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## Starting your Protocol

Within IACUC, a new protocol can be started from the Protocol Actions inbox.

Mailbox		
IACUC		
Alert	Inbox	Total
Protocol Actions	0	3
Draft Protocols	1	1
Protocols in Review		

1. Beneath Protocol Actions, click **Start a New Protocol Application**.

**Protocol Actions** **Draft Protocols** x **Protocols in Review** x

**+ Start a New Protocol Application**

Click this button to start a new protocol document **draft**

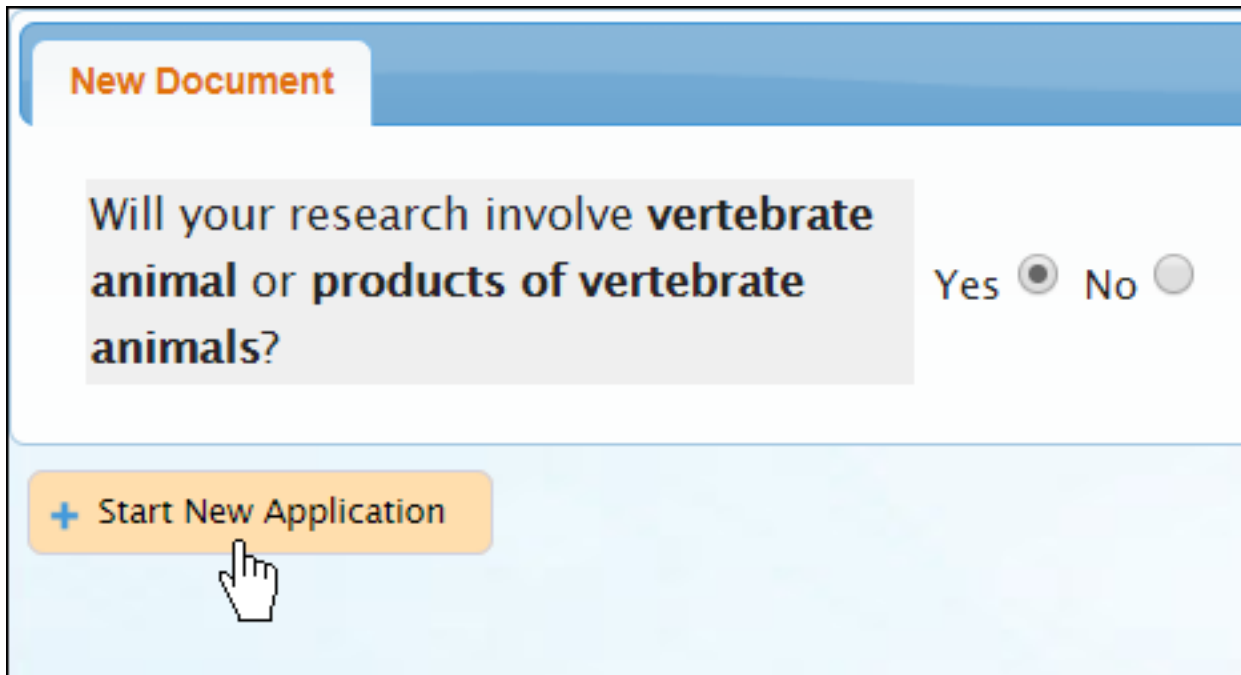
**List of Approved Protocols**

PI	Protocol #	Protocol Title
Principal, Penny	2019-1078	Behavioral depression in mice
Principal, Penny	2019-1080	Prostatic disease in dogs
Principal, Penny	2019-1085	Tumor growth in mice

Find Page 1 of 1

2. On the new page, click **Yes** next to **Will your research involve vertebrate animals or products of vertebrate animals?** Clicking **No** will take you back to the homepage.

3. Click **Start New Application**.



**New Document**

Will your research involve **vertebrate animal** or **products of vertebrate animals**? Yes ☒ No ☐

**+ Start New Application**

Protocol Introduction Options will generate. Cayuse IACUC will generate the protocol number automatically, which is available at the top left-hand side of the page.

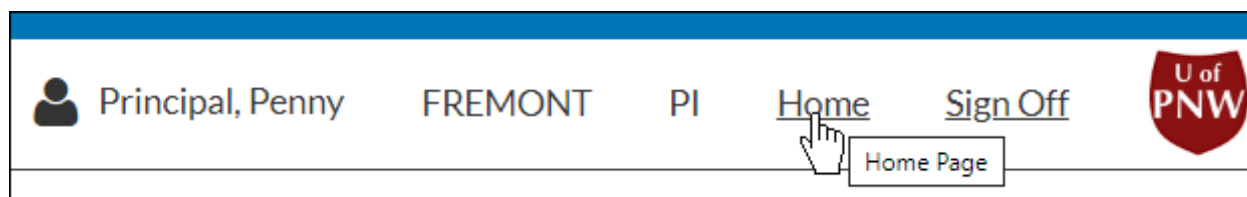


**cayuse IACUC**

**Start an Application for a New Protocol**

**2019-1087 1**

**Please Note:** You can exit the protocol document at any time and continue working on it later by clicking **Home** in the top right-hand corner. The Protocol will be saved in the Draft Protocols tab.



**Principal, Penny** **FREMONT PI** Home Sign Off

**Home Page**

**U of PNW**

## Completing Your Table of Contents Options

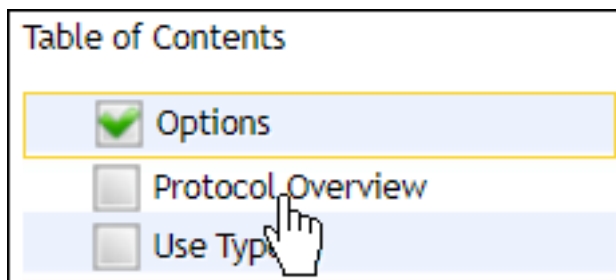
After you create your protocol, you will be directed to an Options page.

