

Overview

This guide is designed to walk the implementation team and administrators through the training and testing of the Hazard Safety application. Please note that the screenshots in this guide may differ from your institution's site.

Supported Browsers

Chrome, Safari, and Firefox

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Hazard Safety Roles

Access to the Hazard Safety application is controlled by roles. Key roles for the application are defined below. User accounts and roles can be managed by users with the RS Admin Administrator role. Please see the section 'Manage Users' at the end of this guide for instructions on how to create accounts and manage roles. It is important for the IBC office to understand how to access and manage roles. Users who rotate on and off the IBC committee will need to have roles updated accordingly. In addition, new IBC coordinators or administrative staff may need the IBC Office role.

The Hazard Safety Office role is the main administrative role in the application. This role will allow the user to:

- view all of the submissions in the IBC program
- create, edit, and submit protocols, amendments, continuing reviews, and De Novo renewal protocols on behalf of the PI
- route submissions through the review process
- access set up menus to manage the committee roster, meeting dates, agents, and options available for selection in the protocol form
- manage the committee agenda process
- access all Searches and Reports

The Hazard Safety Member role is the role for committee members and any other users that will need to be assigned reviews in the system or access the committee meeting agenda. Users with this role will only be able to see review assignments and the agenda. This role may be modified to allow members access to certain reports or searches.

The Animal Oversight & Hazard Safety Research Staff Member role is assigned to all researchers in the system including PIs and research staff. This role filters the view in the applications to only allow access to protocols applicable to the researcher.

Role	Application(s)	Permissions
Cayuse Product User	All	Default role. Can access the Cayuse landing page. Every active user should have this role.
RS Admin Administrator	Platform Admin	Maintains system settings within the Admin module on the Cayuse Platform.
RS Admin Viewer	Platform Admin	Can access a read-only view of the Admin module on the Cayuse Platform.
HR Connect Administrator	Platform Admin	Manages the HR connect updates
Animal Oversight & Hazard Safety Research Staff Member	Animal Oversight, Hazard Safety, Animal Procurement, Animal Inventory, Vet Care, Billing, & Services	Protocol Creation; Ordering, Census, Vet Care, and Invoicing workflow (PI can submit/PI member cannot)
Animal Oversight & Hazard Safety Training Coordinator	Training Management	Responsible for setting up training events and managing personnel training records

Biosafety Officer	Hazard Safety	This role is typically not used. Participate in IBC protocol reviews; assist PIs with protocols
Cayuse IBC Link Viewer	Hazard Safety	Allows access to see Hazard Safety module
Cayuse Training Management Link Viewer	Training Records in Animal Oversight & Hazard Safety	Allows access to see Training module
Hazard Safety Member	Hazard Safety	Participates in protocol reviews and committee meetings
Hazard Safety Occupational Health	Hazard Safety	View protocols in draft and in review
Hazard Safety Office	Hazard Safety	Manages protocol workflow; builds set up dictionaries; manages committee meetings etc.

Hazard Safety Set Up and Management

- Applicable Role: IBC Office

The IBC Office role is the main administrative role in the application. Users with this role can access and manage the set-up options for Hazard Safety. Throughout the IBC protocol form, many pages such as the Surgery page or Non-Surgical Procedure page provide lists of options for selection by the PI. Controlled lists provide the IBC office the ability to create clean reports, provide best practice recommendations to researchers, and maintain consistency of nomenclature.

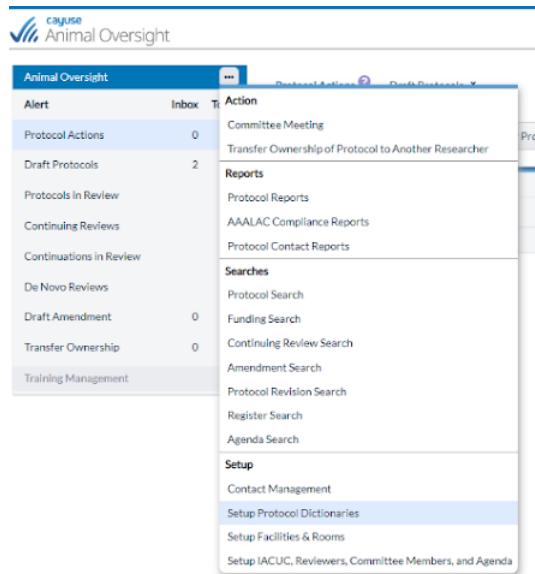
Best Practices

Notice that many setup lists have the **Delete** button at the bottom of the grid. Once you have started using the specific item in your protocols, we recommend that you **hide** the item rather than delete it to avoid issues with data integrity.

Shared Setup Lists with Animal Oversight

Some set up lists are shared with the Animal Oversight applications and are only accessible from the Animal Oversight application action menu.

