Date : 08/06/2021 Restart Request Status : Approved Last Update: 08/07/2020  View Restarted  Restart status
 Active - Open to Enrollment	2008000214 - How many licks does it take to get to the center of a Tootsie Pop? Type : Comprehensive Review PI : Wiklund, Mark IRB Admin : Hanlon, Rosemary Expiration Date : 08/06/2021 Last Update: 08/07/2020  View  Request to Restart

 **Click Request to Restart to begin your request**

Restart Research All Active Protocols

0 Pending Actions
Protocols/Exempt Studies

0 In Progress
Amendments/Renewals

0 Awaiting
IRB Response

☒ Start Exempt Evaluation
☒ Restart Research Request

Active Protocols

In Progress Protocols

All Protocols

En-Route Protocols

Exempt Evaluations

Restart Research Requests

Advanced Search

Export

All Active Protocols

Pending Restart Requests

Approved Restart Requests

Sort by:

Protocol Number ↑

Protocol Status

Title

Protocol Type

Approval Date

Expiration Date

Start Date

End Date

IRB Admin

Update Timestamp

Active - Open to Enrollment

2008000214 - How many licks does it take to get to the center of a Tootsie Pop?

Type : Comprehensive Review

PI : Wiklund, Mark

IRB Admin : Hanlon, Rosemary

Approval Date : 08/07/2020

Restart Request Status : Saved Req

Last Update: 08/08/2020

View

Click to begin your request

Request to Restart

Request to Restart window

Active - Open to Enrollment

2009000222 - Do you believe in Magic?

Type : Comprehensive Review

PI : Wiklund, Mark

IRB Admin : Hanlon, Rosemary

Approval Date : 09/14/2020

Restart Request Status :

Expiration Date : 09/13/2021

Last Update: 02/17/2021

[View](#)

[Request to Restart](#)

Use **View** to open the protocol.

1. Click **Request to Restart** button on the subject protocol.
2. Select Study Location(s): On, Off, or Both On and Off Campus.
3. The window expands with the Attestation questions.
3. Select your responses to the attestation (Y/N) questions.
4. Check the boxes to respond to the declarations.

Request To Restart | 2009000222

Title
Do you believe in Magic?

Active - Open to Enrollment

Type
Comprehensive Review

PI
Wiklund, Mark

Approval Date
09/14/2020

Expiration Date
09/13/2021

All COUHES approved research involving direct person-to-person interaction MUST submit a Restart Request and certify to the requirements below. Ongoing protocols with approved Restart Requests are NOT required to resubmit if there are no changes to the study location or person-to-person interactions.

Please note COUHES approval is necessary but not sufficient for the resumption of human subjects research. Additional MIT policies may apply. See: couhes.mit.edu/covid-19-updates and now.mit.edu.

This request to restart human subjects research applies only to this currently approved protocol. If you are changing any aspect of the study for which you do not already have approval (including but not limited to subject recruitment, experimental procedures, consent mechanisms or study personnel), you will also need to submit a separate Change Form to COUHES (couhes.mit.edu/forms-templates). For Exempt Research no change form is required, but if the changes alter your previous Exempt Evaluation then investigators must submit a new Exempt Evaluation.

Although all of your approved studies will show up in the Restart list, only those with new direct person-to-person interactions planned are required to file a restart request.

If you are unable to meet ALL the certification requirements you will be prompted to attach an "Application to Restart Human Subjects Research" after you click "Submit".

Please select the location that you intend to restart person-to-person research activities. Study locations must already be included on your approved protocol.

- ☐ On-Campus
- ☐ Off-Campus
- ☐ Both On-Campus and Off-Campus

On Campus Attestation Questions

- Only subjects that are 12 years old or above will participate in on-campus research.
- All study personnel, subjects, and guests of subjects will comply with applicable national, state and local health authority requirements as well as MIT and DLC specific requirements regarding COVID-19 safety standards. This includes but is not limited to MIT Visitor Policy. See MIT Now for more information on the most up to date MIT Policy: now.mit.edu
- Confirm that you will maintain a registry of subjects and their guests for future tracking purposes that records their time and point of entry and exit.
- Prior to arrival at the study site, all subjects will complete an approved COVID-19 consent form addendum: couhes.mit.edu/forms-templates. This form must be completed by the subject and reviewed by the research study staff within 24 hours prior to the subject's arrival at the study site.
- Any subject who indicates they have tested positive for COVID-19 within the past 2 weeks, had contact with a COVID-19 positive patient within the past 2 weeks, currently has symptoms suggestive of COVID-19, or is at high risk for severe complications from COVID-19, will be excluded from the study.
- Confirm that you have reviewed the COUHES COVID-19 Updates and Restart Policies posted on the COUHES Website: couhes.mit.edu/covid-19-updates.

