



# CAYUSE IACUC - IACUC RESEARCHER MANUAL

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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**.

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

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    U of PNW

Home Page

## Completing Your Table of Contents Options

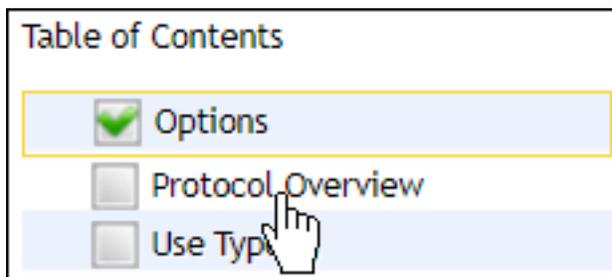
After you create your protocol, you will be directed to an Options page.

Choose Options

Federal/Foundation funded?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Internally funded?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Private/Commercially funded?	<input type="checkbox"/>	<input type="checkbox"/>
Other funding source?	<input type="checkbox"/>	<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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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.

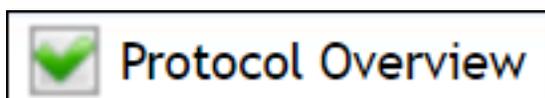
The following sections explain the types of questions you may be asked within your protocol.

### 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



The image shows a rich text editor toolbar with various icons for text formatting and editing. The icons include undo, redo, bold, italic, underline, text color, background color, font family, font size, paragraph style, bulleted list, numbered list, link, unlink, insert image, link icon, unlink icon, print, search, and a checkmark icon.

### 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)

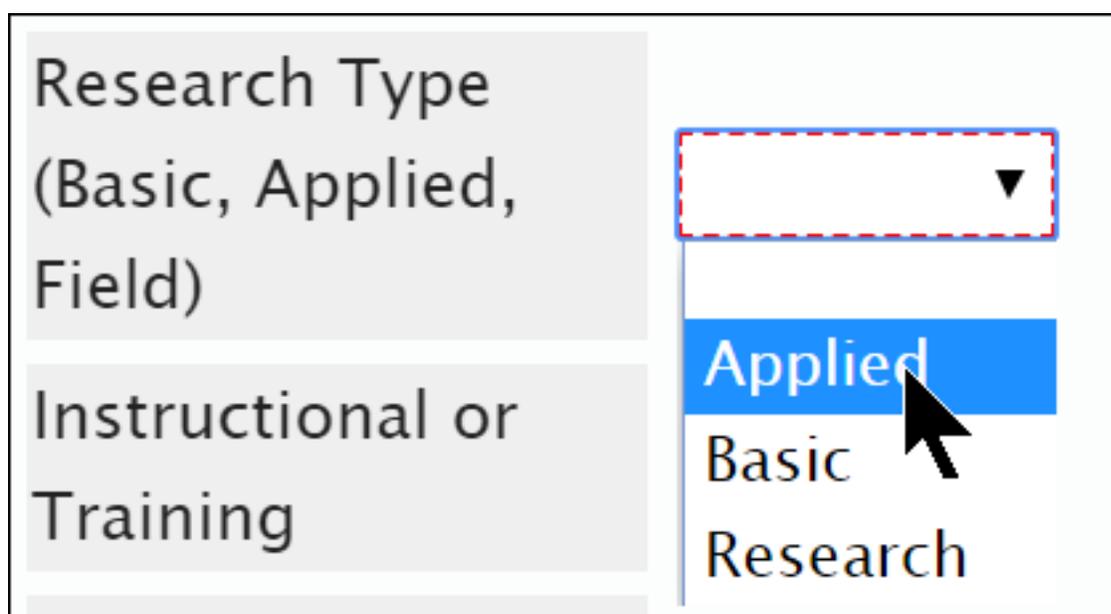
Instructional or Training

▼

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.



