CAYUSE IACUC - IACUC RESEARCHER MANUAL

CAYUSE IACUC

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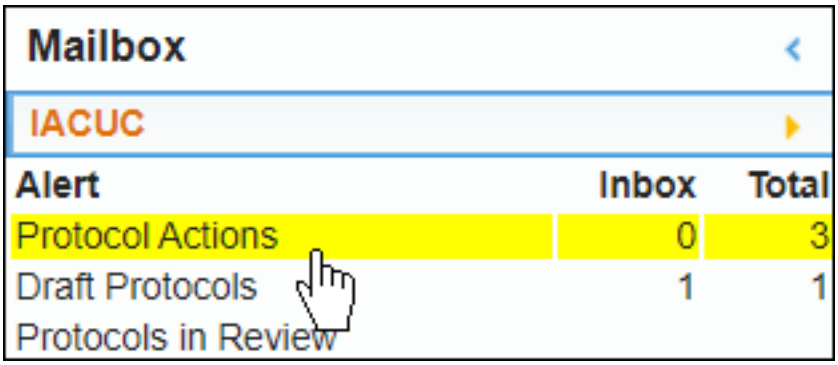
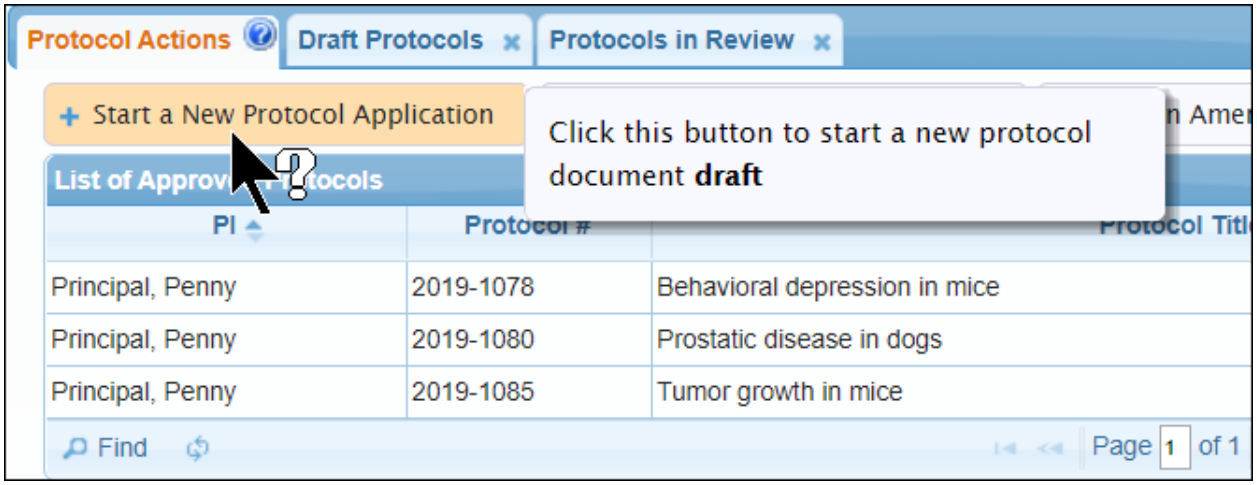
Starting your Protocol

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

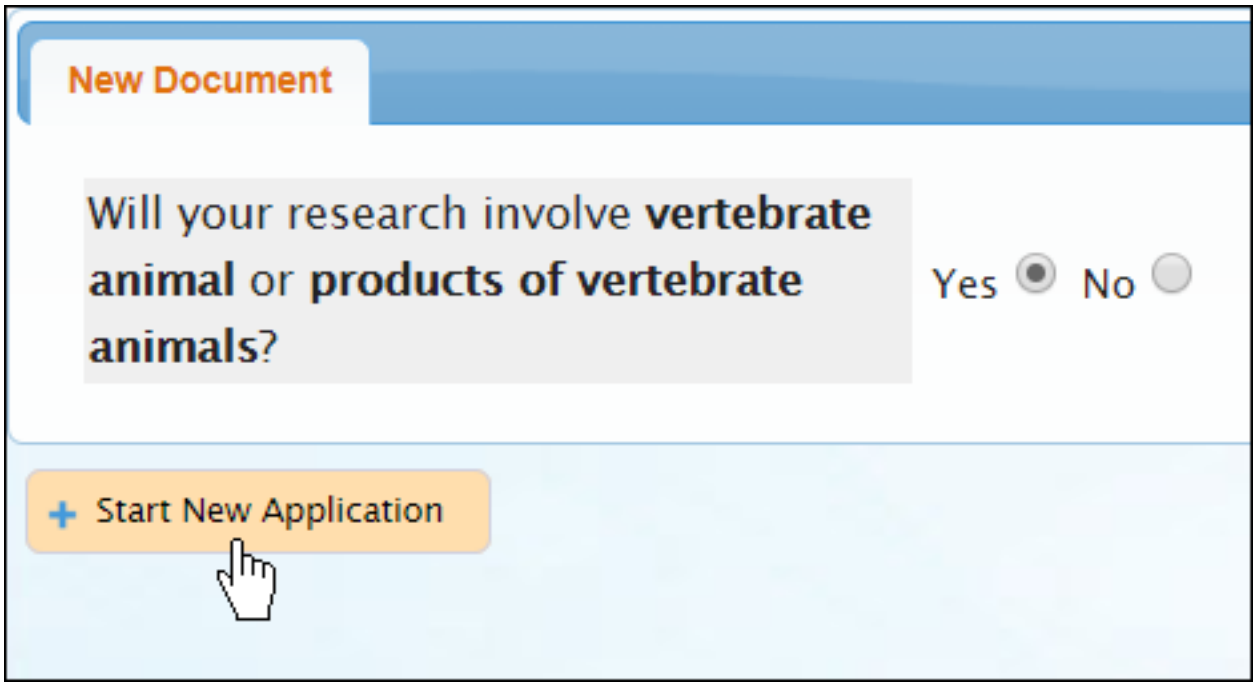


1. Beneath Protocol Actions, click **Start a New Protocol Application**.

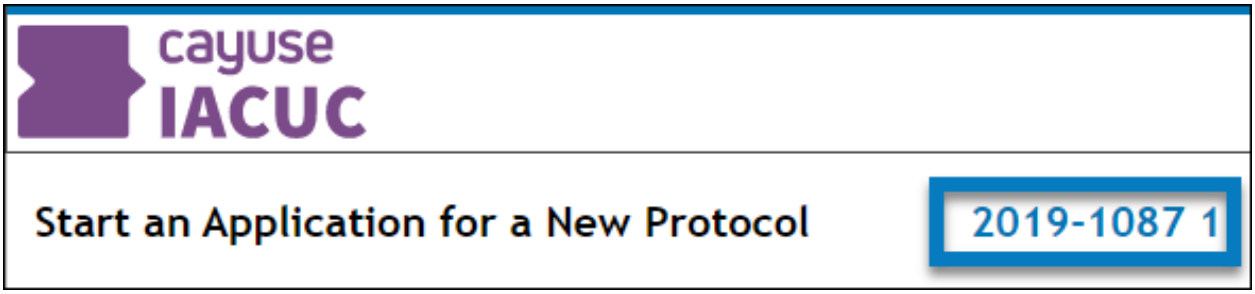


2. On the new page, click **Yes** next to **Will your research involve vertebrate animals or products of vertebrate animals?** Clicking **No** will take you back to the homepage.

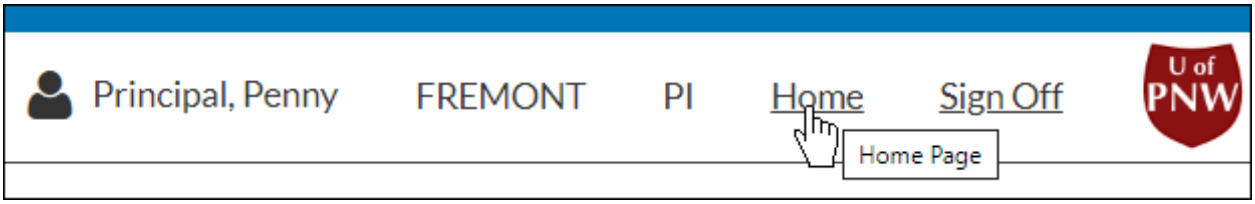
3. Click **Start New Application**.



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.

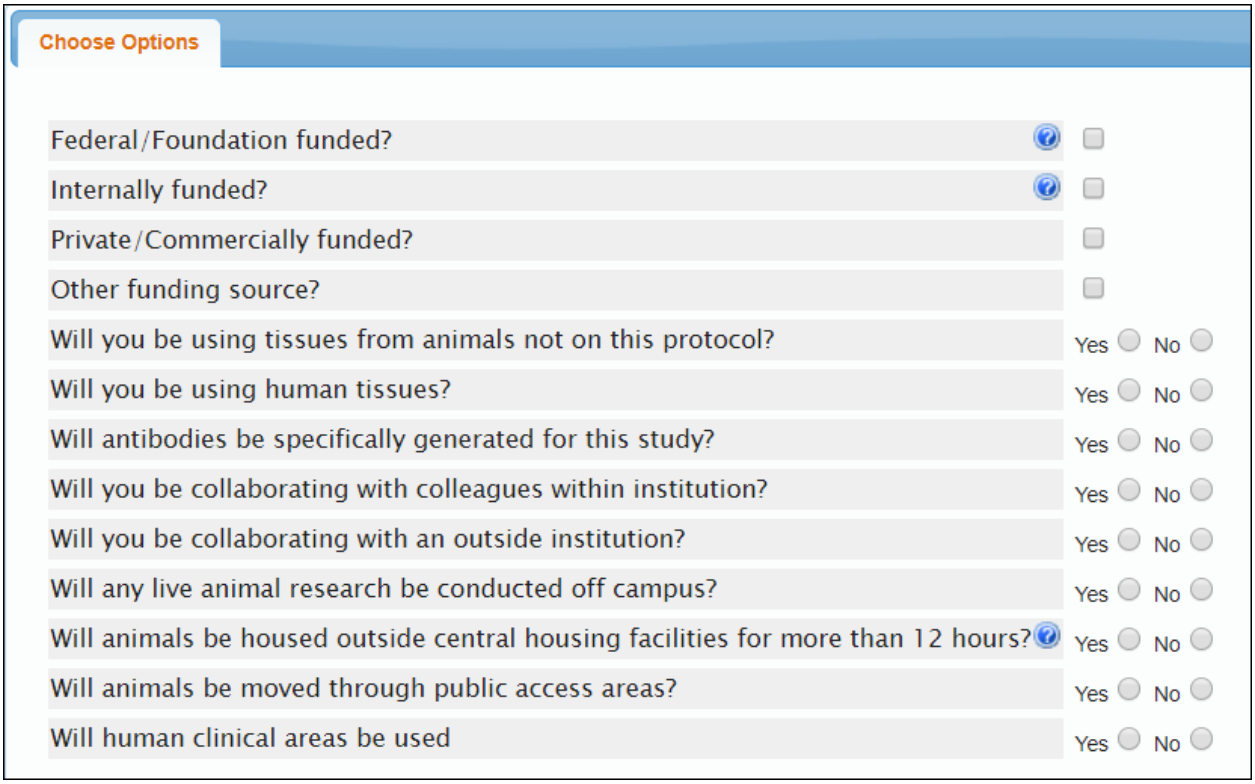


Please Note: You can exit the protocol document at any time and continue working on it later by clicking **Home** in the top right-hand corner. The Protocol will be saved in the Draft Protocols tab.