Choose Options

Federal/Foundation funded?		<input type="checkbox"/>
Internally funded?		<input type="checkbox"/>
Private/Commercially funded?		<input type="checkbox"/>
Other funding source?		<input type="checkbox"/>
Will you be using tissues from animals not on this protocol?		Yes <input type="radio"/> No <input type="radio"/>
Will you be using human tissues?		Yes <input type="radio"/> No <input type="radio"/>
Will antibodies be specifically generated for this study?		Yes <input type="radio"/> No <input type="radio"/>
Will you be collaborating with colleagues within institution?		Yes <input type="radio"/> No <input type="radio"/>
Will you be collaborating with an outside institution?		Yes <input type="radio"/> No <input type="radio"/>
Will any live animal research be conducted off campus?		Yes <input type="radio"/> No <input type="radio"/>
Will animals be housed outside central housing facilities for more than 12 hours?		Yes <input type="radio"/> No <input type="radio"/>
Will animals be moved through public access areas?		Yes <input type="radio"/> No <input type="radio"/>
Will human clinical areas be used		Yes <input type="radio"/> No <input type="radio"/>

The Options section is the first section in the protocol's Table of Contents. When you click **Save**, the selections made in the Options page determine which sections are added to the Table of Contents.

You can navigate to any section by clicking on the section name within the Table of Contents.



A green check in the box next to a section means that all required fields within the section have been filled out. All sections must have a check mark before you can [submit the protocol](#).

Table of Contents	
<input checked="" type="checkbox"/>	Options
<input type="checkbox"/>	Protocol Overview
<input type="checkbox"/>	Use Type(s)
<input type="checkbox"/>	Personnel
<input type="checkbox"/>	Databases Searched
<input type="checkbox"/>	Endpoints
	Submit Protocol
	Attachments
	Cancel Draft Protocol
	Preview Protocol

### Default Sections

The default sections within all protocols are as follows:

- Options
- Protocol Overview
- Use Type(s)
- Personnel
- Databases Searched
- Endpoints

## Filling Out Your Protocol

Once you've completed all of your options for your table of contents, you can begin filling out your protocol.

**Please note:** Many aspects of your protocol form are configurable by your institution. If you have an inquiry regarding the questions, contact the administrator at your institution.

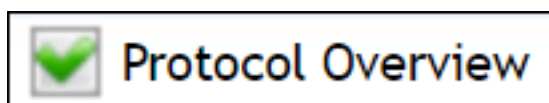
The following sections explain the types of questions you may be asked within your protocol.

### Required Questions

Required questions have a red dotted border around them. These questions must be answered before you submit your protocol.

**Enter title for this Protocol**

If all required questions are answered within a section, a green checkmark will appear next to the section within the table of contents.




### Text Fields

Text fields are provided when you need to input a custom response.

**Age Range of study animals**

If the text field has a toolbox, then you will be able to input rich text, such as bolded or italicized text, custom alignment, or bullet points.

List clinical parameters that would lead to early euthanasia in any of the procedures described in this protocol



### Radio Buttons

Radio button questions appear when only one choice is allowed from a set of configured choices.

Will animals be Specific Pathogen Free?

Yes ☐ No ☐

### Check Boxes

Check box questions appear when you can choose more than one choice from a set of configured choices.

Non-Surgical Procedures		
	Procedure Code	Procedure Name
<input type="checkbox"/>	Addiction	Addiction Withdrawl
<input type="checkbox"/>	Anesthetic	Imaging
<input type="checkbox"/>	Anesthetic	Wound Repair
<input type="checkbox"/>	Biopsy	Punch Biopsy
<input type="checkbox"/>	Biopsy	Skin Biopsy
<input type="checkbox"/>	Clipping	Ear Clipping

### Drop-Down Menus

Questions with drop-down menus are similar to radio button questions, and will let you select one answer from a set of configured choices.

Research Type  
(Basic, Applied,  
Field)

Instructional or  
Training

▼

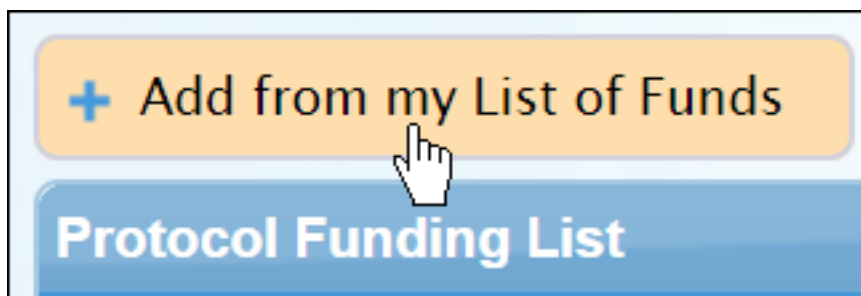
Applied

Basic

Research

Add From List

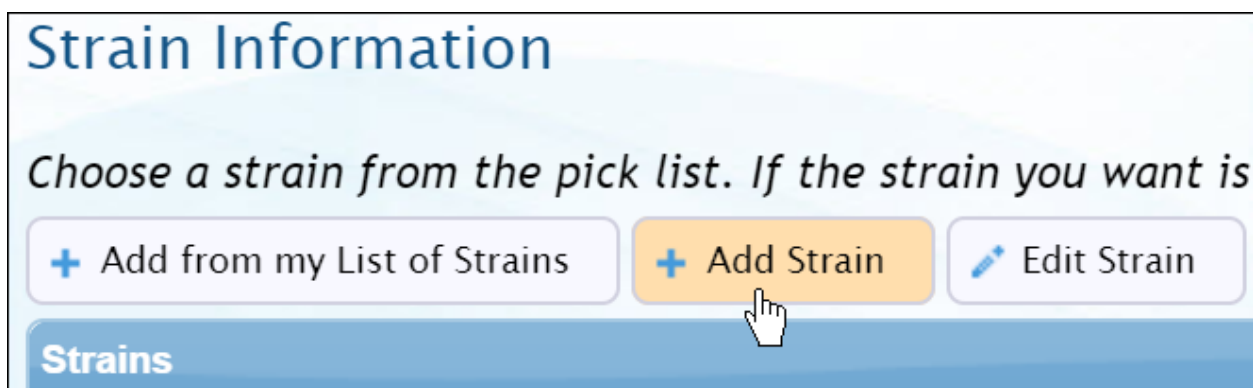




The Add From List option allows you to choose from data that you have inputted previously. For example, if you are a PI, you may be able to add funding from your current list of funds, depending on your approved protocols.