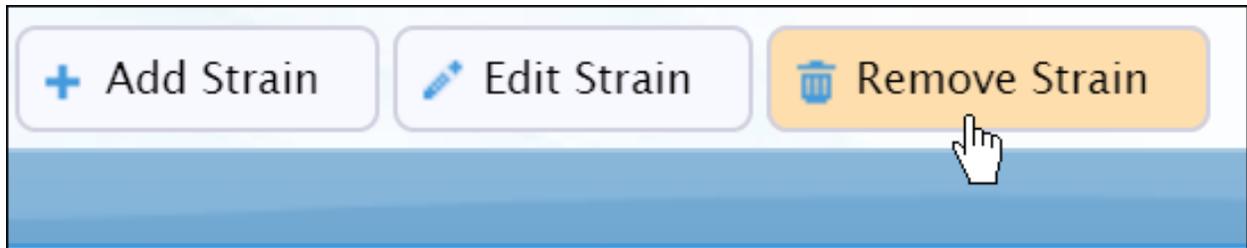
#### Edit

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

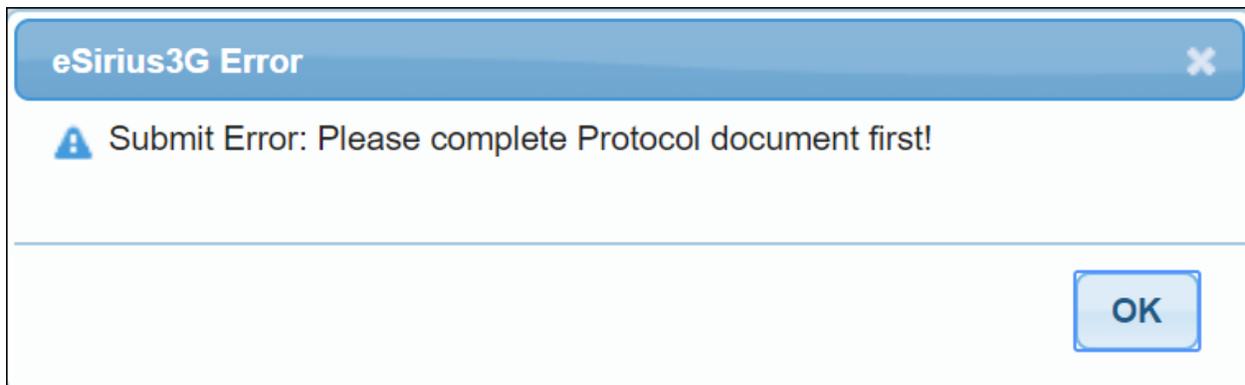
You can delete or remove an item from a list by clicking on the item, and then clicking **Remove**.



## 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

- Options
- Protocol Overview
- Use Type(s)
- ▶ Guinea Pig
- Personnel
- Databases Searched
- Endpoints
- Submit Protocol**
- Attachments

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	<b>New Protocols</b>		
Draft Protocols	1	1	<b>Submitted</b>	<b>PI</b>	<b>Protocol #</b>
<b>Protocols in Review</b>	<b>0</b>	<b>1</b>	<b>New - 1 Protocol(s) Submitted</b>		
Continuing Reviews			12/05/2019	Principal, Penny	2019-1086
Continuations in Review					
De Novo Reviews					
Draft Amendment	0	0			

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

<b>IACUC</b>			+ Start a New Protocol Application			Cop
<b>Alert</b>	<b>Inbox</b>	<b>Total</b>	<b>List of Approved Protocols</b>			
<b>Protocol Actions</b>	<b>0</b>	<b>3</b>	<b>PI</b>	<b>Protocol #</b>		
Draft Protocols	1	1	Principal, Penny	2019-1078		
Protocols in Review	0	1	Principal, Penny	2019-1080		
Continuing Reviews			Principal, Penny	2019-1085		
Continuations in Review						
De Novo Reviews						
Draft Amendment	0	0				

## 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
<input type="checkbox"/> <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

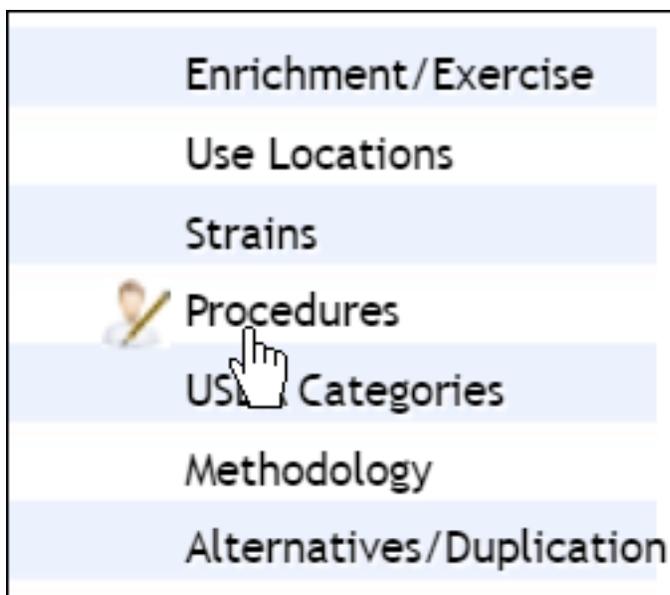
[Home](#)

[Sign Off](#)