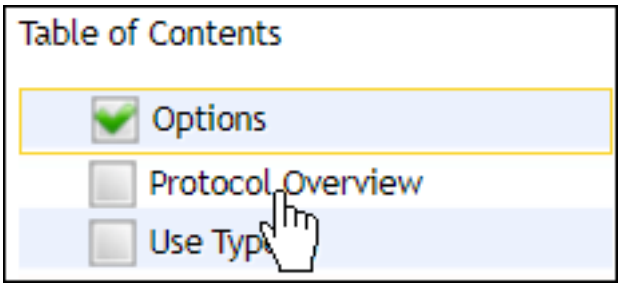
Completing Your Table of Contents Options

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

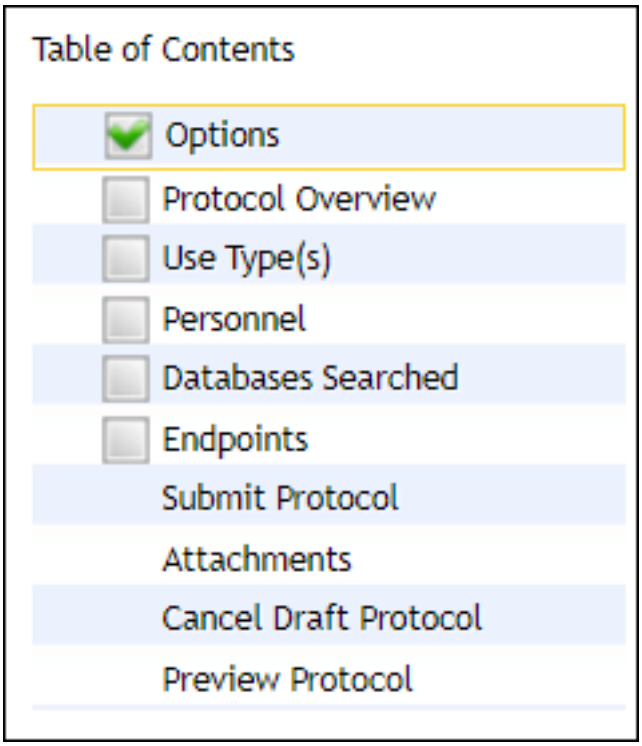


The Options section is the first section in the protocol's Table of Contents. When you click **Save**, the selections made in the Options page determine which sections are added to the Table of Contents.

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.



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

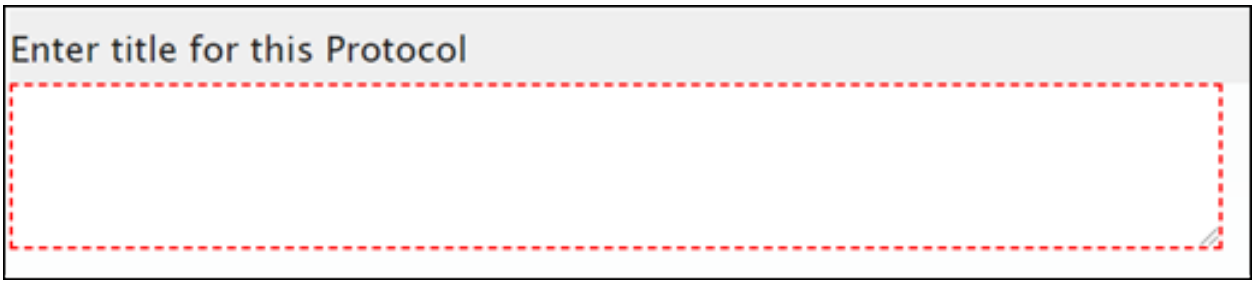
Once you've completed all of your options for your table of contents, you can begin filling out your protocol.

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.

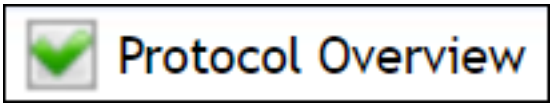
The following sections explain the types of questions you may be asked within your protocol.

Required Questions

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

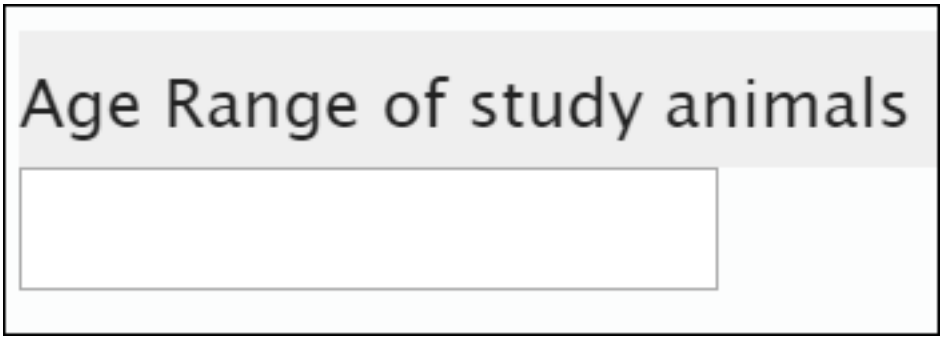


If all required questions are answered within a section, agreen checkmark will appear next to the section within the table of contents.

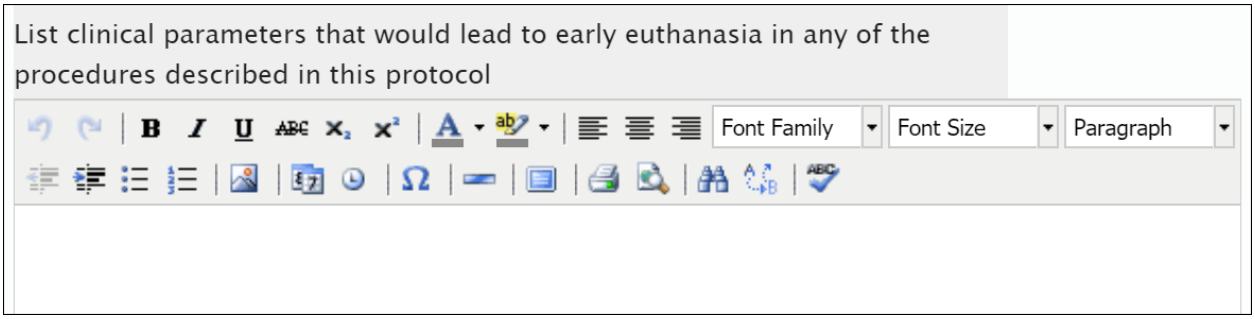


Text Fields

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

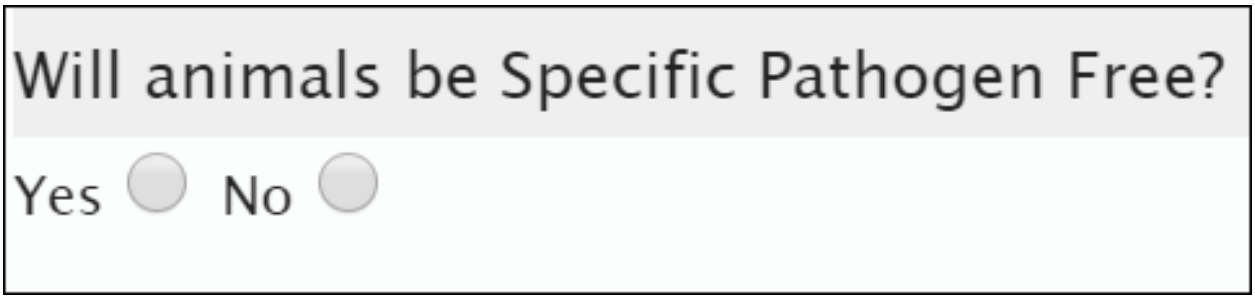


If the text field has a toolbox, then you will be able to input rich text, such as bolded or italicized text, custom alignment, or bullet points.



Radio Buttons

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



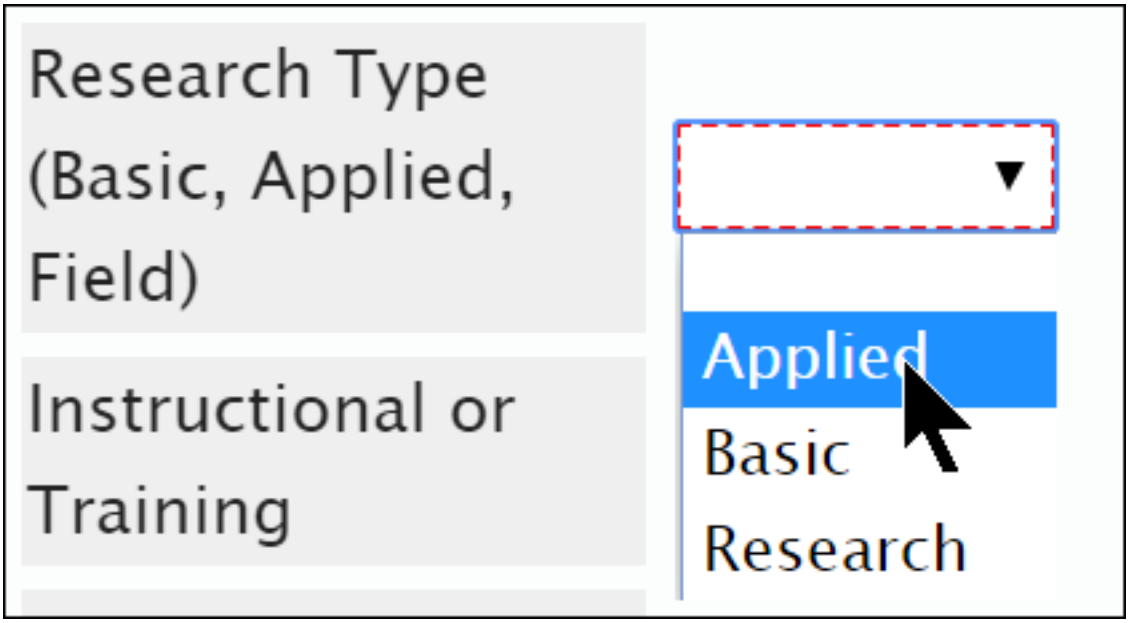
Check Boxes

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

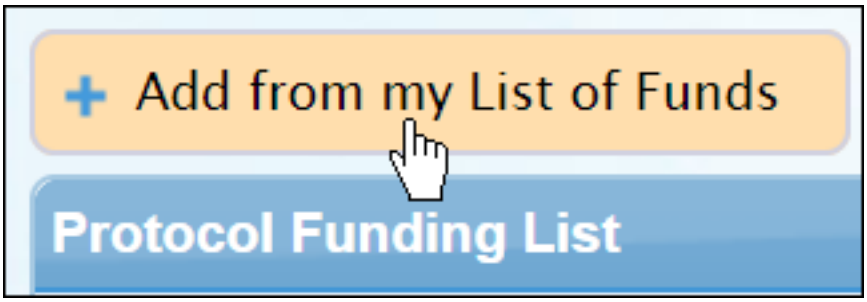
Non-Surgical Procedures		
	Procedure Code	Procedure Name
☐	Addiction	Addiction WIthdrawl
☐	Anesthetic	Imaging
☐	Anesthetic	Wound Repair
☐	Biopsy	Punch Biopsy
☐	Biopsy	Skin Biopsy
☐	Clipping	Ear Clipping

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.



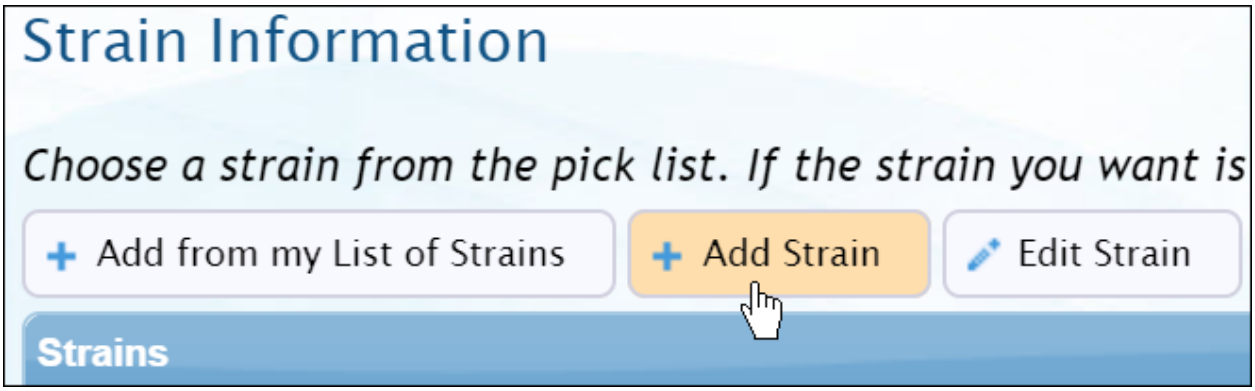
Add From List



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.