#### Add New

The Add New option allows you to add new data into the system, such as a new funding source, location, or strain.



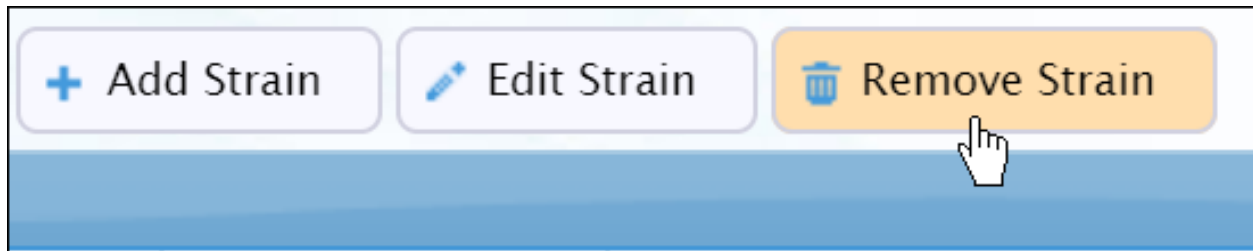
#### Edit

When adding from a list or adding new data, you can edit the data by clicking on the list item, and then clicking **Edit**.



## Delete or Remove

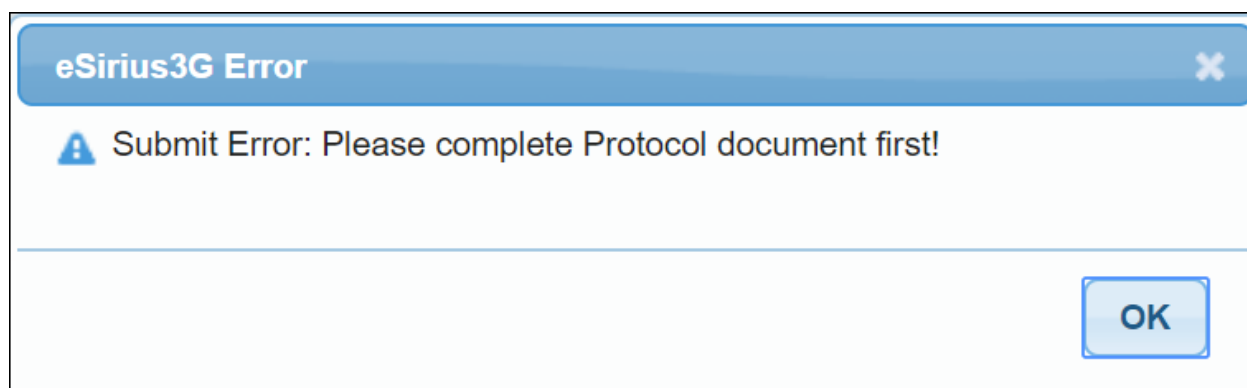
You can delete or remove an item from a list by clicking on the item, and then clicking **Remove**.



## Submitting Your Protocol

If green checkmarks appear next to every section within the table of contents of your protocol, then you are ready to submit.

If a section is missing a green checkmark, it means that you still need to answer a required question. If you try submitting without answering all the required questions, you will see this message:



To submit your protocol, click on **Submit Protocol** within your table of contents.

Table of Contents	
<input checked="" type="checkbox"/>	Options
<input checked="" type="checkbox"/>	Protocol Overview
<input checked="" type="checkbox"/>	Use Type(s)
<input checked="" type="checkbox"/>	Guinea Pig
<input checked="" type="checkbox"/>	Personnel
<input checked="" type="checkbox"/>	Databases Searched
<input checked="" type="checkbox"/>	Endpoints
<b>Submit Protocol</b>	
<b>Attachments</b>	

Type your password, and then click **Submit**.

**Submit New Protocol**

Password

.....

<< Previous

Submit Protocol

Submit protocol to IACUC Office

Your protocol will now be routed to the IACUC office for review and approval, and the protocol will appear in your Protocols in Review inbox.

Protocol Actions	0	3
Draft Protocols	1	1
<b>Protocols in Review</b>	<b>0</b>	<b>1</b>
Continuing Reviews		
Continuations in Review		
De Novo Reviews		
Draft Amendment	0	0

New Protocols		
Submitted	PI	Protocol #
New - 1 Protocol(s) Submitted		
12/05/2019	Principal, Penny	2019-1086

When your protocol has been reviewed and approved, it will appear in your Protocol Actions inbox.


IACUC		
Alert	Inbox	Total
<b>Protocol Actions</b>	<b>0</b>	<b>3</b>
Draft Protocols	1	1
Protocols in Review	0	1
Continuing Reviews		
Continuations in Review		
De Novo Reviews		
Draft Amendment	0	0



+ Start a New Protocol Application		Cop
List of Approved Protocols		
PI	Protocol #	
Principal, Penny	2019-1078	
Principal, Penny	2019-1080	
Principal, Penny	2019-1085	

## Revising Your Protocol

If a protocol is returned with recommendations from reviewers, the PI will receive an email notification. The PI can re-open the protocol by clicking on the protocol number within the email, or within Protocols in Review Alerts.

New Protocols			
Submitted	PI	Protocol #	Date Sent
 <b>New - 2 Protocol(s) Submitted</b>			
12/06/2019	Principal, Penny	2019-1089	12/06/2019
12/05/2019	Principal, Penny	2019- 2019-1089	12/05/2019

Within the protocol, the reviewer pane will be displayed on the right-hand side. Click on a tab to expand the pane.