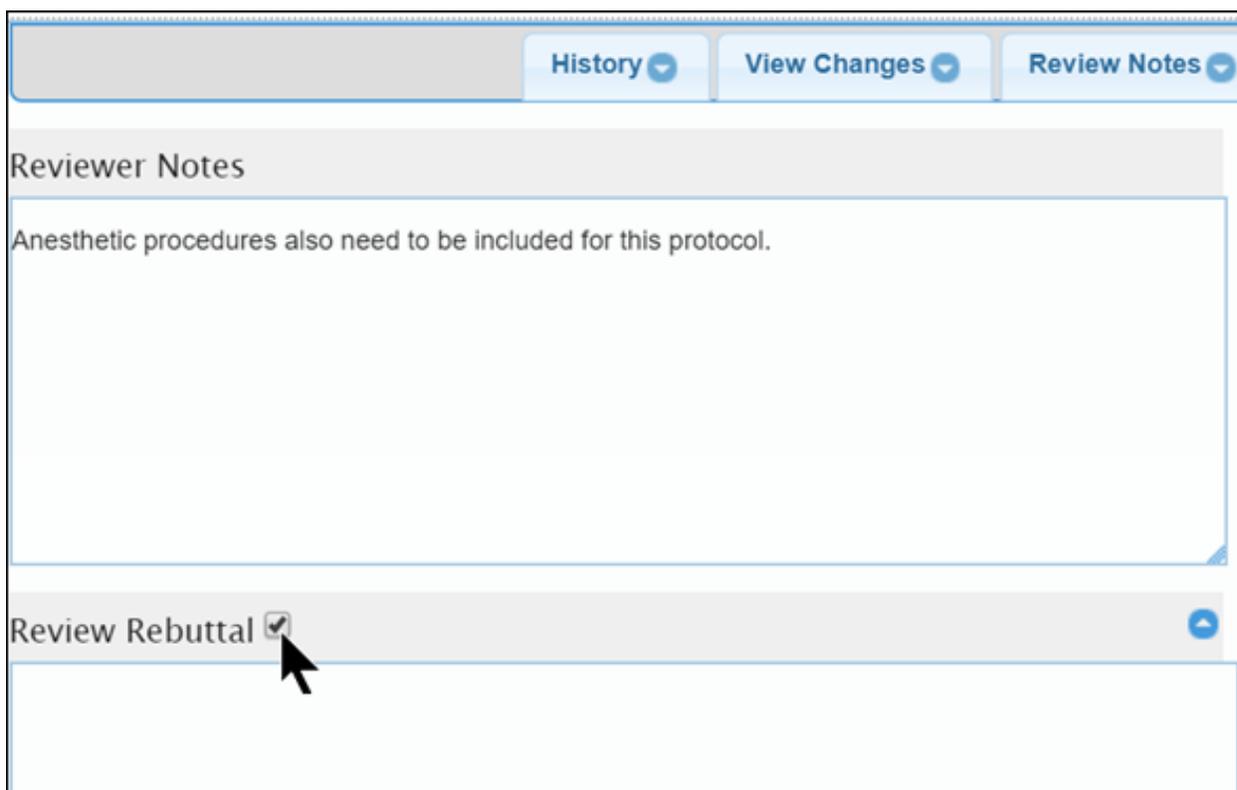


History 
View Changes 
Review Notes 

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.



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
Protocol Actions	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

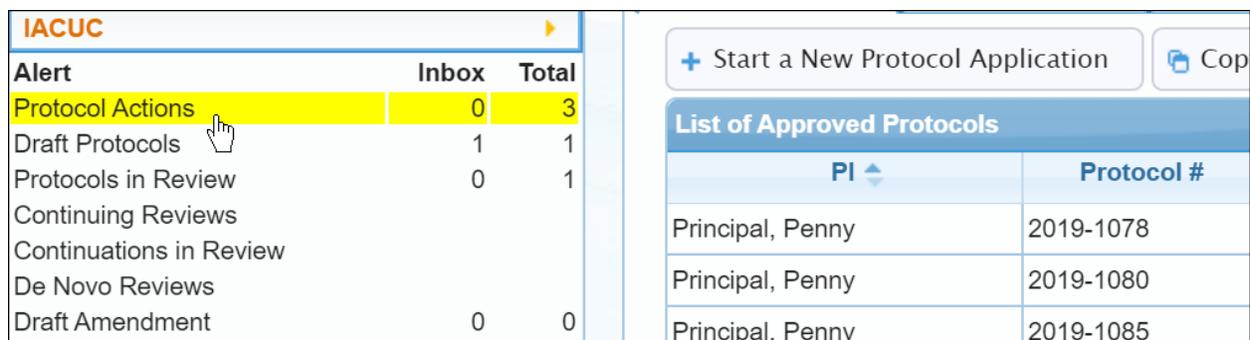
**List of Approved Protocols**

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.



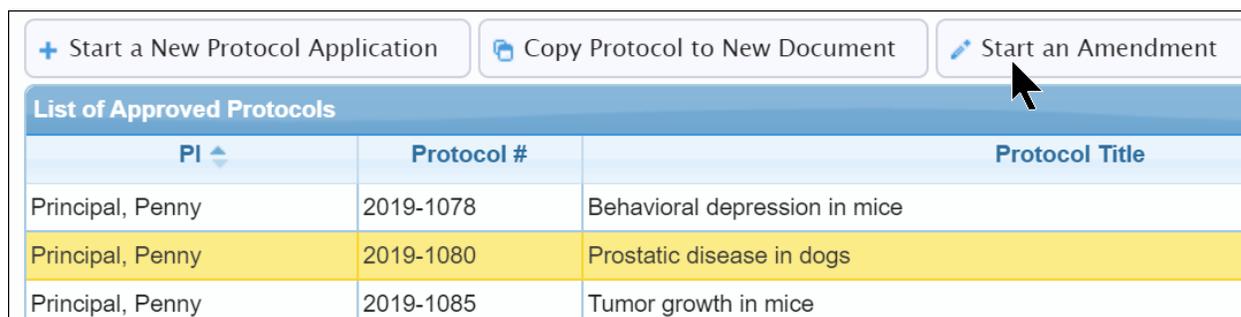
The screenshot shows the IACUC interface. On the left, there is a table with the following data:

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

On the right, there is a section titled "List of Approved Protocols" with a table:

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

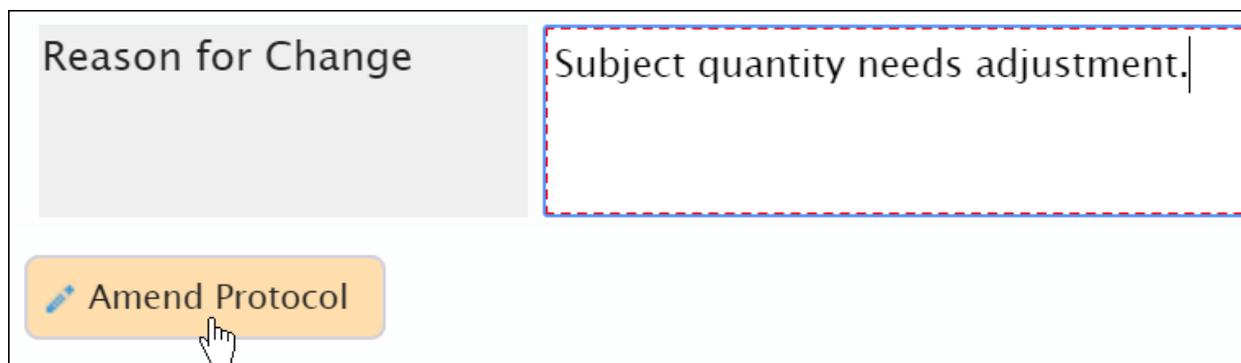
Click on the protocol you wish to amend, and then click **Start an Amendment**.



The screenshot shows the IACUC interface with the "List of Approved Protocols" table. The "Start an Amendment" button is highlighted with a mouse cursor. The table data is as follows:

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**.



The screenshot shows the "Reason for Change" form. The text "Subject quantity needs adjustment." is entered in the text area. The "Amend Protocol" button is highlighted with a mouse cursor.

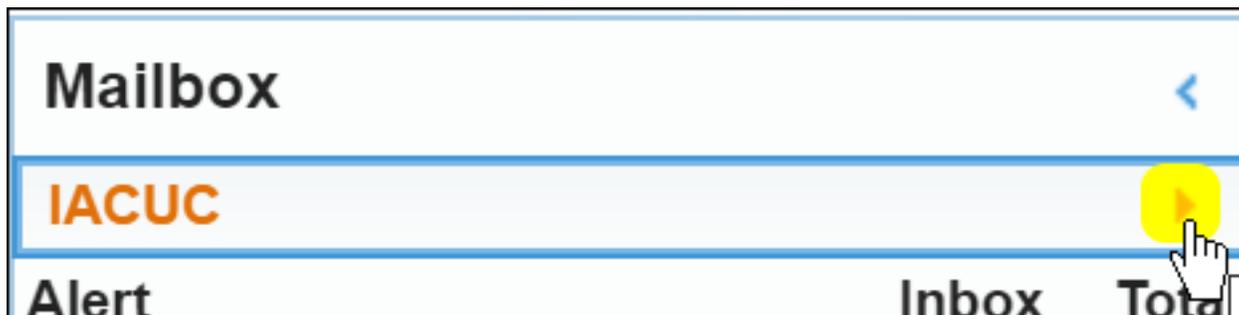
You will be redirected to the protocol draft. When you are finished with your amendment, you can re-submit your protocol.

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

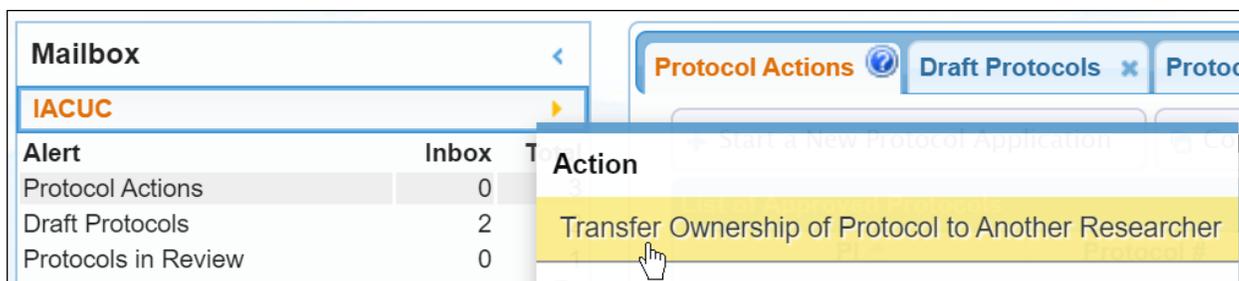
## Transferring a Protocol to Another Researcher

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**.