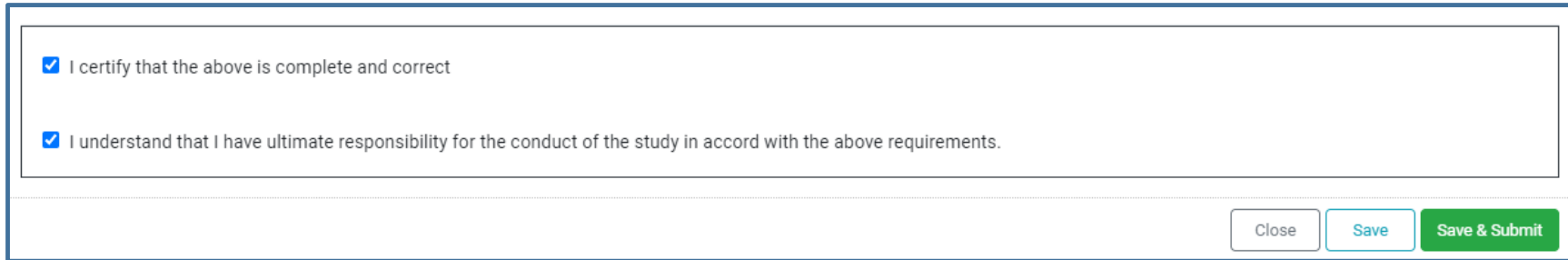
Off Campus Attestation Questions

- The study will only involve healthy adult subjects, and the inclusion criteria of your approved protocol does not involve the study of subjects who have any condition known to increase the risk of COVID-19:
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- I attest that vulnerable subjects will be EXCLUDED from the study (children, pregnant women, residents in a nursing home or a long-term care facility, or the cognitively impaired).
- All study personnel and all subjects will comply with applicable national, state and local health authority requirements regarding COVID-19 safety standards.
- Prior to arrival at the study site, all subjects will complete an approved COVID-19 consent form addendum:
<http://couhes.mit.edu/forms-templates>. This form must be completed by the subject and reviewed by the research study staff within 24 hours prior to the subject's arrival at the study site.
- Any subject who indicates they have tested positive for COVID-19 within the past 2 weeks, had contact with a COVID-19 positive patient within the past 2 weeks, currently has symptoms suggestive of COVID-19, or is at high risk for severe complications from COVID-19, will be excluded from the study.
- Confirm that you have reviewed the COUHES COVID-19 Updates and Restart Policies posted on the COUHES Website: couhes.mit.edu/covid-19-updates.

Both On and Off Campus Attestation Questions

- For subjects that will be enrolled on campus, only subjects that are 12 years old or above will participate in the research.
- For subjects that will be enrolled on campus, confirm that you will maintain a registry of subjects and their guests for future tracking purposes that records their time and point of entry and exit.
- For subjects that will be enrolled off campus, only healthy adult subjects without any condition known to increase the risk of COVID-19 (<https://www.cdc.gov/coronavirus/2019-ncov/index.html>) will participate in the off-campus research.
- For subjects that will be enrolled off campus, I attest that vulnerable subjects will be EXCLUDED from the study (children, pregnant women, residents in a nursing home or a long-term care facility, or the cognitively impaired).
- For both on campus and off campus research, all study personnel, subjects, and guests of on-campus subjects will comply with applicable national, state and local health authority requirements as well as MIT and DLC specific requirements regarding COVID-19 safety standards. This includes but is not limited to MIT Visitor Policy. See MIT Now for more information on the most up to date MIT Policy: <https://now.mit.edu/>
- For both on campus and off campus research, prior to arrival at the study site, all subjects will complete an approved COVID-19 consent form addendum: couhes.mit.edu/forms-templates. This form must be completed by the subject and reviewed by the research study staff within 24 hours prior to the subject's arrival at the study site.
- For both on campus and off campus research, any subject who indicates they have tested positive for COVID-19 within the past 2 weeks, had contact with a COVID-19 positive patient within the past 2 weeks, currently has symptoms suggestive of COVID-19, or is at high risk for severe complications from COVID-19, will be excluded from the study.
- For both on campus and off campus research, confirm that you have reviewed the COUHES COVID-19 Updates and Restart Policies posted on the COUHES Website: couhes.mit.edu/covid-19-updates.