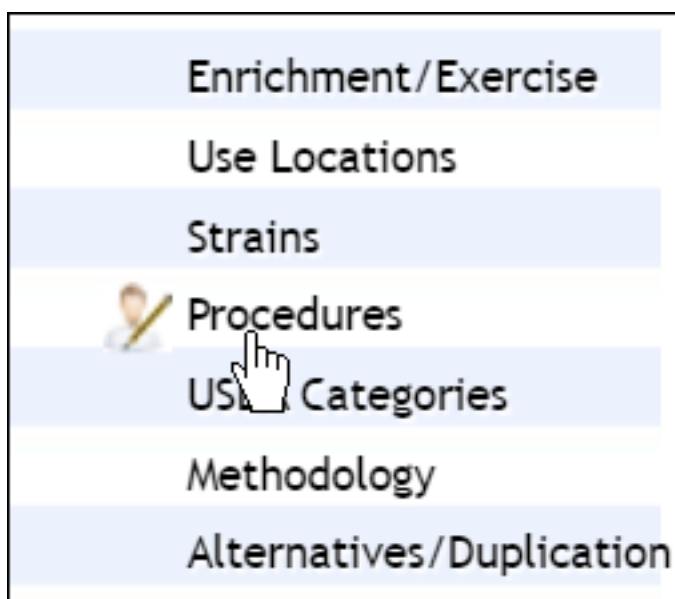
 Principal, Penny
 FREMONT
 PI
 [Home](#)
[Sign Off](#)


History

View Changes

Review Notes

You will see a pencil icon next to any sections where reviewers are requesting a revision.



Within each section requiring review, you can make a revision to your protocol, respond to the reviewer with a rebuttal, or both. To make a rebuttal, click the checkbox next to **Review Rebuttal**, and type your response.

A screenshot of a web interface for reviewing a protocol. At the top, there are three tabs: 'History', 'View Changes', and 'Review Notes'. The 'Review Notes' tab is active. Below the tabs, there is a section titled 'Reviewer Notes' with a text area containing the note: 'Anesthetic procedures also need to be included for this protocol.' Below the notes section, there is a row with the label 'Review Rebuttal' and a checkbox that is checked. A mouse cursor is pointing at the checkbox. To the right of the checkbox is a blue circular button with a white upward-pointing arrow.

When you are finished revising your protocol, click **Submit Protocol**, type in your password, and click **Submit**.

## Copying an Approved Protocol

If you would like to use an approved protocol as a base for a new protocol, you can copy the protocol from the Protocol Actions inbox.

**IACUC**

Alert	Inbox	Total
<b>Protocol Actions</b>	0	3
Draft Protocols	1	1
Protocols in Review	0	1
Continuing Reviews		
Continuations in Review		
De Novo Reviews		
Draft Amendment	0	0

+ Start a New Protocol Application
Cop

**List of Approved Protocols**

PI	Protocol #
Principal, Penny	2019-1078
Principal, Penny	2019-1080
Principal, Penny	2019-1085

Click on the protocol you wish to copy, and then click **Copy Protocol to New Document**.

+ Start a New Protocol Application
Copy Protocol to New Document

**List of Approved Protocols**

PI	Protocol #	
Principal, Penny	2019-1078	Behavioral depression in mice
Principal, Penny	2019-1080	Prostatic disease in dogs
Principal, Penny	2019-1085	Tumor growth in mice

You will be directed to your new protocol application.



## Amending a Protocol

If you need to amend a protocol, you can do so from the Protocol Actions inbox.

**IACUC**

Alert	Inbox	Total
<b>Protocol Actions</b>	0	3
Draft Protocols	1	1
Protocols in Review	0	1
Continuing Reviews		
Continuations in Review		
De Novo Reviews		
Draft Amendment	0	0

+ Start a New Protocol Application
Cop

**List of Approved Protocols**

PI	Protocol #
Principal, Penny	2019-1078
Principal, Penny	2019-1080
Principal, Penny	2019-1085

Click on the protocol you wish to amend, and then click **Start an Amendment**.

+ Start a New Protocol Application
Copy Protocol to New Document
Start an Amendment

**List of Approved Protocols**

PI	Protocol #	Protocol Title
Principal, Penny	2019-1078	Behavioral depression in mice
Principal, Penny	2019-1080	Prostatic disease in dogs
Principal, Penny	2019-1085	Tumor growth in mice

Enter a reason for amending the protocol, and click **Amend Protocol**.

Reason for Change

Subject quantity needs adjustment.

Amend Protocol

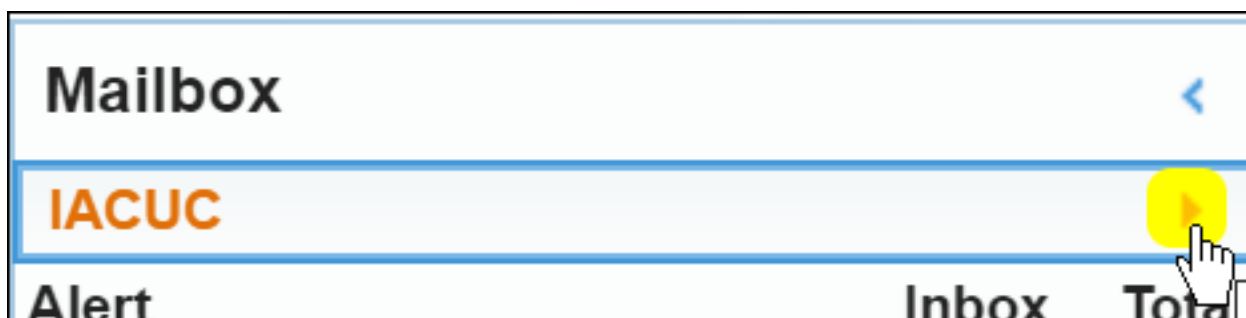
You will be redirected to the protocol draft. When you are finished with your amendment, you can re-submit your protocol.

**Please note:** Only one amendment can be in process at a time.

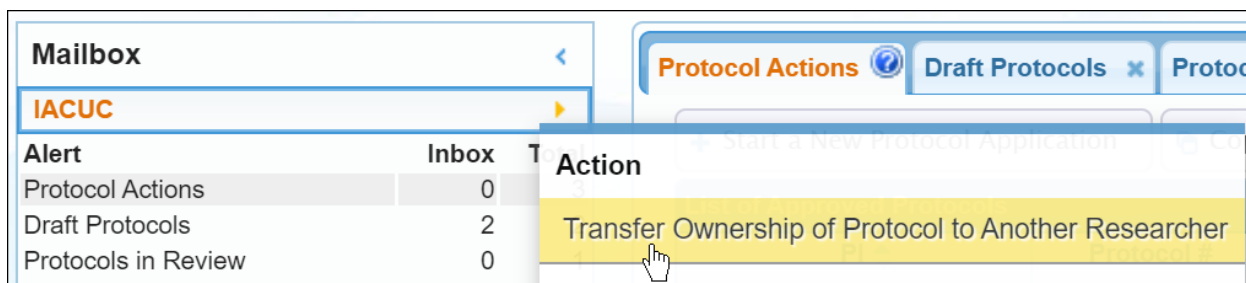
## Transferring a Protocol to Another Researcher

If you need to transfer the ownership of your protocol to another researcher, you can do so within the Actions menu.