Finish Transfer Request  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
<b>Transfer Ownership</b>	<b>1</b>	<b>1</b>

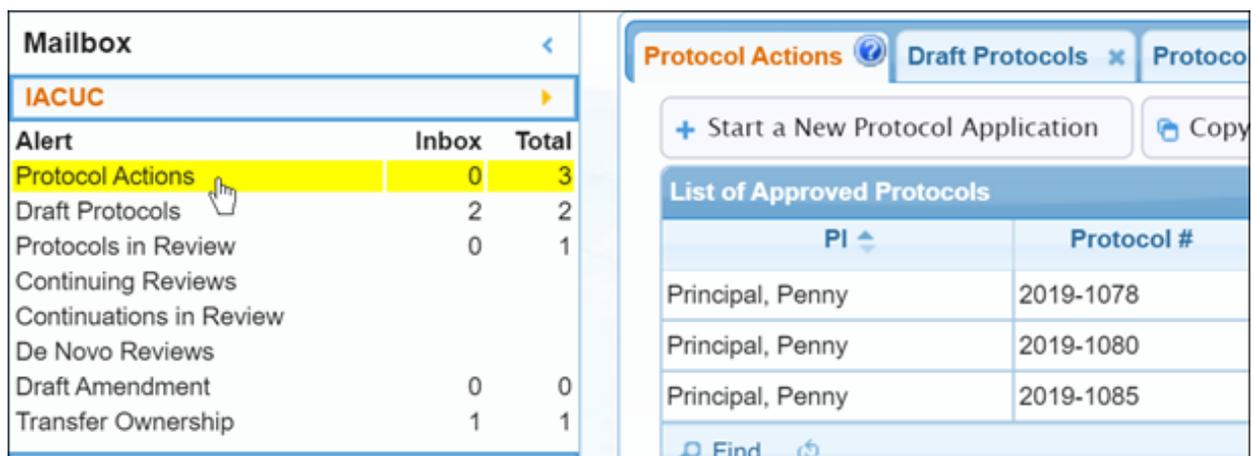
  

Transfer Ownership		
Protocol #	Version	Protocol Title
 <b>TO-0000001009 - 1 Transaction(s)</b>		
2019-1078	1	Behavioral depression in mice
 Find 		

## 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**.



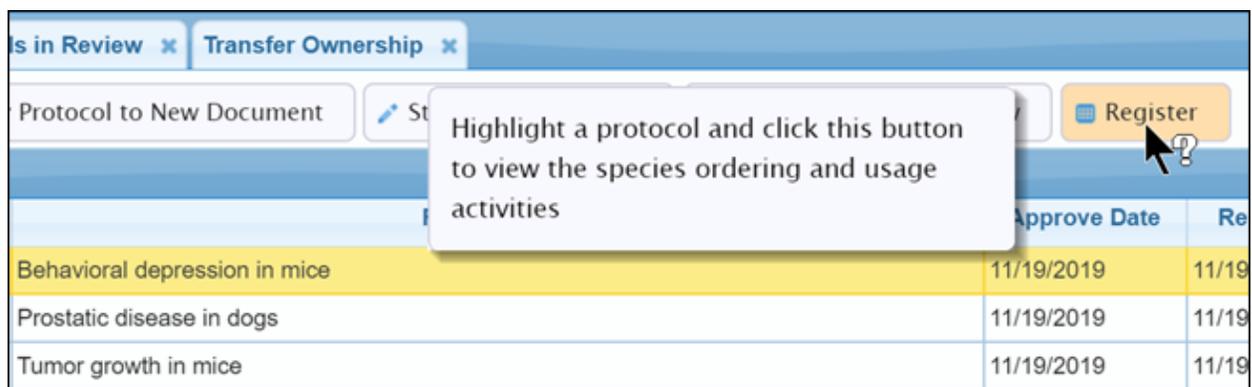
The screenshot shows the IACUC mailbox interface. On the left, a 'Mailbox' sidebar is visible with a list of menu items. The 'Protocol Actions' item is highlighted in yellow, and a mouse cursor is pointing at it. The main area shows the 'Protocol Actions' page with a 'List of Approved Protocols' table.

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

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 protocol registry interface. A tooltip is displayed over the 'Register' button, which is highlighted in orange. The tooltip text reads: 'Highlight a protocol and click this button to view the species ordering and usage activities'. Below the tooltip, a table lists protocols with their species and dates.

	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.