Request to Restart window: Declarations, Save & Submit



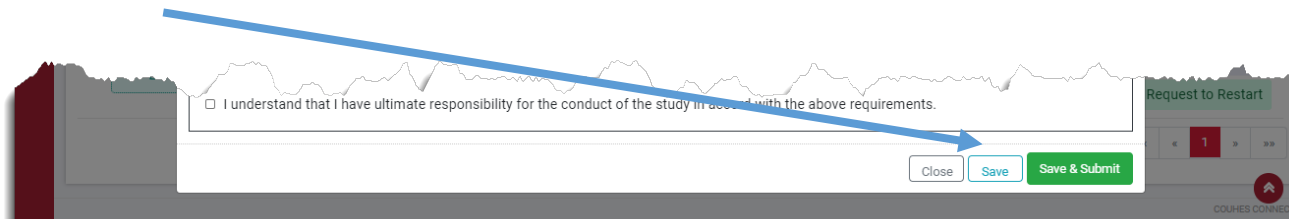
☒ I certify that the above is complete and correct

☒ I understand that I have ultimate responsibility for the conduct of the study in accord with the above requirements.

Close Save Save & Submit

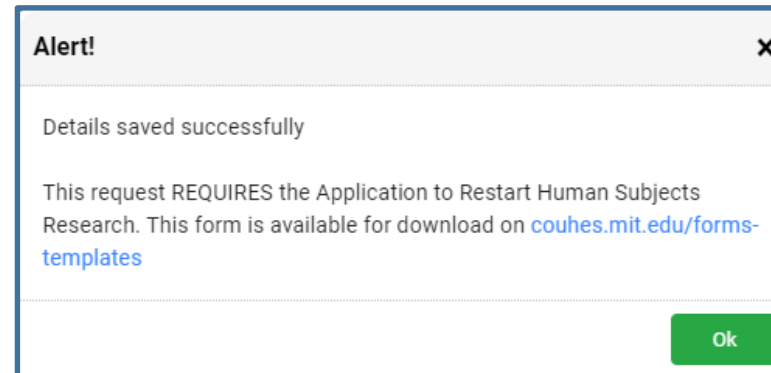
- Click the Declaration checkboxes following the attestation questions
- Click **Save & Submit**. (Note that only the study Principal Investigator can Submit. All others can only save.)
- If you can answer “Yes” to all questions and declarations, your study will automatically be authorized for restart.
- This Request will appear in your Approved Restart Requests list.

Use ‘**Save**’ to retain your selections and return to submit later.



Request to Restart window: No to any Attestation requires a completed Application and COUHES approval.

- If any attestation response is “No”, upon Save, an alert appears noting that you must complete and upload the Application to Restart located on the COUHES website.
<http://couhes.mit.edu/forms-templates>
- The window will expand with a **field to upload the completed application** form and a field for a brief comment.
- Click **Save & Submit**.
- This Request will appear in your Pending Restart Requests list.