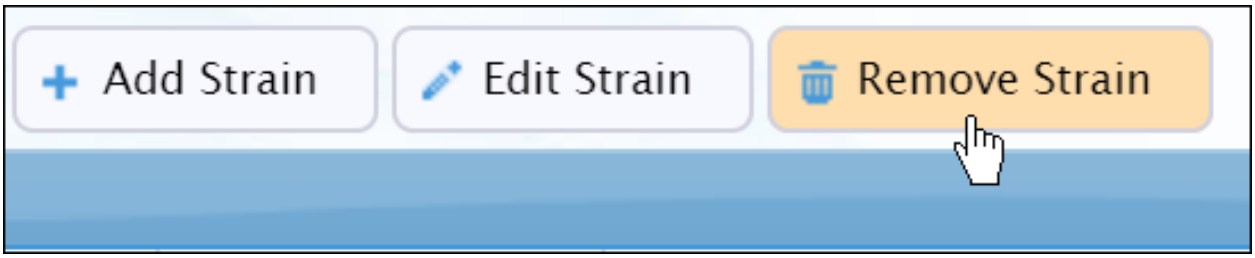


Edit

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

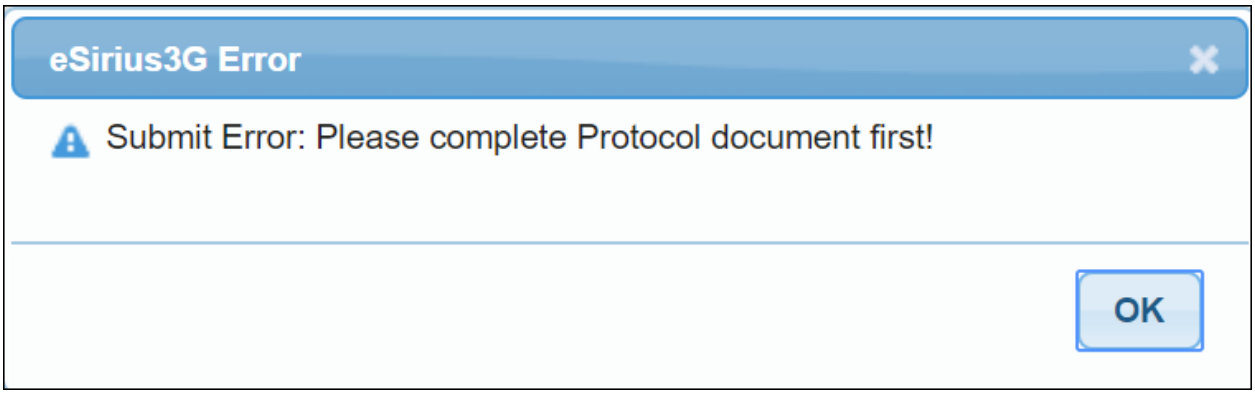
You can delete or remove an item from a list by clicking on the item, and then clicking **Remove**.



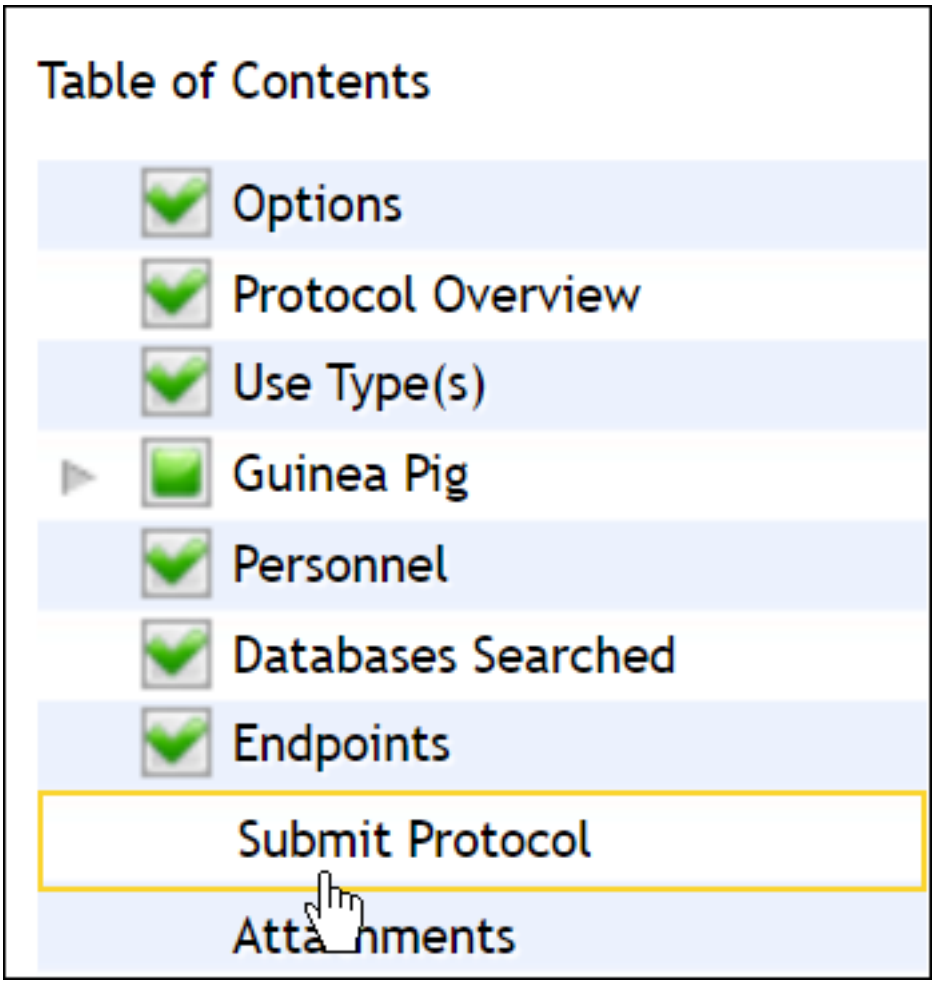
Submitting Your Protocol

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

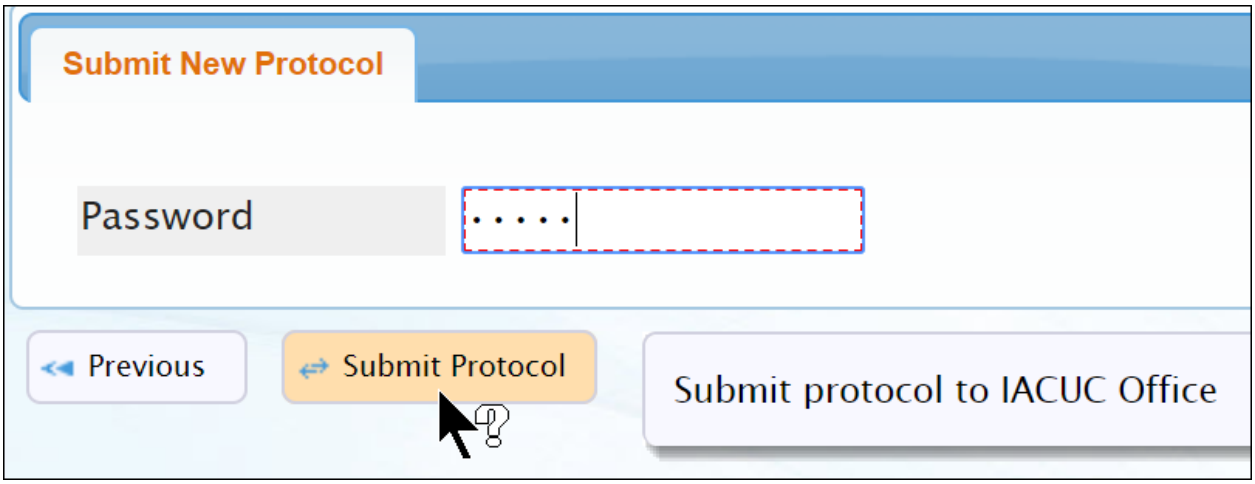
If a section is missing a green checkmark, it means that you still need to answer a required question. If you try submitting without answering all the required questions, you will see this message:



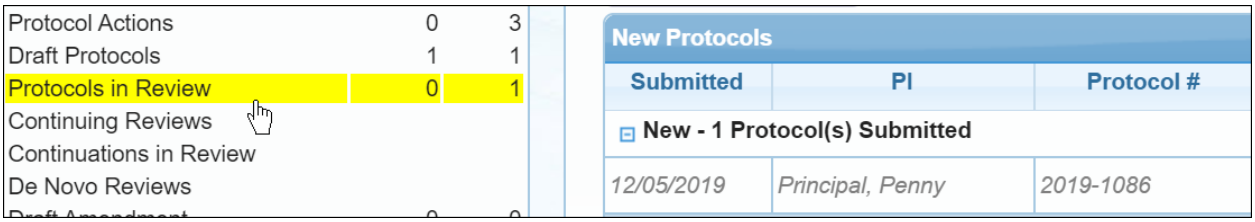
To submit your protocol, click on **Submit Protocol** within your table of contents.



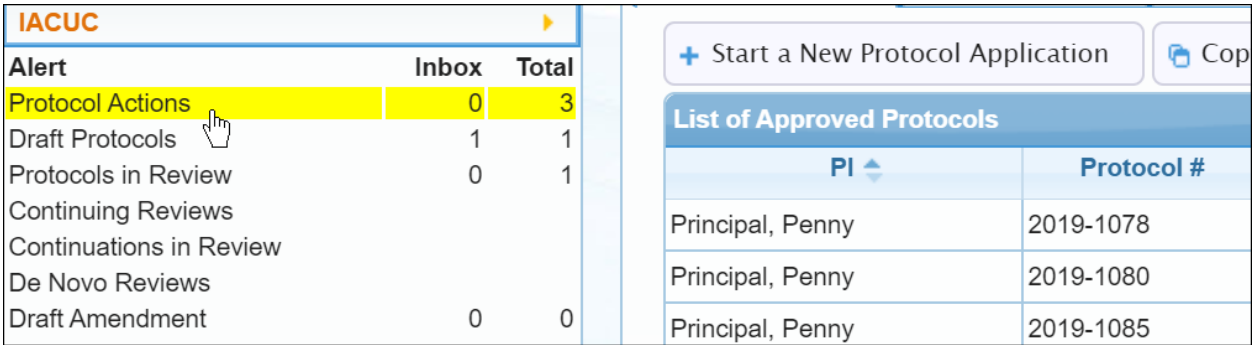
Type your password, and then click **Submit**.



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.

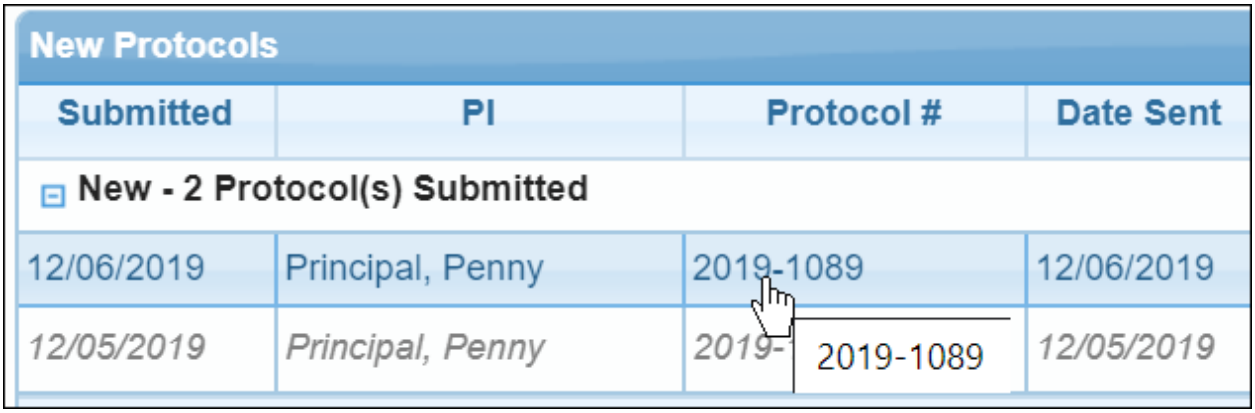


When your protocol has been reviewed and approved, it will appear in your Protocol Actions inbox.