1. Click on the arrow next to IACUC in the left-hand inbox menu.



2. Click **Transfer Ownership of Protocol to Another Researcher**.



3. Select the new owner of the protocol. Contacts are defined within Contact Management by the IACUC office.
4. Enter the reason for the transfer, and click **Show Protocols to Transfer**.

Person to Transfer To	Arroyo, Angelina
Reason for Change	Penny to leave institution.
 Show Protocols to Transfer	


5. Select the protocol(s) you wish to transfer, and click **Finish Transfer Request**.

<input checked="" type="button" value="Finish Transfer Request"/> <input type="button" value="Cancel"/>			
Protocols Grid			
<input type="checkbox"/>	Protocol No	Protocol Version	Protocol Title
<input checked="" type="checkbox"/>	2019-1078	1	Behavioral depression in mice
<input type="checkbox"/>	2019-1080	1	Prostatic disease in dogs

The protocol will remain in the Transfer Ownership inbox until the transfer has been approved by the IACUC office.

Alert	Inbox	Total
Protocol Actions	0	3
Draft Protocols	2	2
Protocols in Review	0	1
Continuing Reviews		
Continuations in Review		
De Novo Reviews		
Draft Amendment	0	0
Transfer Ownership	1	1

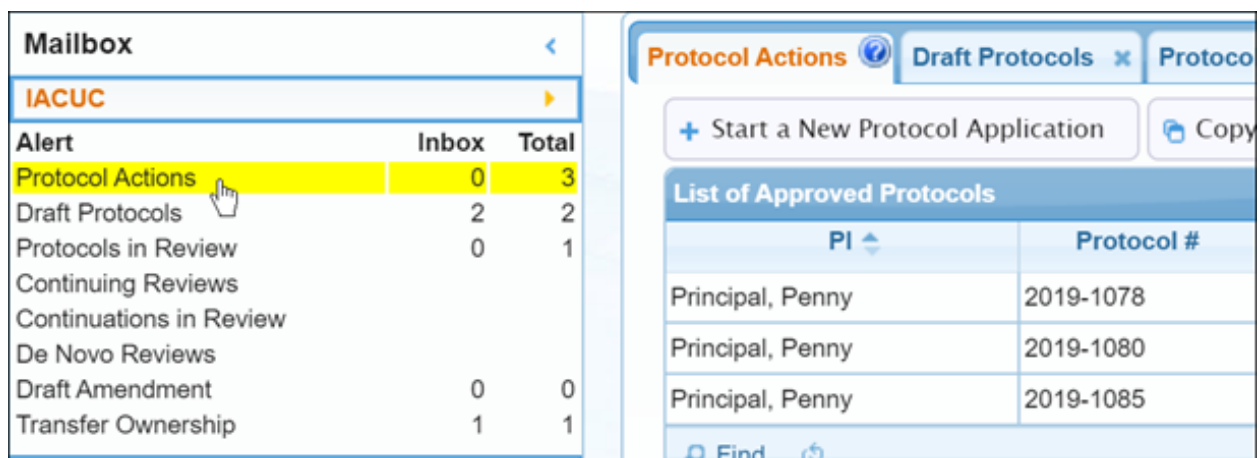
  

Transfer Ownership		
Protocol #	Version	Protocol Title
<input checked="" type="checkbox"/> TO-0000001009 - 1 Transaction(s)		
2019-1078	1	Behavioral depression in mice
 Find		

## Viewing the Register for a Protocol

Viewing the register for your protocol allows you to view species ordering and usage activities. You can access this from Protocol Actions.

1. In the left-hand menu, click on **Protocol Actions**.

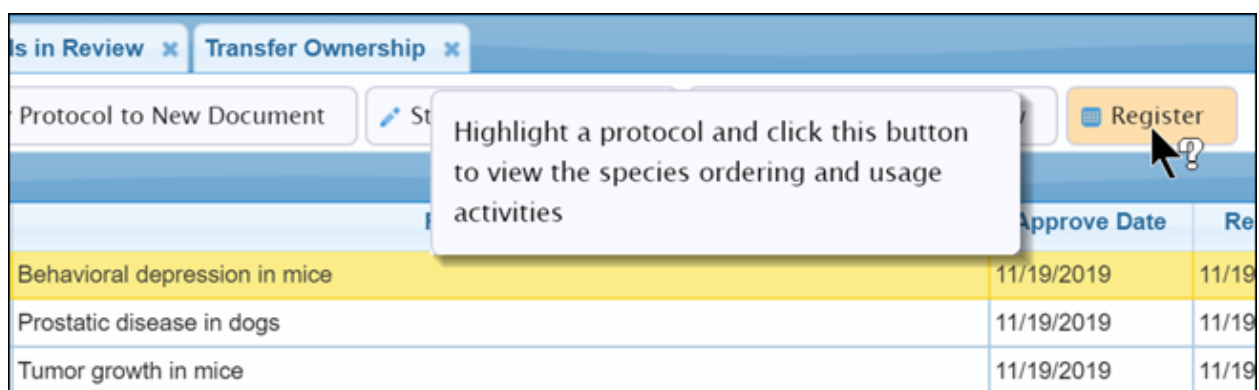


The screenshot shows the IACUC mailbox interface. On the left, under the 'Mailbox' header, the 'IACUC' section is expanded. The 'Alert' table lists various actions with their respective 'Inbox' and 'Total' counts. 'Protocol Actions' is highlighted in yellow, and a mouse cursor is pointing at it. The right-hand pane shows the 'Protocol Actions' tab selected, with options to 'Start a New Protocol Application' and 'Copy'. Below this is a 'List of Approved Protocols' table.