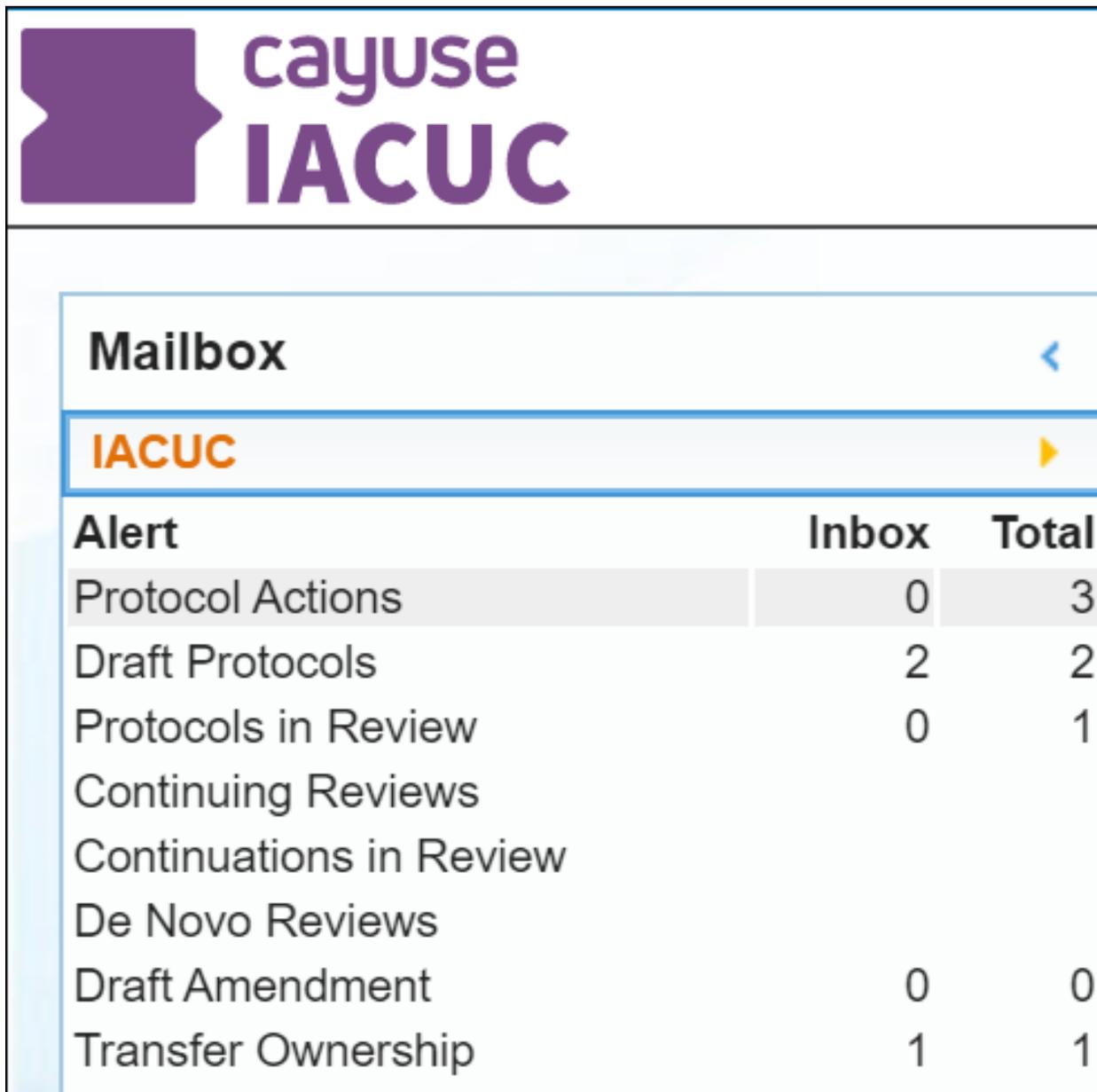
Register Summary					
Protocol Register Transactions					
PI	Protocol	Version	Approved	Expires	Species
Principal, Penny	2019-1078	1	11/19/2019	11/19/2022	Mouse
Principal, Penny	<u>2019-1078</u>	1	11/19/2019	11/19/2022	Mouse
Principal, Penny	<u>2019-1078</u>	1	11/19/2019	11/19/2022	Mouse
Principal, Penny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



The screenshot shows the Cayuse IACUC interface. At the top left is the Cayuse IACUC logo. Below it is a 'Mailbox' header with a left arrow. Underneath is a highlighted 'IACUC' section with a right arrow. The main content is a table with three columns: 'Alert', 'Inbox', and 'Total'.

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	2019-00001088	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

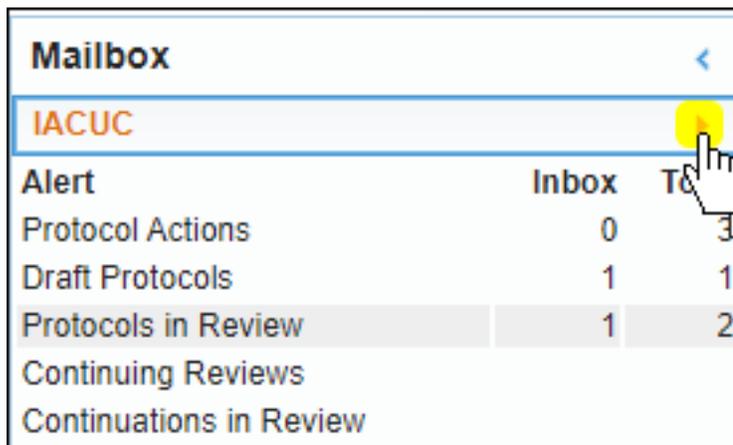
This alert shows all protocols where the transfer of ownership is pending.

## 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.

The screenshot displays a web application interface. On the left, a 'Mailbox' sidebar lists various categories: IACUC, Alert, Animal Procurement, Animal Inventory, Billing, Veterinary Care, and IBC. The 'Alert' section is expanded, showing a table with columns for the alert type and the number of items in the inbox. The 'IACUC' section is also expanded, showing a list of actions and reports. A dropdown menu is open over the 'IACUC' section, listing search options: Protocol Search, Fund Search, Continuing Review Search, and Register Search. The 'Protocol Search' option is highlighted in yellow, and a mouse cursor is pointing at it. The background shows a table of protocol actions and reports.