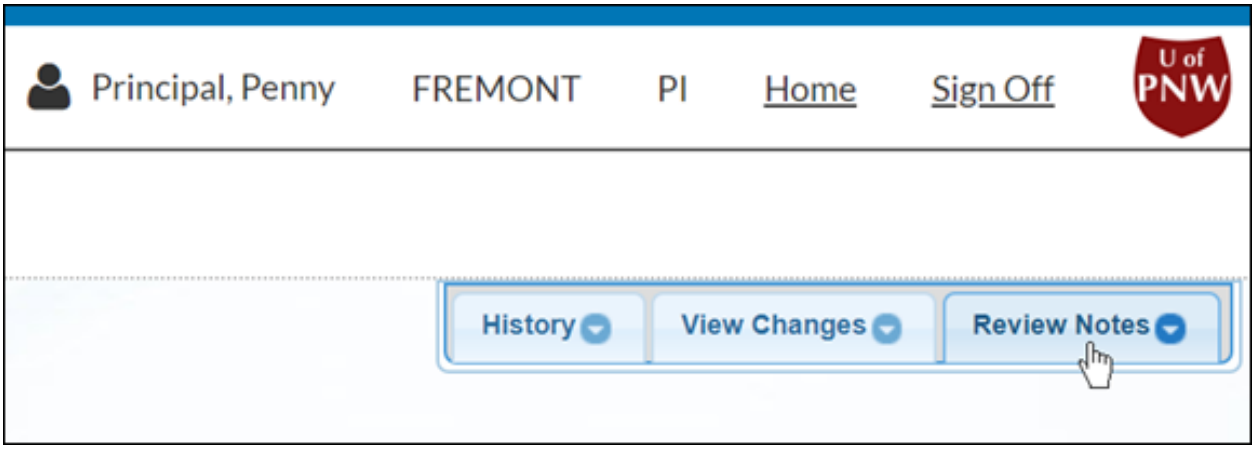


Revising Your Protocol

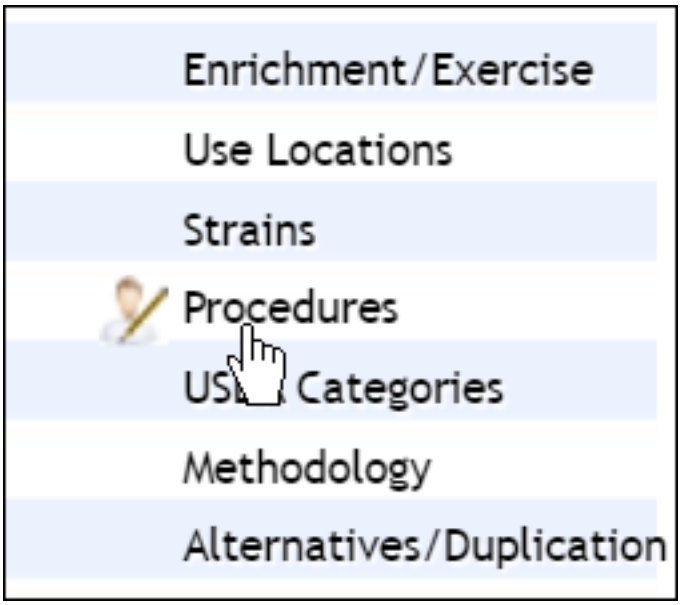
If a protocol is returned with recommendations from reviewers, the PI will receive an email notification. The PI can re-open the protocol by clicking on the protocol number within the email, or within Protocols in Review Alerts.



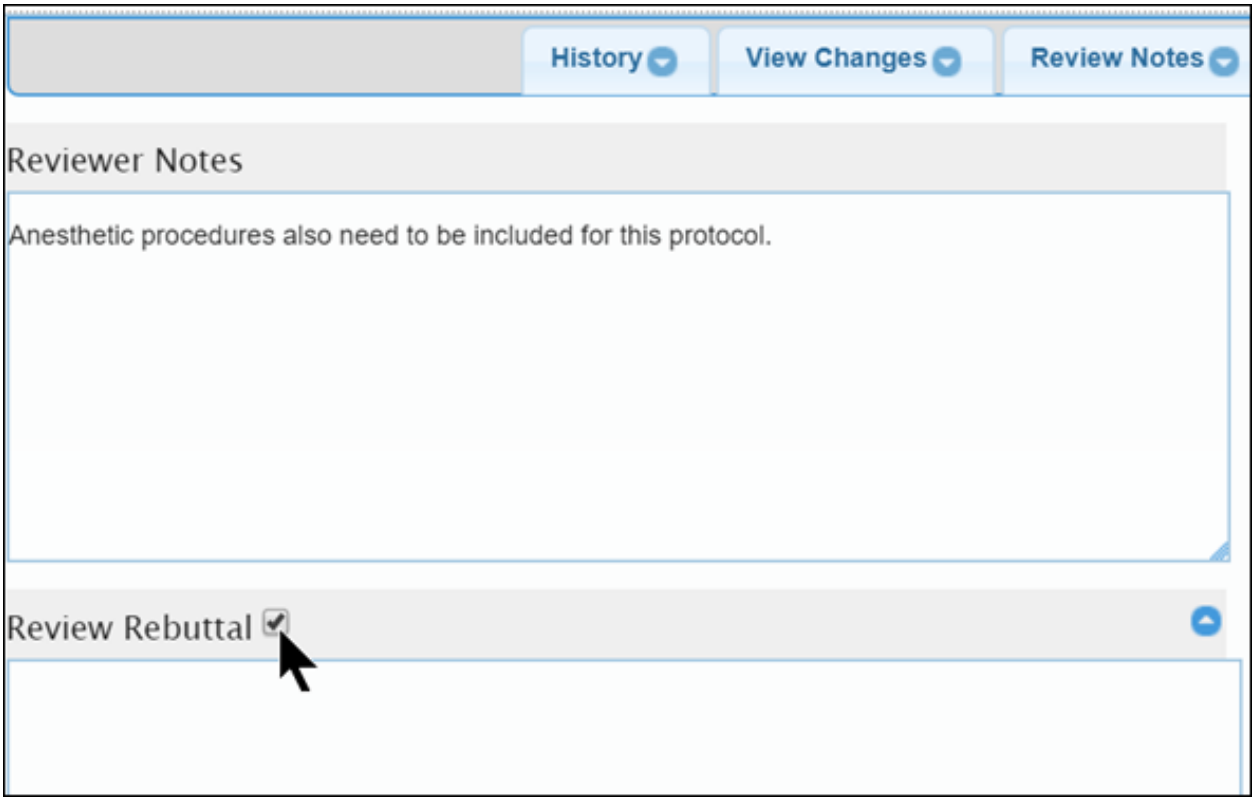
Within the protocol, the reviewer pane will be displayed on the right-hand side. Click on a tab to expand the pane.



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



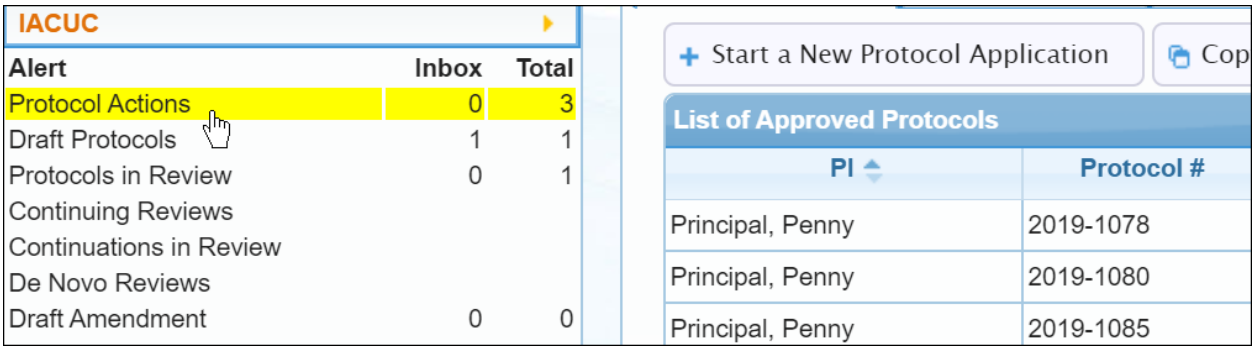
Within each section requiring review, you can make a revision to your protocol, respond to the reviewer with a rebuttal, or both. To make a rebuttal, click the checkbox next to **Review Rebuttal**, and type your response.



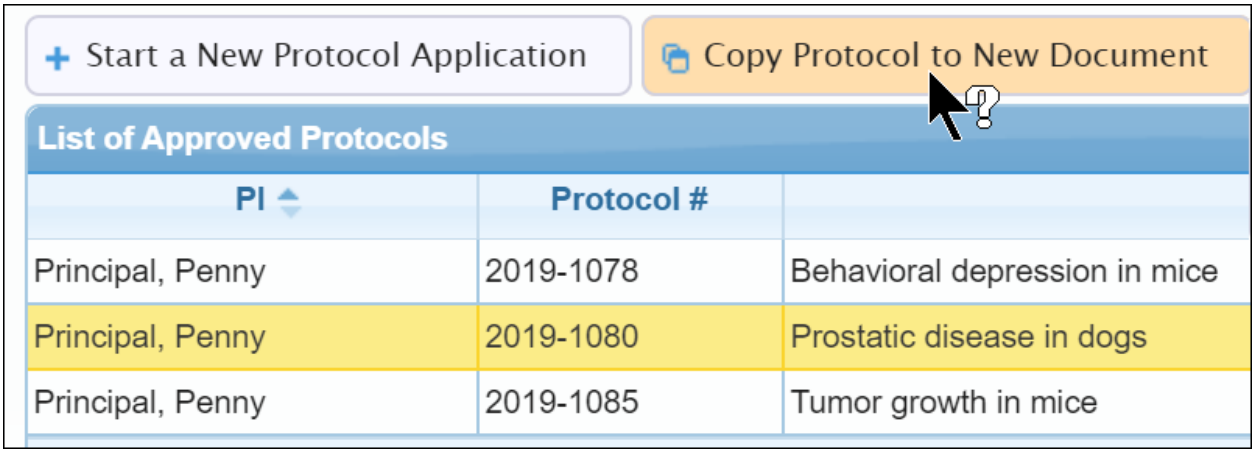
When you are finished revising your protocol, click **Submit Protocol**, type in your password, and click **Submit**.

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.



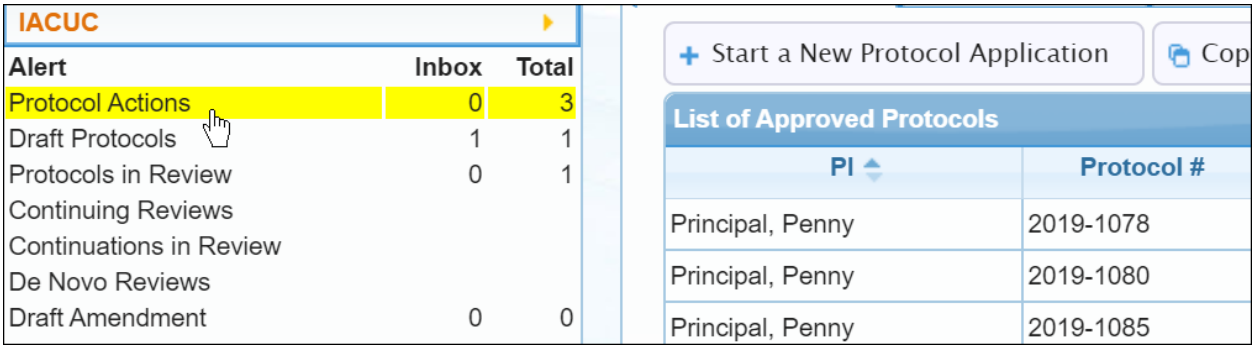
Click on the protocol you wish to copy, and then click **Copy Protocol to New Document**.



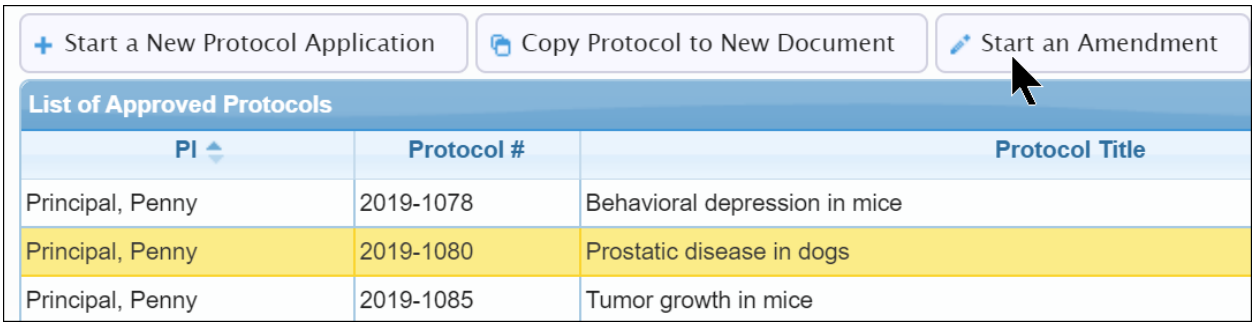
You will be directed to your new protocol application.