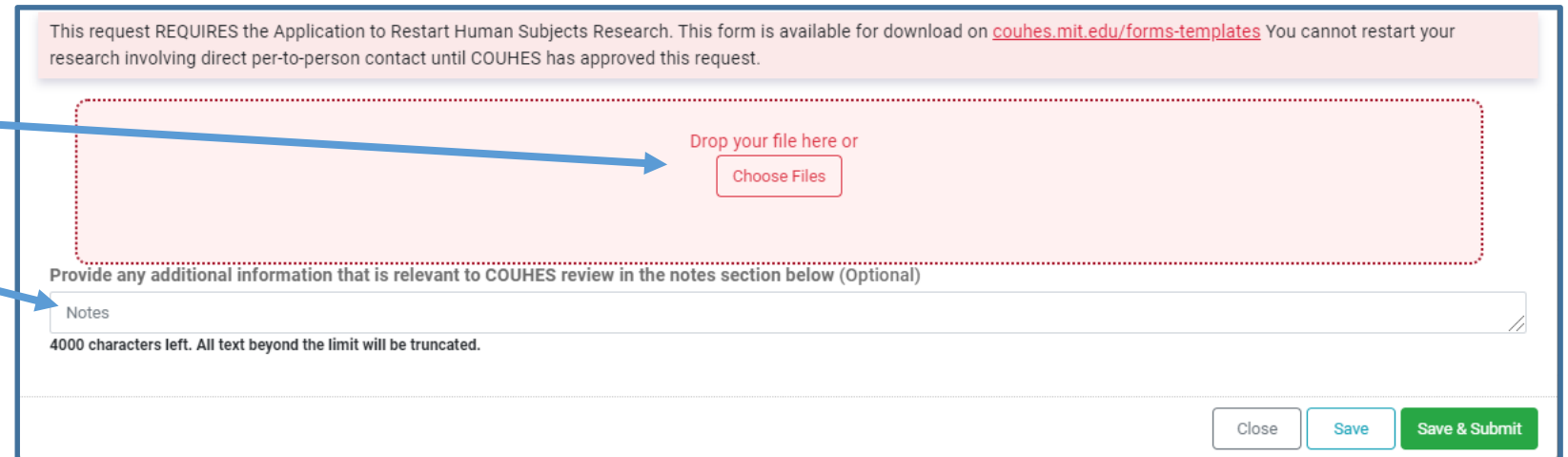


Alert! [X]

Details saved successfully

This request **REQUIRES** the Application to Restart Human Subjects Research. This form is available for download on couhes.mit.edu/forms-templates

Ok



This request **REQUIRES** the Application to Restart Human Subjects Research. This form is available for download on couhes.mit.edu/forms-templates You cannot restart your research involving direct per-to-person contact until COUHES has approved this request.

Drop your file here or
Choose Files

Provide any additional information that is relevant to COUHES review in the notes section below (Optional)

Notes

4000 characters left. All text beyond the limit will be truncated.

Close Save Save & Submit

Restart Research Requests: Pending and Approved Restart Request Lists

Active Protocols | In Progress Protocols | All Protocols | En-Route Protocols | Exempt Evaluations | **Restart Research Requests** | Advanced Search | Export

All Active Protocols | **Pending Restart Requests** | Approved Restart Requests

Sort by: Protocol Number | Protocol Status | Title | Protocol Type | Approval Date | Expiration Date | IRB Admin | Update Timestamp ↓

2008000212 - Am I the model of a modern major general? | Last Update: 08/07/2020

Type : Comprehensive Review
PI : Wiklund, Mark
IRB Admin : Hanlon, Rosemary

Approval Date : 08/07/2020 | Expiration Date : 08/06/2021
Restart Request Status : Requests Submitted

Active - Open to Enrollment

View

Request Submitted

1 - 1 of 1 Records

All Active Protocols | Pending Restart Requests | **Approved Restart Requests**

Sort by: Protocol Number | Protocol Status | Title | Protocol Type | Approval Date | Expiration Date | IRB Admin | Update Timestamp ↓

2008000213 - Where have all the flowers gone? | Last Update: 08/07/2020

Type : Comprehensive Review
PI : Wiklund, Mark
IRB Admin : Hanlon, Rosemary

Approval Date : 08/07/2020 | Expiration Date : 08/06/2021
Restart Request Status : Approved

Active - Open to Enrollment

View

Restarted

1 - 1 of 1 Records

Click on the **status** label to open & view Request to Restart window.

View a Request Result – open a request window

Requests | Approved Restart Requests

Title	Protocol Type	Approval Date	Expiration Date	Start Date	End Date	IRB Admin	Update Timestamp ↓
9 - Was that black and blue or black and gold? Human color perception							Last Update: 08/08/2020
Submitted				Start Date : 08/10/2020	End Date : 08/09/2022		
and, Mark							
Sponsor :				Restart Request Status : Denied			

[View](#)

Denied

[Request to Restart](#)

at the lever of the Department/Center. Off campus research must follow applicable national, state and local health authority requirements, and MIT policies

☒ Yes
☐ No

☒ I certify that the above is complete and correct

☒ I understand that I have ultimate responsibility for the conduct of the study in accord with the above requirements

Attached Documents

[Sample-APPLICATION TO RE-START.docx](#)

Provide any additional information that is relevant to COUHES review in the notes section below (Optional)
Please review my application to restart -- thanks!