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

Action	Reports
Transfer Ownership of Protocol to Another Researcher	
	New - 2 Protocol(s) Submitted
	Protocol Reports
	AAALAC Compliance Reports
	Protocol Contact Reports

**Searches**

- Protocol Search
- Fund Search
- Continuing Review Search
- Register Search

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 a web interface titled "Protocol Search Filters". Under the "Filters" section, three criteria are applied:

- Status: Equals Approved (w/o Stipulation)
- Approval Date: This Year
- Expiration Date: Greater Than 01/01/2020

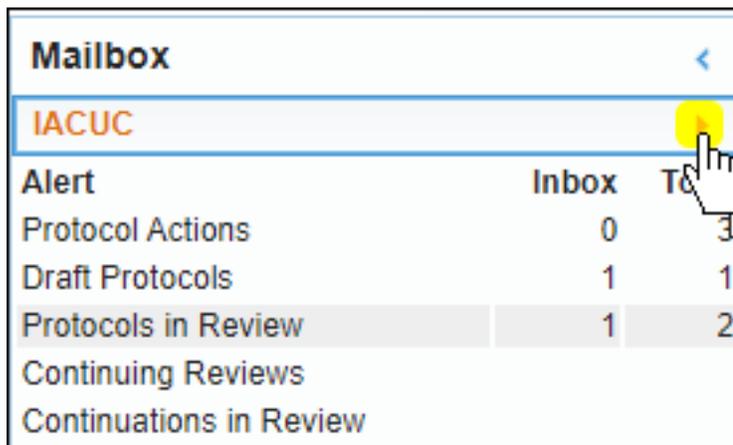
At the bottom of the interface, there are several action buttons: "+ Add Filter", "Search", "Export", "Recall filters", and "Save Filters". The "Export", "Recall filters", and "Save Filters" buttons are highlighted with a blue rectangular box.

## 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.



Mailbox		
IACUC		
Alert	Inbox	To
Protocol Actions	0	3
Draft Protocols	1	1
Protocols in Review	1	2
Continuing Reviews		
Continuations in Review		

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

The screenshot shows a web application interface. On the left, there is a 'Mailbox' section with a list of categories and their corresponding counts in the 'Inbox' column:

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

Below the mailbox list are several menu items: Animal Procurement, Animal Inventory, Billing, Veterinary Care, and IBC. A dropdown menu is open, showing the following sections:

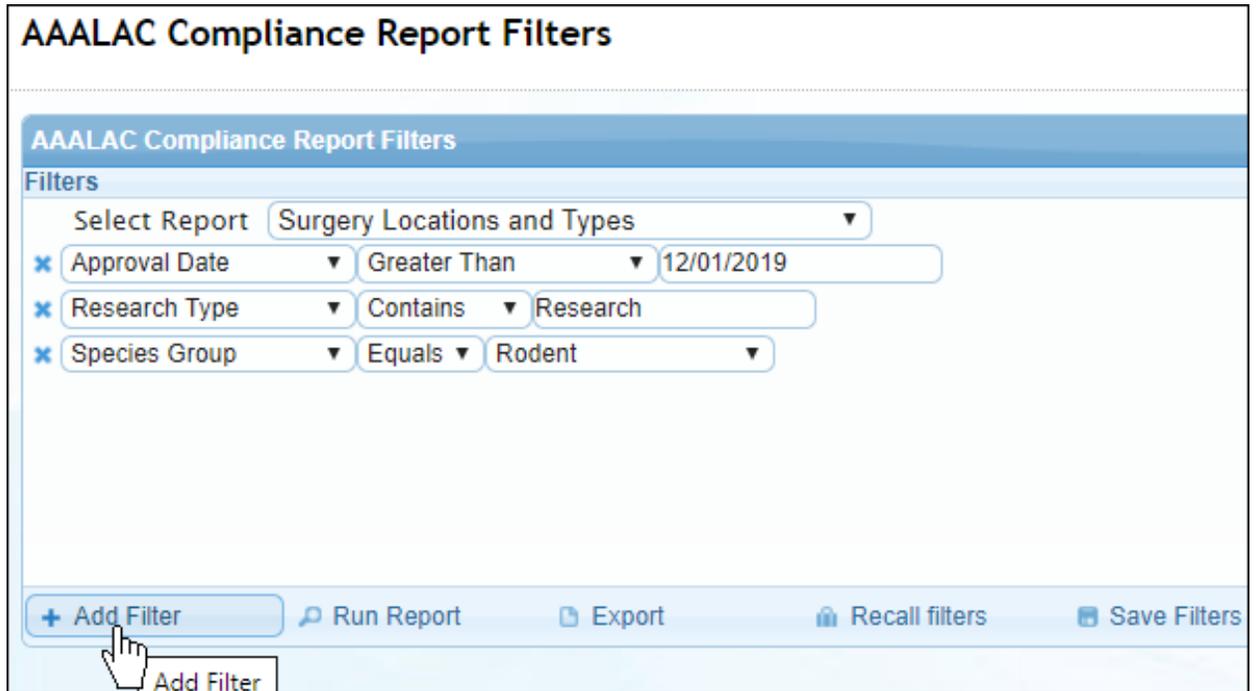
- Action**
  - Transfer Ownership of Protocol to Another Researcher
- Reports**
  - Protocol Reports
  - AAALAC Compliance Reports** (highlighted)
  - Protocol Contact Reports
- Searches**
  - Protocol Search
  - Funding Search
  - Continuing Review Search
  - Register Search