Amending a Protocol

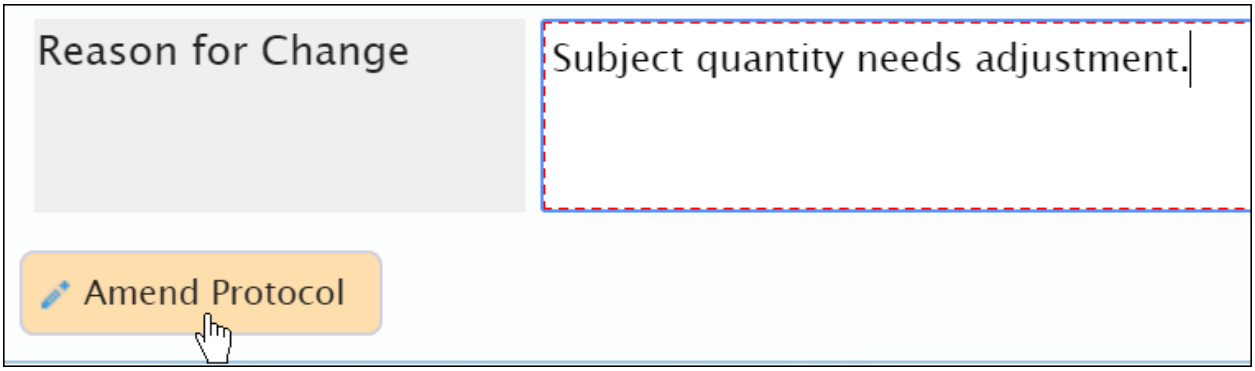
If you need to amend a protocol, you can do so from the Protocol Actions inbox.



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



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



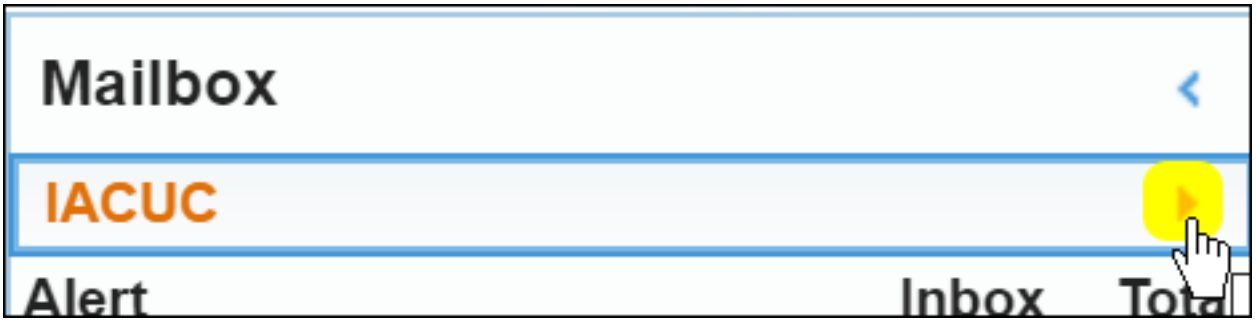
You will be redirected to the protocol draft. When you are finished with your amendment, you can re-submit your protocol.

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

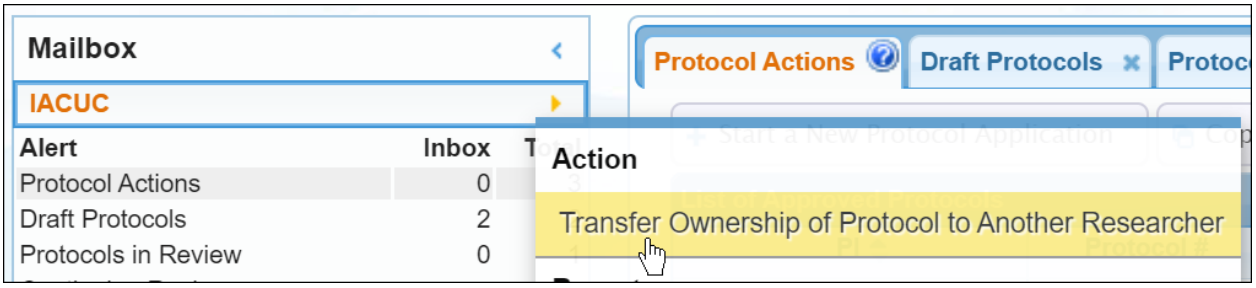
Transferring a Protocol to Another Researcher

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

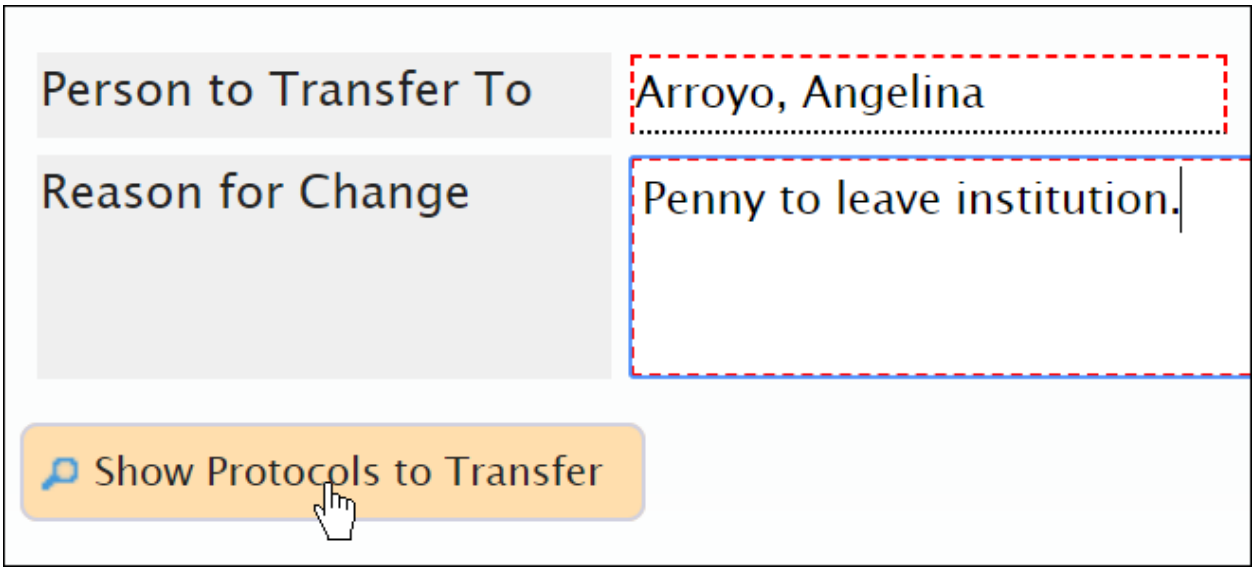
1. Click on the arrow next to IACUC in the left-hand inbox menu.



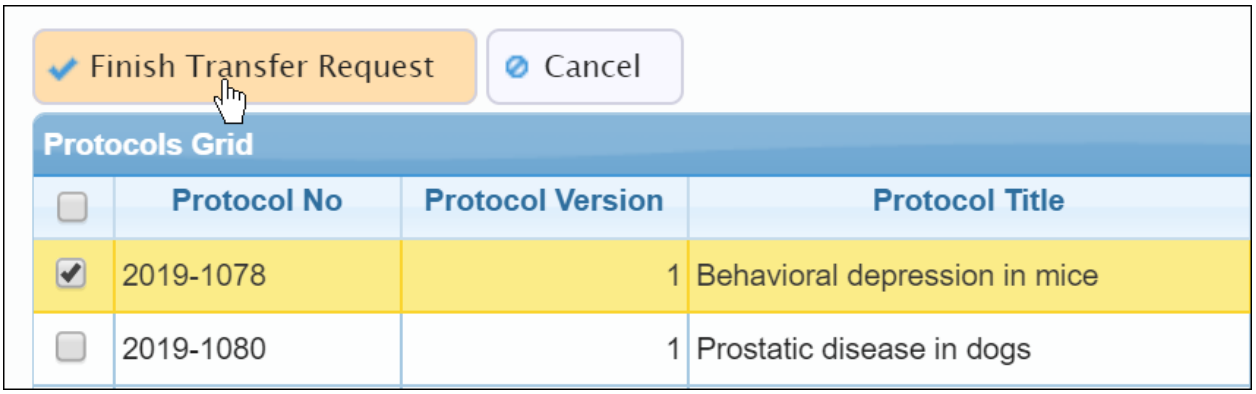
2. Click **Transfer Ownership of Protocol to Another Researcher**.



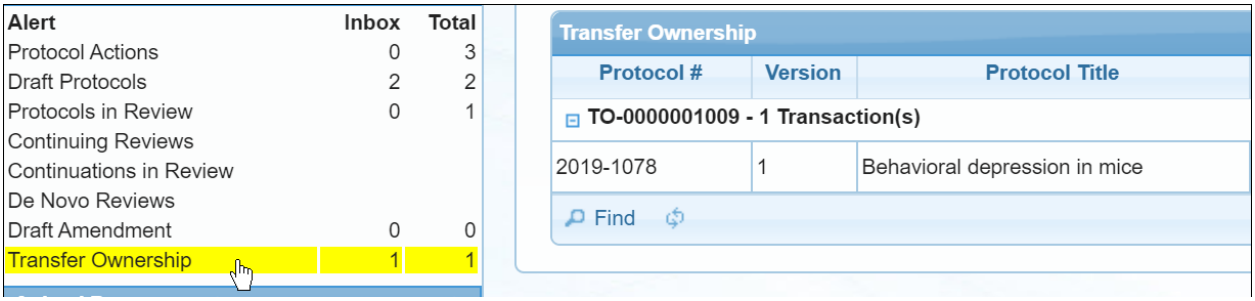
3. Select the new owner of the protocol. Contacts are defined within Contact Management by the IACUC office.
4. Enter the reason for the transfer, and click **Show Protocols to Transfer**.



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



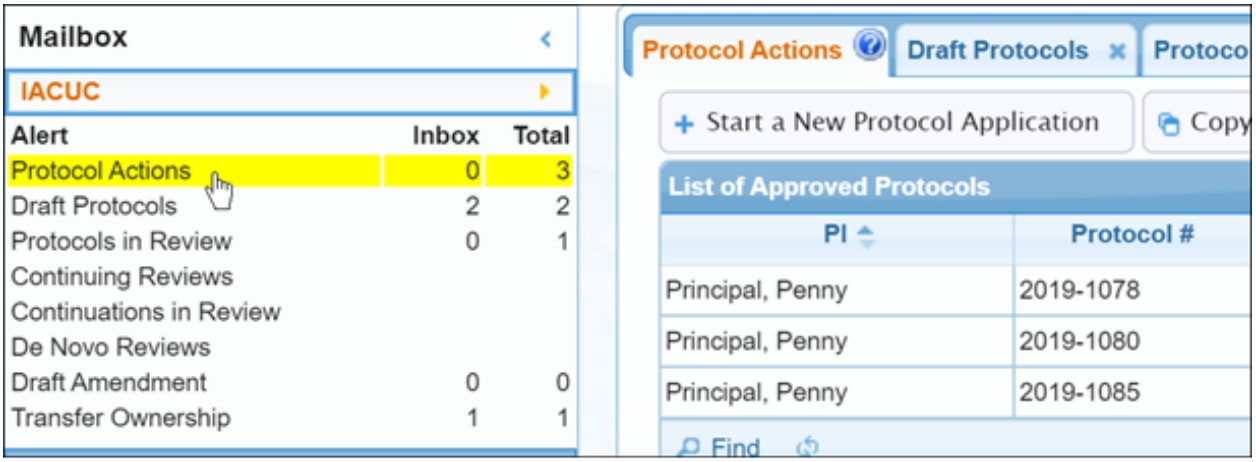
The protocol will remain in the Transfer Ownership inbox until the transfer has been approved by the IACUC office.