Comment(s)

Hanlon, Rosemary - Aug 8, 2020, 6:51 PM
Please submit an amendment (change form) with your solution to excluding vulnerable population from participating in the street interviews

Past Requests

[Show Past Request](#)

[Close](#)

Click on the **status** label to open & view the Request to Restart window.

Comment from COUHES – this protocol must be amended first to be approved to Restart. The **Request to Restart** button is reactivated so another request can be submitted in the future.

Click **Show Past Request** toggle button to expand the window & see the documents and comments of prior requests.

Resubmit a denied Restart Request to open and view the window

The screenshot shows a table titled 'Approved Restart Requests'. The table has columns: Title, Protocol Type, Approval Date, Expiration Date, Start Date, End Date, IRB Admin, and Update Timestamp. A row is visible with the title 'Was that black and blue or black and gold? Human color perception'. The status is 'Denied'. A green box highlights the 'Request to Restart' button, and a green arrow points to it from the right.

Title	Protocol Type	Approval Date	Expiration Date	Start Date	End Date	IRB Admin	Update Timestamp
Was that black and blue or black and gold? Human color perception	Submitted	08/10/2020	08/09/2022			Wiklund, Mark	08/08/2020

1. Click **Request to Restart** button on the subject protocol.

2. Respond to the attestations and declarations.

3. Click **Save & Submit**.

The screenshot shows the 'Request To Restart' form. It includes a title 'Was that black and blue or black and gold? Human color perception', a status 'Active - Open to Enrollment', and a table with details: Type (Comprehensive Review), PI (Wiklund, Mark), Approval Date (08/07/2020), and Expiration Date (08/06/2021). Below the table is a text area with instructions and a 'Yes' button.

Request To Restart

Title: Was that black and blue or black and gold? Human color perception

Active - Open to Enrollment

Type	PI	Approval Date	Expiration Date
Comprehensive Review	Wiklund, Mark	08/07/2020	08/06/2021

On March 15, MIT halted all human subjects research involving direct person-to-person contact. To request the restart of your previously approved direct person-to-person human subjects research you must certify to the requirements below.

Please note COUHES approval is necessary but not sufficient for the resumption of human subjects research. Additional MIT policies may apply. See: couhes.mit.edu/covid-19-updates.

i This request to restart human subjects research applies only to this currently approved protocol. If you are changing any aspect of the study for which you do not already have approval (including but not limited to subject recruitment, experimental procedures, consent mechanisms or study personnel), you will also need to submit a separate Change Form to COUHES (couhes.mit.edu/forms-templates). For Exempt Research no change form is required, but if the changes alter your previous Exempt Evaluation then investigators must submit a new Exempt Evaluation.

The study will only involve healthy adult subjects, and the inclusion criteria of your approved protocol does not involve the study of subjects who have any condition known to increase the risk of COVID-19: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

☒ Yes

Request to Restart impact in the Protocol (attachments & history)

IRB # :
2003000126

PI :
Wiklund, Mark

IRB Admin :
Hanlon, Rosemary

Active - Open to
Enrollment

Lead Unit :
Center for Coeus Training

Risk Level :
No greater than minimal risk

FDA Risk Level :

Data Security :

Approval Date :
03/25/2020

Last Approval Date:
04/16/2020

Expiration Date :
03/24/2021

Anticipated Start Date :
08/01/2020

Anticipated End Date :
07/31/2023

Submission Status :

Protocol

General

Additional Forms

Study Details

Attachments

Permissions

History

Actions

Certification

Attachments

Study Attachments (5)

Internal Attachments (1)

Type	File	Updated By ↓	Action
Other business	example_Covid_Access_Quickcard-jun-4-20.docx	mwiklund 06/25/2020	

Protocol

General

Additional Forms

Study Details

Attachments

Permissions

History

Actions

Sort by :

Action

Action Date

Approval Date

Updated By

Collapse All

Expand All

Restart Research

Action Date: 08/07/2020 Submitted Date: 08/07/2020 Approval Date: 08/07/2020

Last updated By: Wiklund, Mark On 08/07/2020

Restart Research

Updated By Wiklund, Mark On 08/07/2020

Request to Restart Research

Updated By Wiklund, Mark On 08/07/2020

- Click **View** button to open the protocol or exempt study form.
- Click **Attachments**, then Internal Attachments. Restart Research requests are automatically saved here.
- Click **History**. Requests are logged in the protocol history.