Alert	Inbox	Total
<b>Protocol Actions</b>	0	3
Draft Protocols	2	2
Protocols in Review	0	1
Continuing Reviews		
Continuations in Review		
De Novo Reviews		
Draft Amendment	0	0
Transfer Ownership	1	1

PI	Protocol #
Principal, Penny	2019-1078
Principal, Penny	2019-1080
Principal, Penny	2019-1085

2. Click on the protocol for which you wish to view the registry, and click **Registry**.



The screenshot shows the 'Transfer Ownership' protocol view. A tooltip is displayed over the 'Register' button, stating: 'Highlight a protocol and click this button to view the species ordering and usage activities'. The table below lists protocols with their 'Approve Date' and 'Re' (likely Review Date) columns.

	Approve Date	Re
Behavioral depression in mice	11/19/2019	11/19
Prostatic disease in dogs	11/19/2019	11/19
Tumor growth in mice	11/19/2019	11/19

3. Beneath Register Transactions, click on the protocol number to view additional information.


Register Summary					
Protocol Register Transactions					
PI ▲	Protocol	Version	Approved	Expires	Species
Principal, Penny	2019-1078	1	11/19/2019	11/19/2022	Mouse
Principal, Penny	<u>2019-1078</u>	1	11/19/2019	11/19/2022	Mouse
Principal, Penny	<u>2019-1078</u>	1	11/19/2019	11/19/2022	Mouse
Principal, Penny	<u>2019-1078</u>	1	11/19/2019	11/19/2022	Mouse

Additional information about the transaction will be displayed within a grid.

Register Transactions				
Protocol Register Detail				
Protocol ▲	Version	Species	Pain Level	Trans Date
2019-1078	1	Mouse	C	11/19/2019

## Understanding Alerts

In Cayuse IACUC, the left-hand menu contains different sections for alerts regarding your protocols. You can refer to these alerts to understand where your protocols are within the routing process.

		
<div> <div>Mailbox</div> <div>IACUC</div> </div>		
Alert	Inbox	Total
Protocol Actions	0	3
Draft Protocols	2	2
Protocols in Review	0	1
Continuing Reviews		
Continuations in Review		
De Novo Reviews		
Draft Amendment	0	0
Transfer Ownership	1	1

### Draft Protocols

This alert displays the protocols that have yet to be submitted. You can continue to edit the protocol by clicking on the protocol number.

List of Un-Finished Protocols		
PI ▲	Protocol #	
Principal, Penny	00001088	Behavioral depression in mice
Principal, Penny	<u>2019-</u> 00001088	title

### Protocols in Review

This alert displays the workflow process, showing both the sender and recipient of the protocol. If a protocol appears in italics, it means the protocol hasn't yet been submitted to the PI.

If a protocol is returned with recommendations from reviewers, the PI will receive an email notification. The PI can re-open the protocol by clicking on the protocol number within the email, or within Draft Protocol Alerts.

New Protocols			
Submitted	PI	Protocol #	Date Sent
<input type="checkbox"/> <b>New - 2 Protocol(s) Submitted</b>			
12/06/2019	Principal, Penny	2019-1089	12/06/2019
<i>12/05/2019</i>	<i>Principal, Penny</i>	<i>2019-</i> 2019-1089	<i>12/05/2019</i>

### Continuing Review

This alert shows protocols that have come up for the first year review.

### Continuations in Review

This alert shows first year review protocols that are in review by the IACUC committee.

### De Novo Reviews

This alert will show protocols up for their three year review.

### Draft Amendment

This alert will show draft amendments.

### Transfer Ownership

This alert shows all protocols where the transfer of ownership is pending.

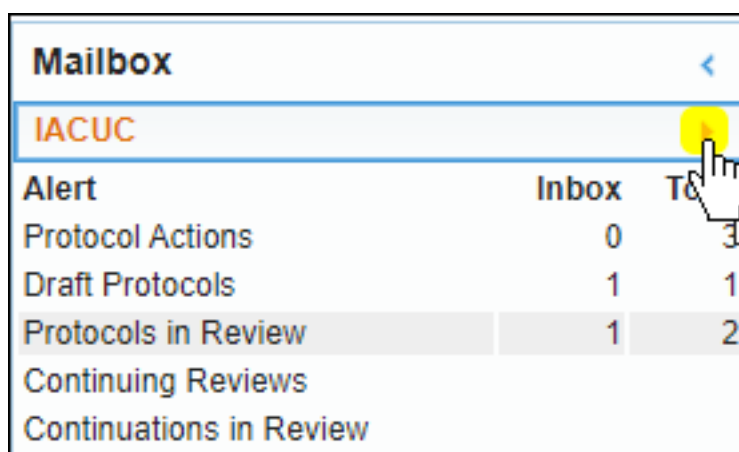


## Running a Search

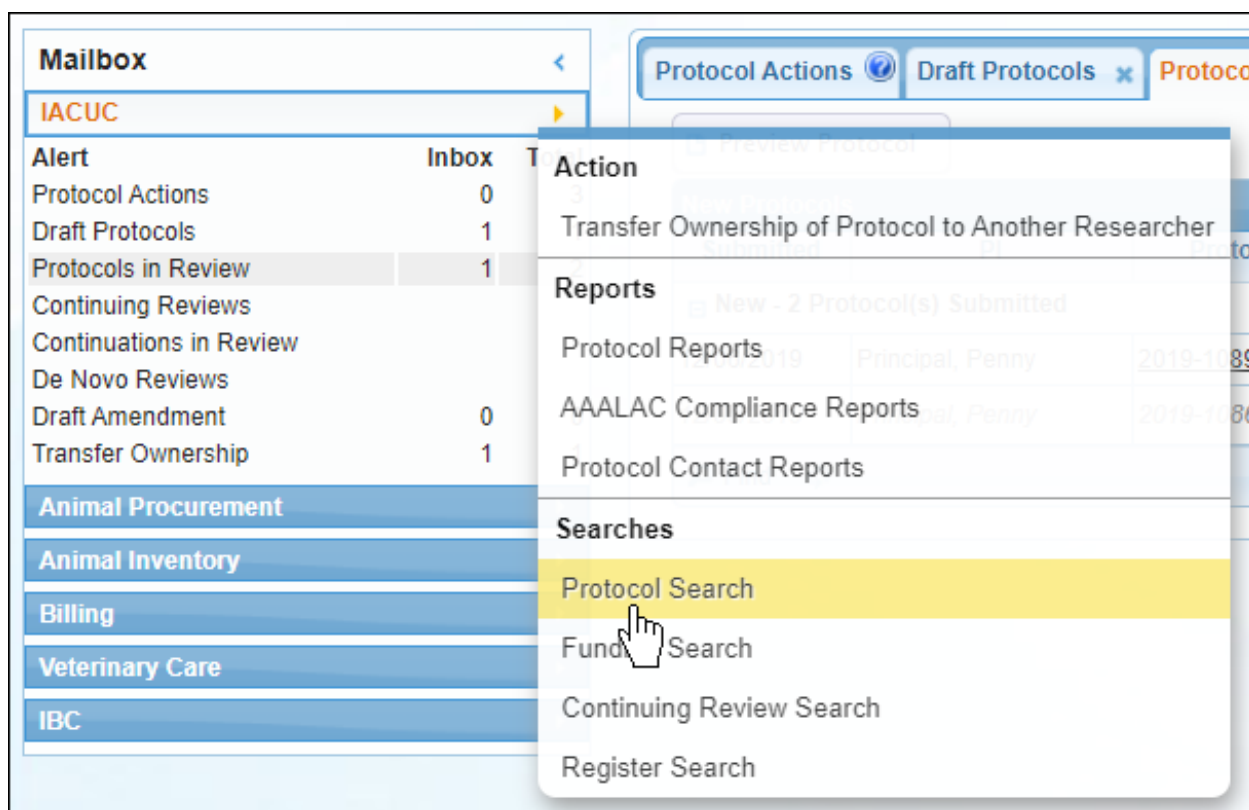
You can run four different kinds of searches in Cayuse IACUC from the Actions menu:

- Protocol Search
- Funding Search
- Continuing Review Search
- Register Search

1. Click the arrow next to the IACUC header in the left-hand menu.



2. Click on the type of search you wish to run.



3. Select any filters by which you wish to limit the search. If you need to add additional filters, click **Add Filter**.

## Protocol Search

### Protocol Search Filters

**Filters**

✕ Status ▾

Equals ▾

Approved (w/o Stipulation) ▾

✕ Approval Date ▾

This Year ▾

✕ Expiration Date ▾

Greater Than ▾


01/01/2020

+ Add Filter

🔍 Search

📄 Export

🏠 Recall filters



Add Filter

4. When you've chosen your filters, click **Search**. Your search results will populate.

### Protocol Search Filters

**Filters**

✕ Status ▾

Equals ▾

Approved (w/o Stipulation) ▾

✕ Approval Date ▾

This Year ▾

✕ Expiration Date ▾

Greater Than ▾


01/01/2020

+ Add Filter

🔍 Search

📄 Export

🏠 Recall filters



You can also **Export** the report to a .CSV, **Recall Filters**, or **Save Filters** for later.

The screenshot displays the 'Protocol Search Filters' window. It features a header bar with the title 'Protocol Search Filters'. Below the header, there is a section titled 'Filters' containing three filter criteria, each with a blue 'x' icon for removal:

- Status**: Set to 'Equals' with the value 'Approved (w/o Stipulation)'.
- Approval Date**: Set to 'This Year'.
- Expiration Date**: Set to 'Greater Than' with the date '01/01/2020'.

At the bottom of the window, there is a toolbar with the following buttons:

- + Add Filter**
- Search** (with a magnifying glass icon)
- Export** (with a document icon)
- Recall filters** (with a folder icon)
- Save Filters** (with a save icon)

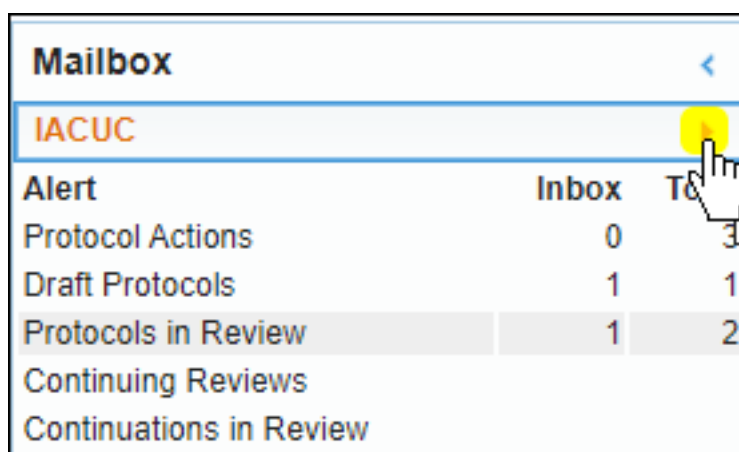
The 'Export', 'Recall filters', and 'Save Filters' buttons are highlighted by a blue rectangular box.