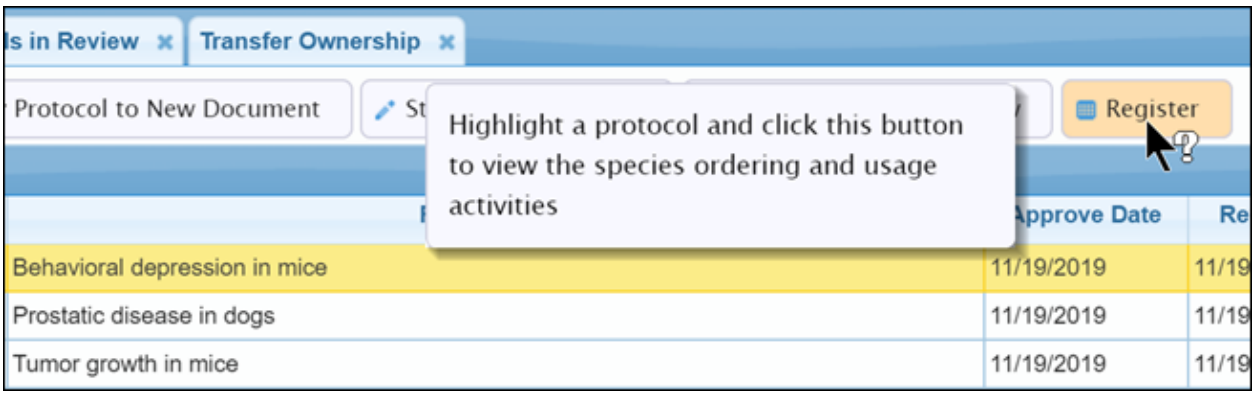
Viewing the Register for a Protocol

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

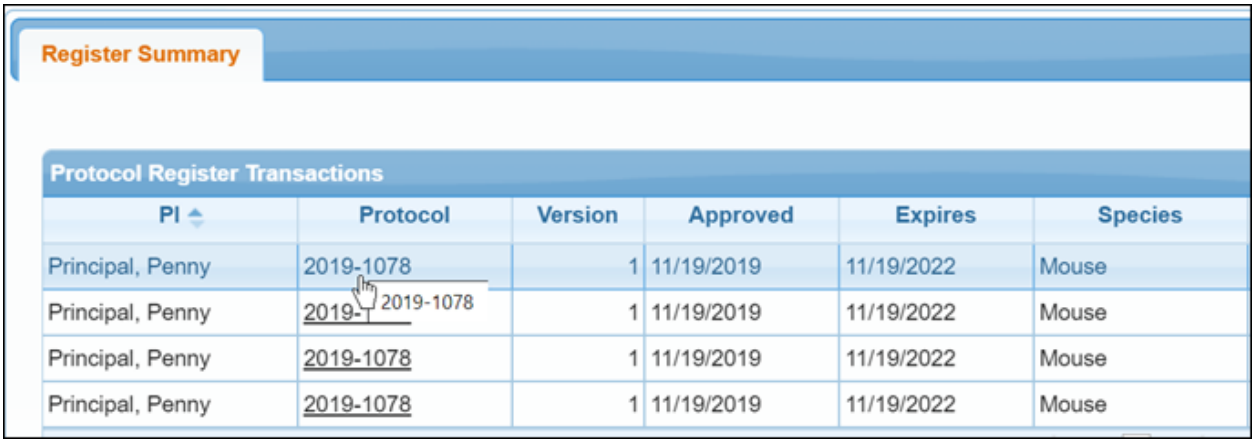
1. In the left-hand menu, click on **Protocol Actions**.



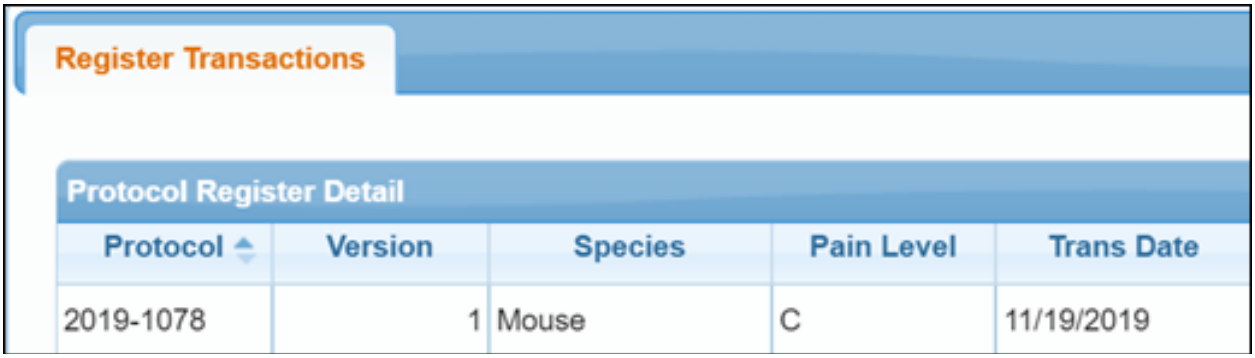
2. Click on the protocol for which you wish to view the registry, and click **Registry**.



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

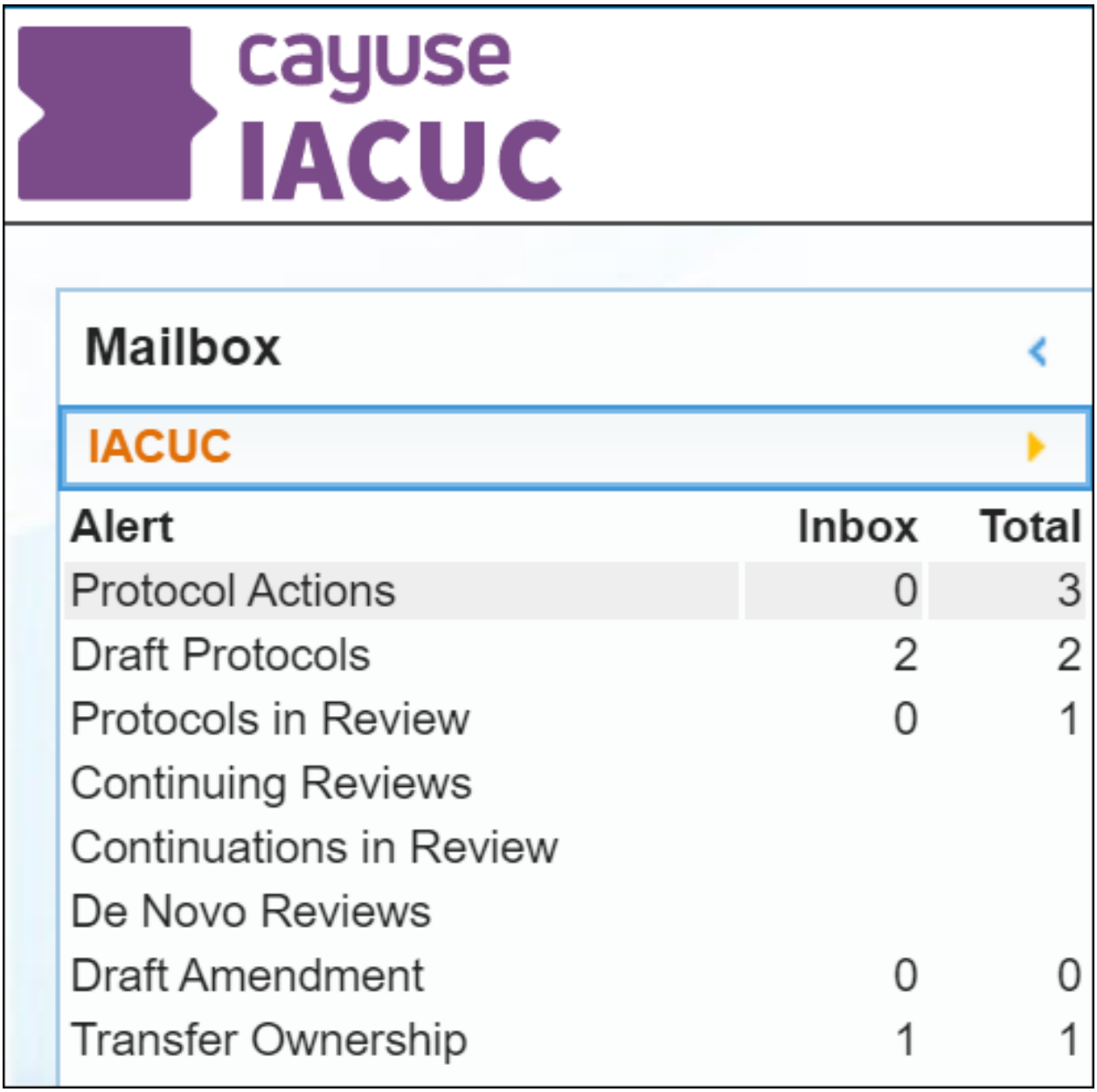


Additional information about the transaction will be displayed within a grid.



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.



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	2019-1 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
New - 2 Protocol(s) Submitted			
12/06/2019	Principal, Penny	2019-1089	12/06/2019
12/05/2019	*Principal, Penny*	*2019-* 2019-1089	*12/05/2019*

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

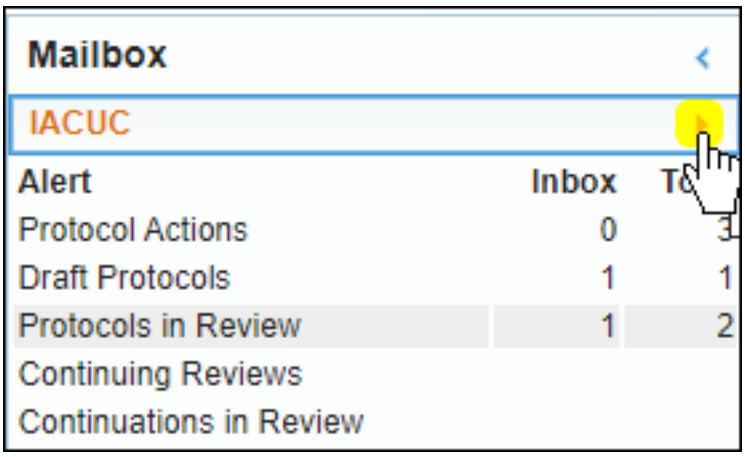
This alert shows all protocols where the transfer of ownership is pending.

Running a Search

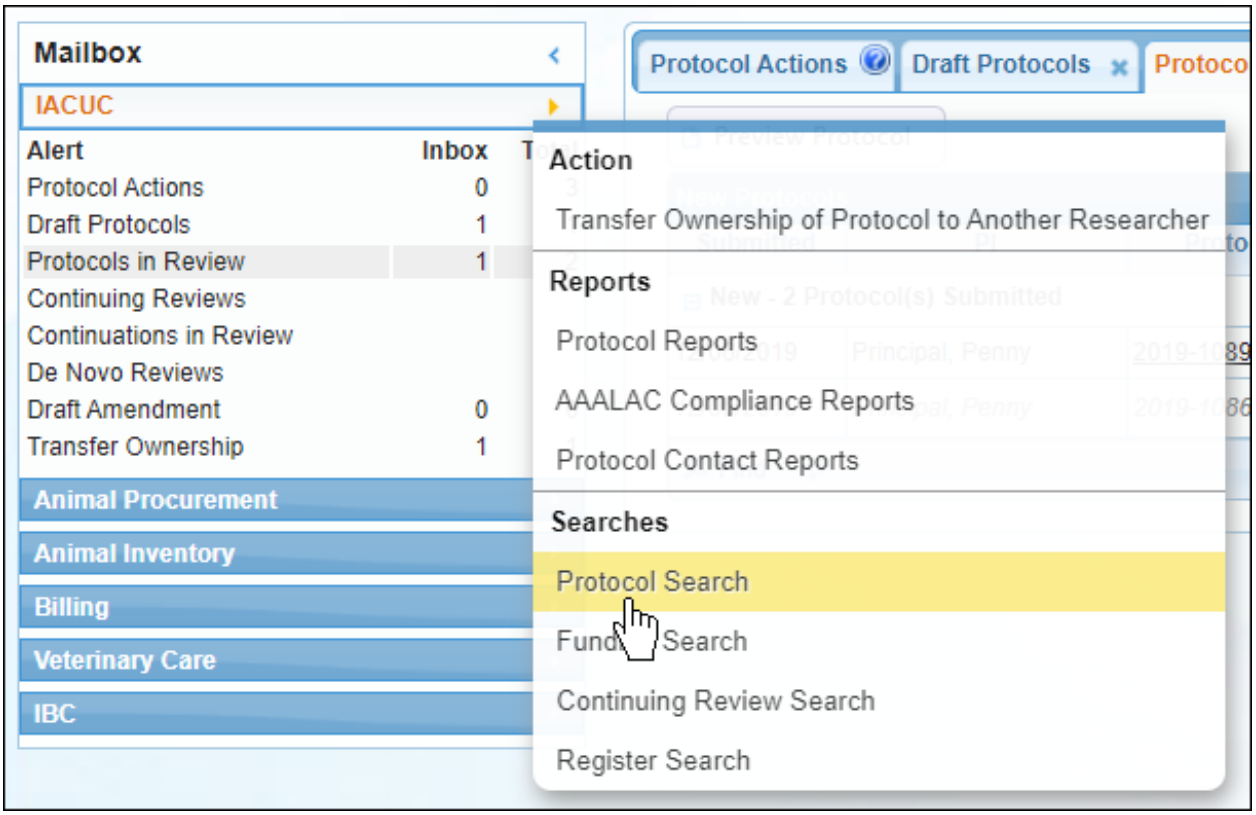
You can run four different kinds of searches in Cayuse IACUC from the Actions menu:

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

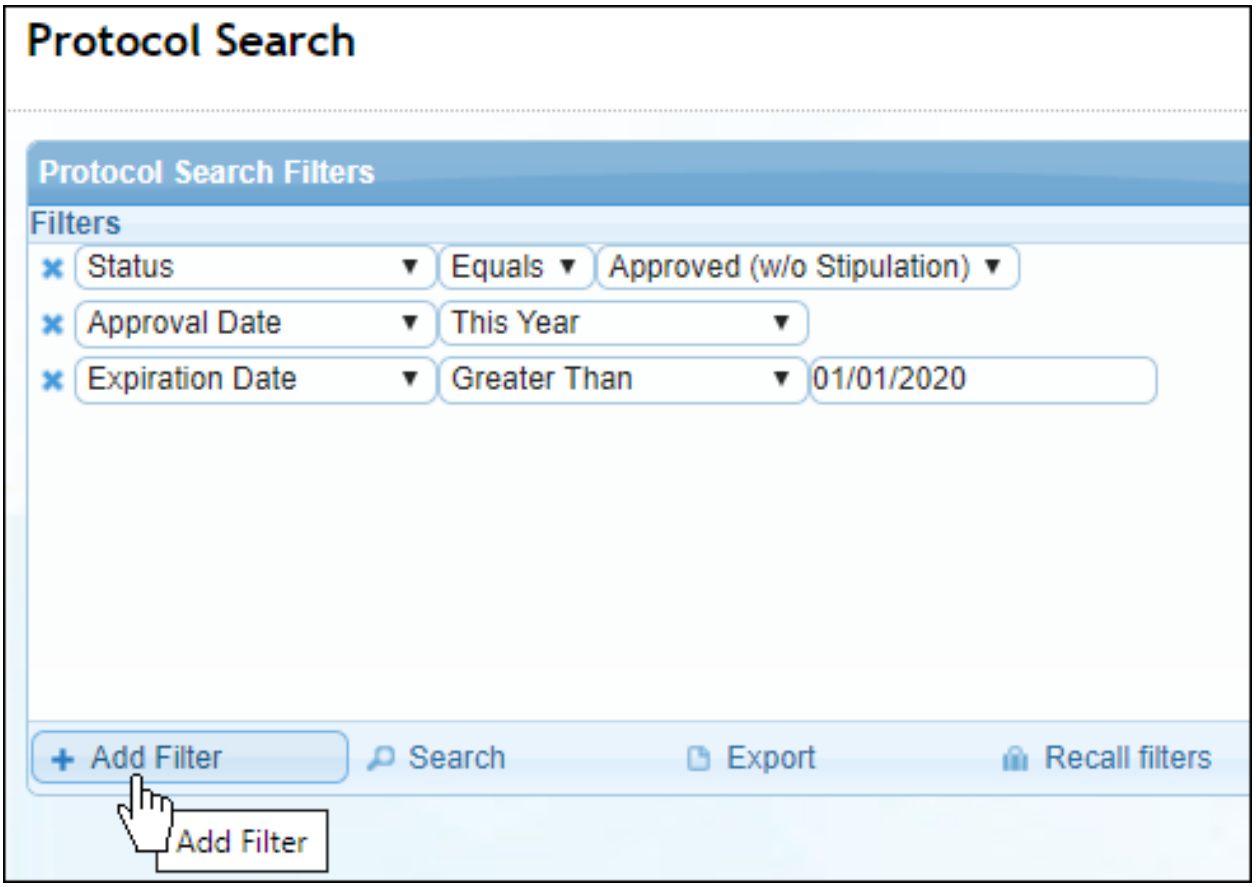
1. Click the arrow next to the IACUC header in the left-hand menu.



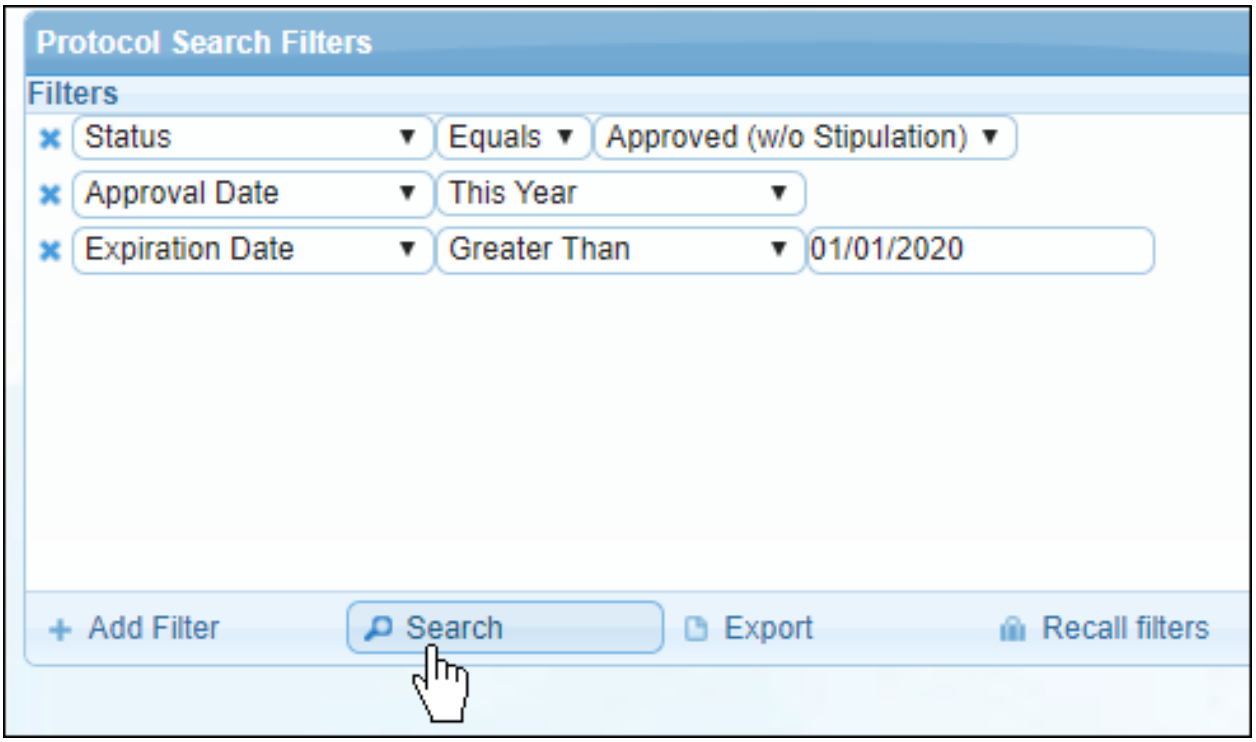
2. Click on the type of search you wish to run.



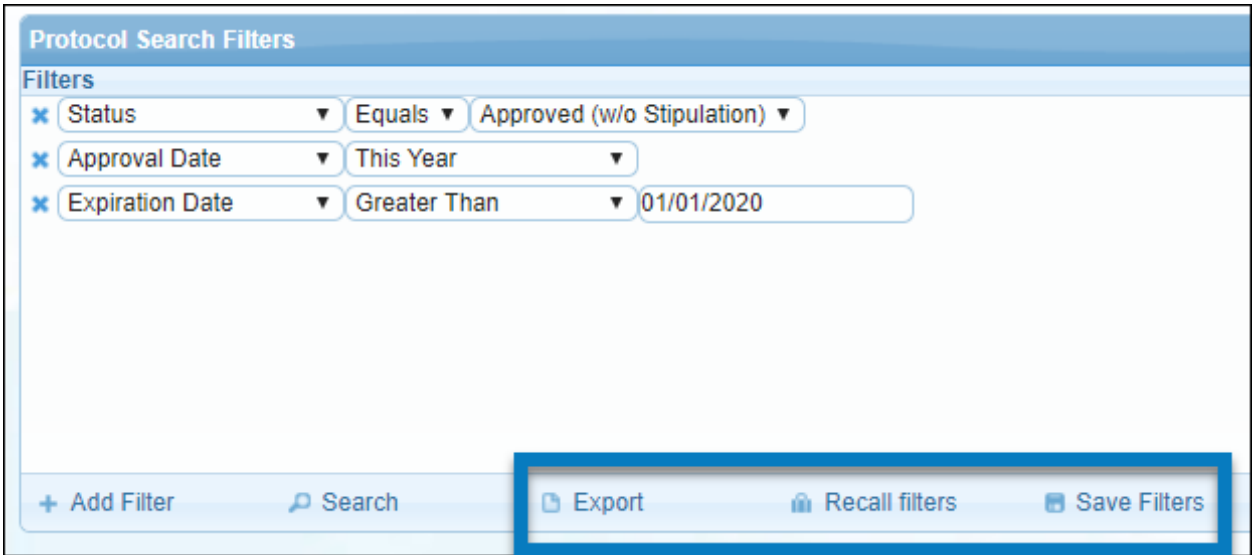
3. Select any filters by which you wish to limit the search. If you need to add additional filters, click **Add Filter**.



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



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

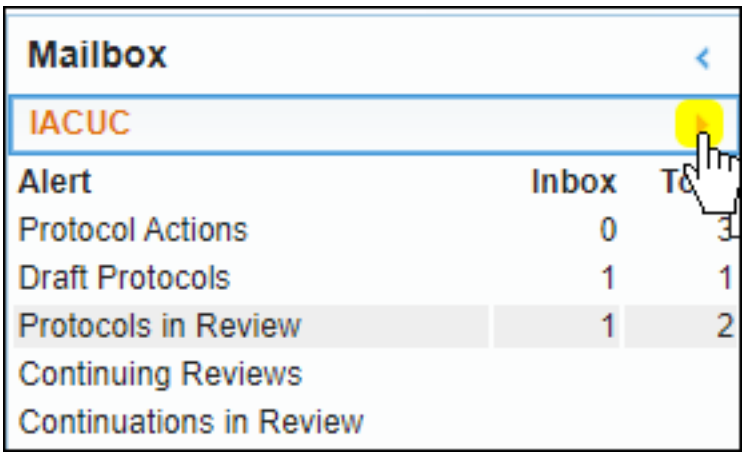


Running Reports

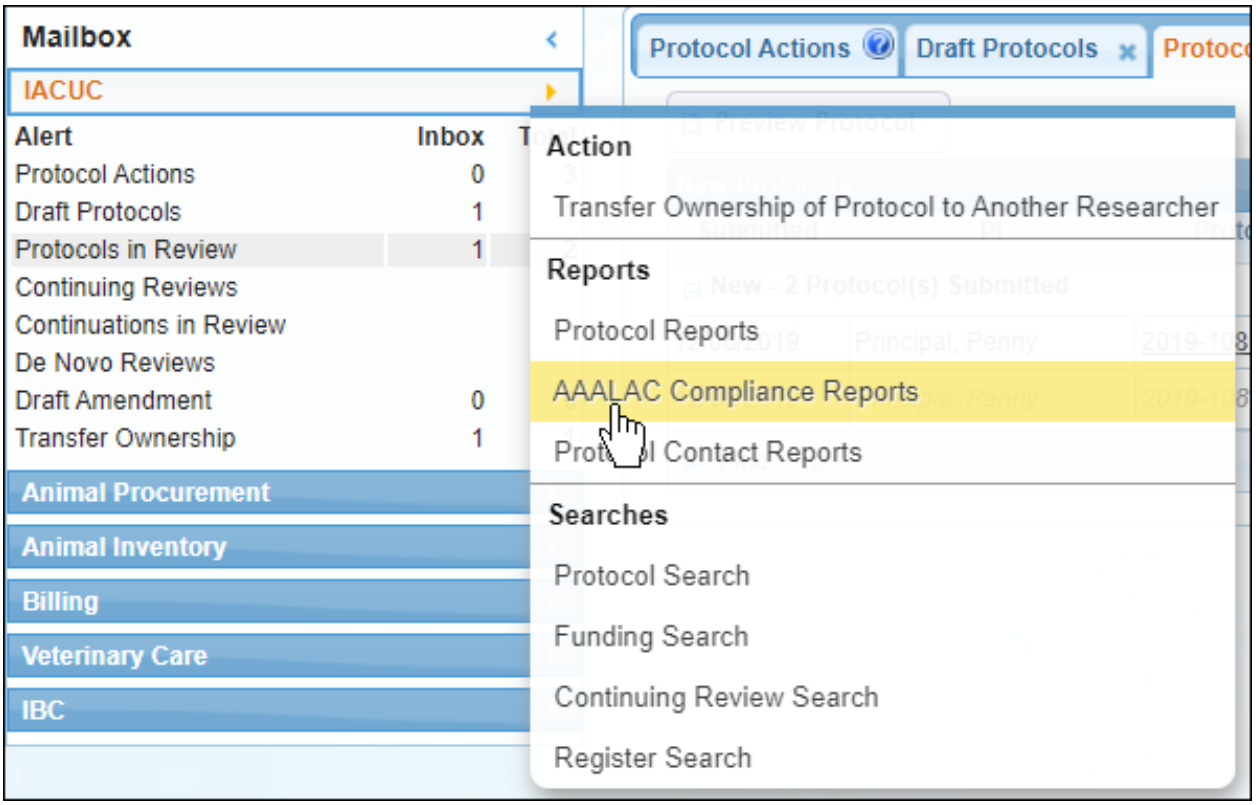
At some point, you may need to run reports in Cayuse IACUC. You can run three different kinds of reports:

- Protocol Reports
- AAALAC Reports
- Protocol Contact Reports

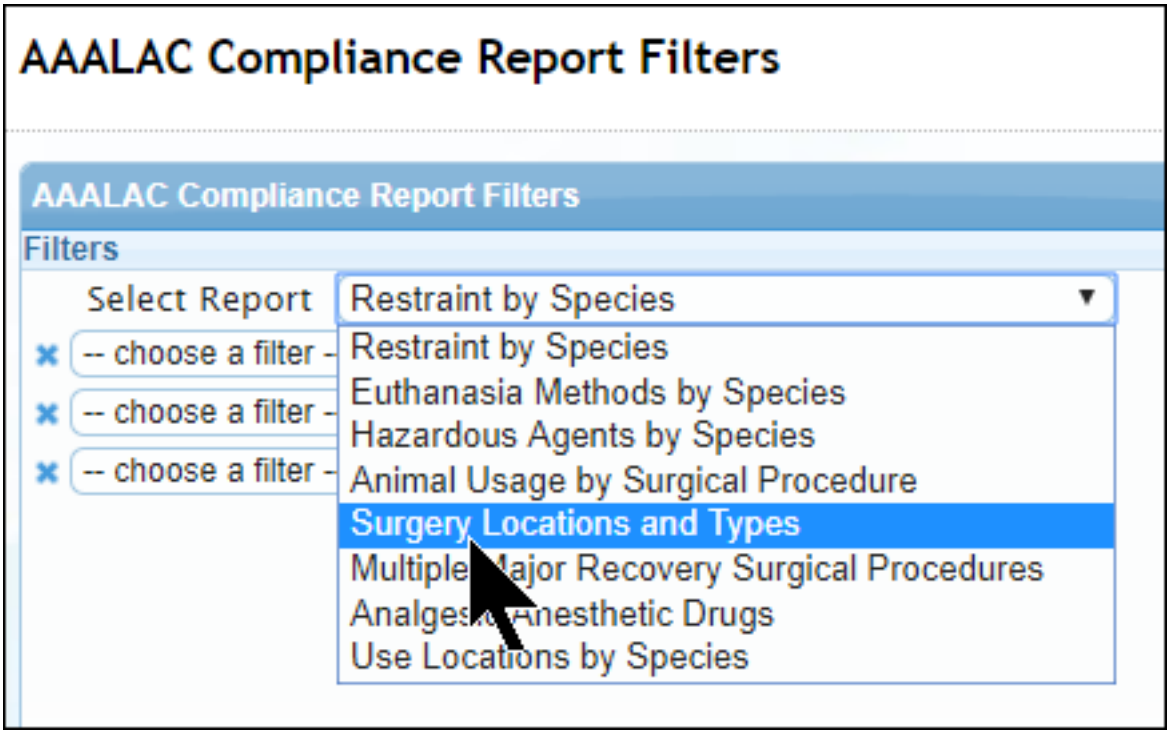
1. Click the arrow next to the IACUC header in the left-hand menu.



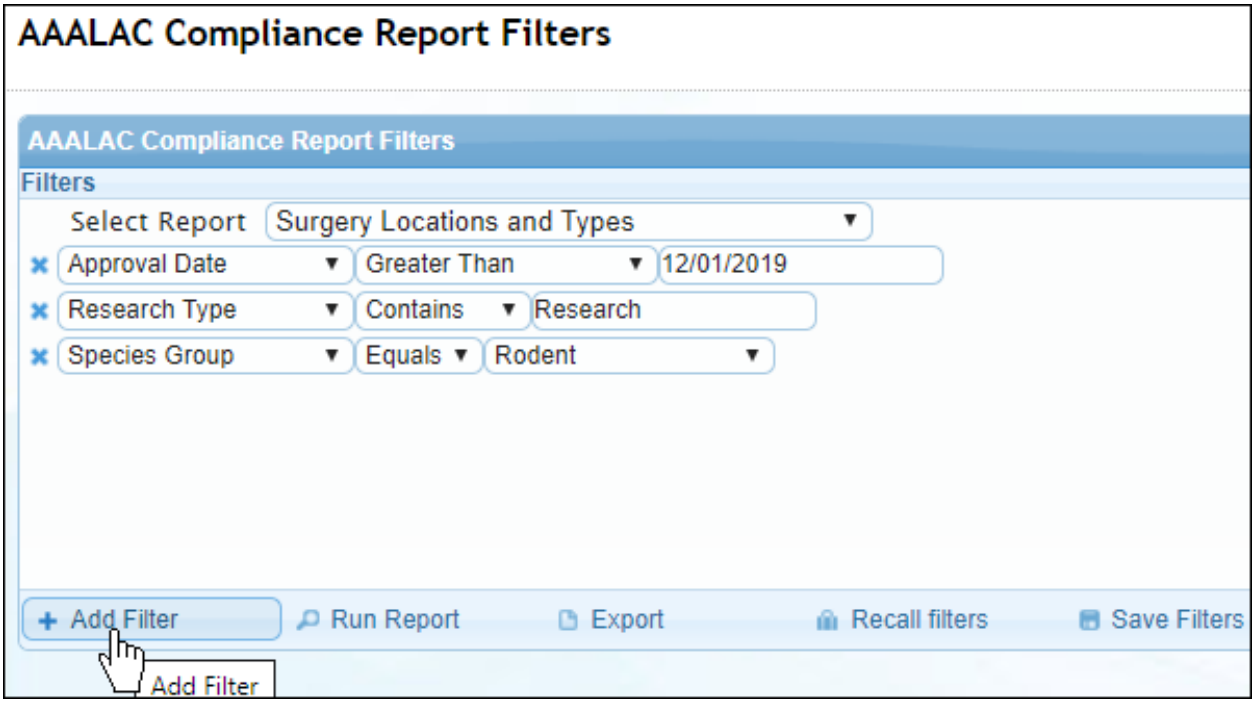
2. Click on the type of report you wish to run.



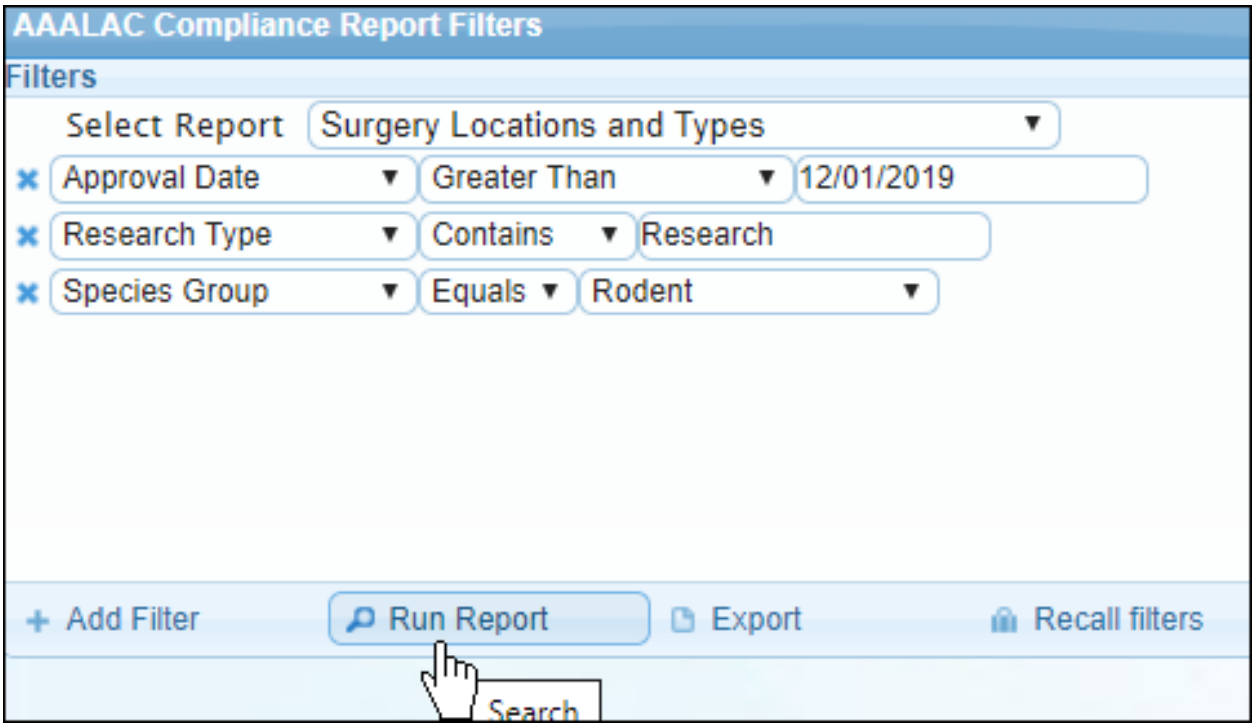
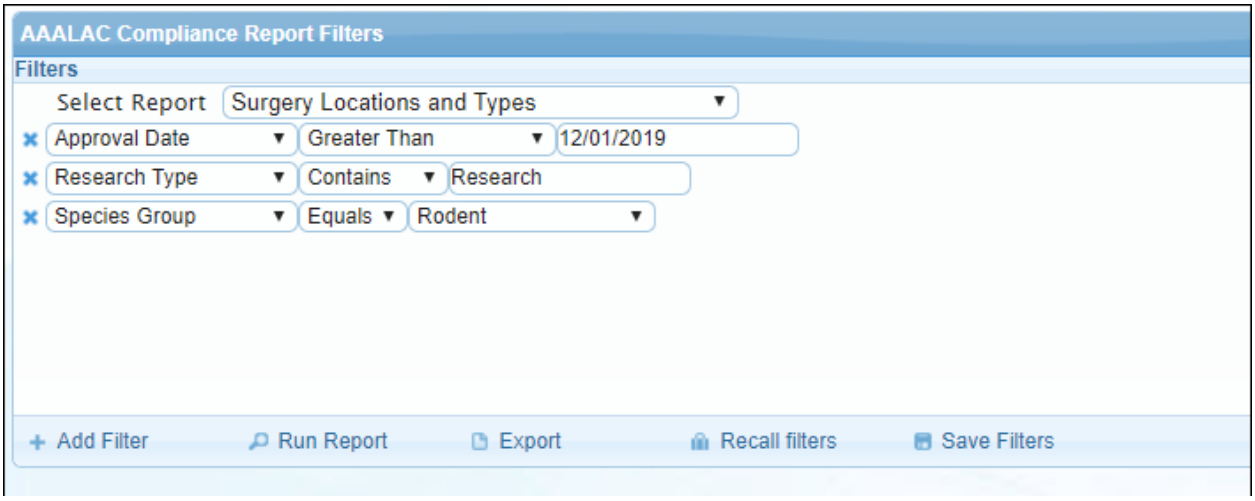
3. On the Protocol Reports Filters page, select the type of report you wish to run.



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



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



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