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

The screenshot shows the 'AAALAC Compliance Report Filters' page. The title is 'AAALAC Compliance Report Filters'. Below the title, there is a section labeled 'Filters' with three filter slots, each with a red 'x' icon and the text '-- choose a filter'. A dropdown menu is open, showing the following options:

- Restraint by Species
- Restraint by Species
- Euthanasia Methods by Species
- Hazardous Agents by Species
- Animal Usage by Surgical Procedure
- Surgery Locations and Types** (highlighted)
- Multiple Major Recovery Surgical Procedures
- Analgesic/Anesthetic Drugs
- Use Locations by Species

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

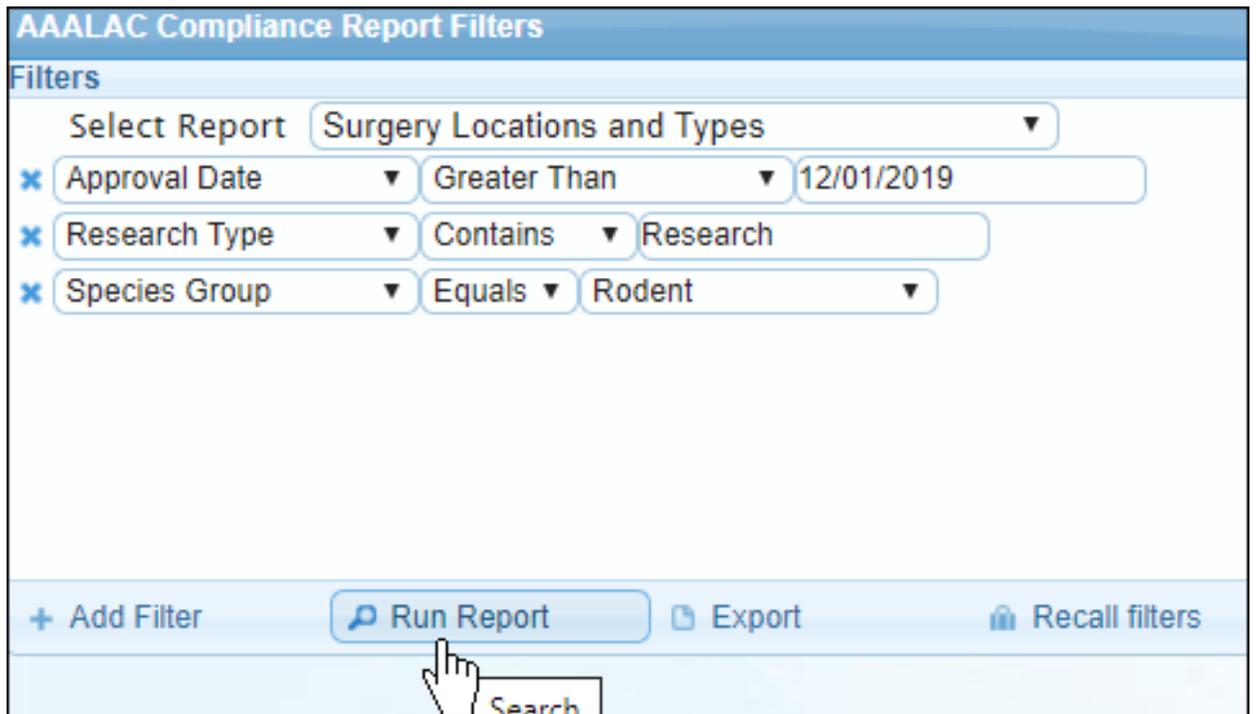


The screenshot shows the "AAALAC Compliance Report Filters" interface. At the top, there is a header "AAALAC Compliance Report Filters" and a sub-header "Filters". Below the sub-header, there is a "Select Report" dropdown menu set to "Surgery Locations and Types". There are three filter rows, each with a blue 'x' icon on the left:

- Approval Date: Greater Than 12/01/2019
- Research Type: Contains Research
- Species Group: Equals Rodent

At the bottom of the interface, there is a toolbar with several buttons: "+ Add Filter", "Run Report", "Export", "Recall filters", and "Save Filters". A mouse cursor is pointing at the "+ Add Filter" button, and a tooltip labeled "Add Filter" is visible below it.

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



This screenshot shows the same "AAALAC Compliance Report Filters" interface as the previous one. The filter settings are identical: "Surgery Locations and Types" for the report, and filters for "Approval Date" (Greater Than 12/01/2019), "Research Type" (Contains Research), and "Species Group" (Equals Rodent). In this view, the mouse cursor is pointing at the "Run Report" button in the toolbar, and a tooltip labeled "Search" is visible below it.

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

### AAALAC Compliance Report Filters

Filters

Select Report

Approval Date

Research Type

Species Group

[+ Add Filter](#) [Run Report](#) [Export](#) [Recall filters](#) [Save Filters](#)