## Running Reports

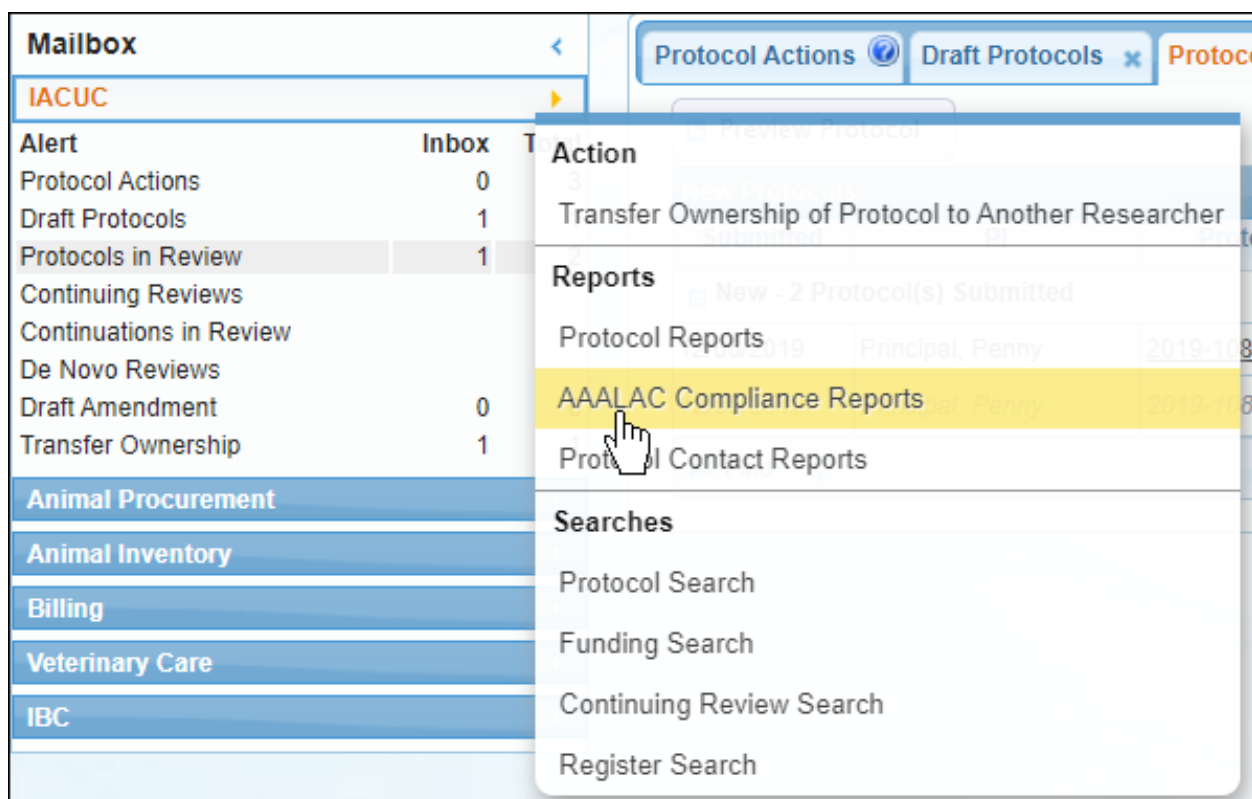
At some point, you may need to run reports in Cayuse IACUC. You can run three different kinds of reports:

- Protocol Reports
- AAALAC Reports
- Protocol Contact Reports

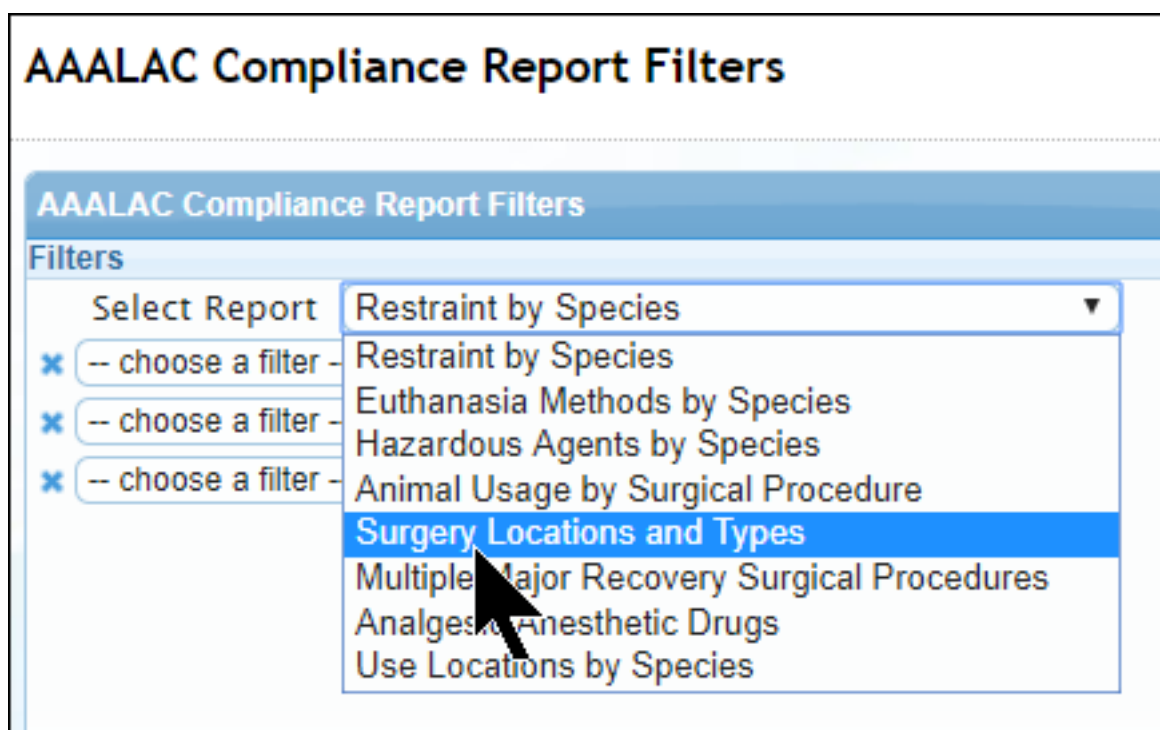
1. Click the arrow next to the IACUC header in the left-hand menu.



2. Click on the type of report you wish to run.



- On the Protocol Reports Filters page, select the type of report you wish to run.



4. Select any filters by which you wish to limit the report. If you need to add additional filters, click **Add Filter**.

**AAALAC Compliance Report Filters**

**Filters**

Select Report **Surgery Locations and Types**

✕ Approval Date ▼ Greater Than ▼ 12/01/2019

✕ Research Type ▼ Contains ▼ Research

✕ Species Group ▼ Equals ▼ Rodent

+ Add Filter Run Report Export Recall filters Save Filters

Add Filter

5. When you've chosen your filters, click **Run Report**. The report will populate in a new window.

**AAALAC Compliance Report Filters**

**Filters**

Select Report **Surgery Locations and Types**

✕ Approval Date ▼ Greater Than ▼ 12/01/2019

✕ Research Type ▼ Contains ▼ Research

✕ Species Group ▼ Equals ▼ Rodent

+ Add Filter Run Report Export Recall filters

Search

You can also **Export** the report to a .CSV, **Recall Filters**, or **Save Filters** for later.

**AAALAC Compliance Report Filters**

**Filters**

Select Report Surgery Locations and Types

✕

Approval Date

▼

Greater Than

▼

12/01/2019

✕

Research Type

▼

Contains

▼

Research

✕

Species Group

▼

Equals

▼

Rodent

▼

+ Add Filter

Run Report

Export

Recall filters

Save Filters