Request to Restart impact in the Exempt Determination Form (Action History)

E-2487 - Sample exempt form for documentation and video
Status : Submitted
PI : Wiklund, Mark
Faculty Sponsor :
Start Date : 08/08/2020
End Date : 09/01/2022
Restart Request Status : Denied
Last Update: 08/07/2020
[View](#)
[Request to Restart](#)

- Click **View** button to open the Exempt Determination form.
- Click **Action History** at the bottom of the screen. Restart Research request and approve/deny date details are inserted here.
- Any attachments provided in a Submitted Request are not available in this view but are available in the Restart Research request window.

Action History

Exempt Form # : 2487 Status : Submitted PI : Wiklund, Mark
Title : Sample exempt form for documentation and video

Actions	Status	Comments	Action Taken
Denied Restart Research Request	Submitted		Hanlon, Rosemary On 08/07/2020
Request to Restart Research	Submitted		Wiklund, Mark On 08/07/2020
Submitted	Submitted		Wiklund, Mark On 08/07/2020
Created	In Progress		Wiklund, Mark On 08/07/2020

[Close](#)

[Action History](#)

Export a list of Research to Restart

The screenshot shows the 'Restart Research Requests' interface. At the top, a navigation bar includes tabs for 'Active Protocols', 'In Progress Protocols', 'All Protocols', 'En-Route Protocols', 'Exempt Evaluations', and 'Restart Research Requests'. Callout 1 points to the 'Advanced Search' button. Below the navigation bar, there are search filters: 'Protocol Number', 'Title', 'Exempt-ID', and 'Search: Faculty Sponsor Name'. Callout 2 points to the 'Wiklund, Mark' text in the 'Title' field. Callout 3 points to the 'Restart Request Status' dropdown menu, which is open and shows options: 'Saved Requests', 'Requests Submitted', 'Approved', and 'Denied'. Callout 4 points to the 'Search' button. Callout 5 points to the 'Export' button. Below the search filters, there are tabs for 'All Active Protocols', 'Pending Restart Requests', and 'Approved Restart Requests'. At the bottom, there is a 'Sort by:' section with buttons for 'Protocol Number', 'Protocol Status', 'Title', 'Protocol Type', 'Approval Date', 'Expiration Date', 'Start Date', 'End Date', 'IRB Admin', and 'Update Timestamp'. A sample protocol entry is visible: 'E-2489 - Was that black and blue or black and gold? Human color perception' with a 'Last Update: 08/08/2020'.

You can export a spreadsheet listing your research studies from any of the list views. For administrators monitoring many protocols for their Departments, consider using the Advanced Search to filter your results before exporting the list to your desktop. The Export tool will download the details from the list in view; so if you do use a filter, be sure to Clear it before your next Export.

Navigate to the Restart Research Requests screen.

1. Click **Advanced Search** to expand the search panel
2. Enter a search criteria in one of the available fields
3. Select a status, if desired
4. Click **Search**
5. Click **Export**

Email Notifications

Email notifications are sent after each of the Actions defined in the table below. Recipients are included by default, although protocol aggregators are only included if they are present in the protocol. e.g. Some protocols will have Aggregators (users able to edit) for campus users currently enrolled in the COUHES Connect pilot.

ACTION	RECIPIENTS
Request Submitted	Protocols: PI, Point of Contact(s), Aggregator(s). Exempt Determination Form: PI, Faculty Sponsor
Restart Request Approval	Protocols: PI, Point of Contact(s), Aggregator(s) Exempt Determination Form: PI, Faculty Sponsor
Restart Request Denied	Protocols: PI, Point of Contact(s), Aggregator(s) Exempt Determination Form: PI, Faculty Sponsor