To access these Setup Lists, the IACUC or IBC Office role clicks the action menu in Animal Oversight.



The screenshot shows the 'Animal Oversight' module in the cayuse system. A context menu is open over the 'Protocol Actions' section, specifically under the 'Action' heading. The menu items include:

- Committee Meeting
- Transfer Ownership of Protocol to Another Researcher
- Reports
- Protocol Reports
- AAALAC Compliance Reports
- Protocol Contact Reports
- Searches
- Protocol Search
- Funding Search
- Continuing Review Search
- Amendment Search
- Protocol Revision Search
- Register Search
- Agenda Search
- Setup
- Contact Management
- Setup Protocol Dictionaries** (highlighted)
- Setup Facilities & Rooms
- Setup IACUC, Reviewers, Committee Members, and Agenda

The shared lists are:

- Contact Management: All users are displayed in this list
- Protocol Lists (Dictionaries): These lists populate the protocol form with drugs, procedures, and other information
 - o the Federal/Funding list is shared with Hazard Safety
- Facilities & Rooms: All animal use and housing locations are entered in this menu for both Animal Oversight and Hazard Safety
- IACUC, Reviewers, Committee Members and Agenda: IACUC Meeting dates, members, and preferences are set in this menu
 - o Protocol preferences such as approval periods for Animal Oversight and Hazard Safety are managed in this list

Animal Oversight: Protocol Dictionary Lists

Role: IACUC Office

Support Site Resource: [Setting up Dictionaries](#)

Setup Protocol Dictionaries

Table of Contents

[Pain Level List](#)

Species Group List

Species List

Strains List

Drug Type List

Drug List

Restraint List

Procedures List

Surgery Type List

Routes of Admin List

Exp. Agent Class List

Exp. Agent Category List

Experimental Agents List

Euthanasia List

Federal/Foundation Funding List

Institution specific pain level identifiers different from the USDA's C,D and E may be used, as long as the correct corresponding USDA level is recorded.

Level Description	USDA Level	Pain Level	
Held for breeding	B	B	
No Pain or distress	C	C	
Alleviated pain or distress	D	D	
Unalleviated pain or distress	E	E	

[+ Add](#) [Edit](#) [Delete](#) [Find](#)

Page 1 of 1

View 1 - 4 of 4

Protocol Dictionary List

Federal/Foundation Funding List

This list provides options on the funding page. The details on the Funding page in the IBC protocol display on the Funding Search results.

NOTE - this list is shared with Hazard Safety (IBC) if applicable.

Animal Oversight: Facilities and Rooms

Roles: IBC Office and Animal Buyer

Support Site Resource: [Setting up Facilities and Rooms](#)

Set Facilities & Rooms

Table of Contents

Campus

[Facilities](#)

Neither the Facility nor the Room can contain a colon (:)

Campus Name	Facility Name	Bar-coded?	Facility Code	Not in Use?	
Test	Test Building	No	TEST BUILDING	No	

[+ Add](#) [Edit](#) [Delete](#) [Find](#)

Page 1 of 1

View 1 - 1 of 1

[Facility Room](#) [Facility Contact](#)

Room No	Floor	Cage Capacity	Use Location	Use Housing	Scan Type	Hide?	
101	2	0	Yes	Yes	No		

[+ Add](#) [Edit](#) [Delete](#) [Find](#)

Page 1 of 1

View 1 - 1 of 1

Protocol Dictionary List

Campus

One or more campuses should be listed. Buildings will be associated with each campus.

Facilities

The first grid lists the facilities/buildings in your institution.

Rooms

The second grid defines the rooms and the facility contacts. To add rooms to a facility, highlight the facility first. All rooms flagged as Use Location are available for selection on protocols, regardless of setup selections.

- Room number: only unique room numbers/letters are allowed.
- Floor: optional
- Cage Capacity: optional
- Use Location: room will display in the IACUC or IBC protocol form
- Use Housing: (Vivarium applications) room will display on animal order in Vivarium Operations applications to house the animals only if 'Use Housing' is selected.
- Scan Type: (Vivarium applications) Online/Offline – if Wi-Fi is available in the room indicate Online. Otherwise, select Offline.

TIPs - Rooms must have the 'Use Location' Checkbox checked to see the option in the protocol form for Animal Oversight and Hazard Safety

Rooms must have the 'Use Housing' Checkbox checked to see the option in the Procurement and Inventory applications

Facility Contact (Not applicable for Hazard Safety)

Animal Facility Supervisors, Receiving Technicians, Veterinarians and Animal Health Technicians should all be listed as Facility Contact personnel.

Animal Oversight: Setup IACUC, Reviewers, Committee Members, and Agenda

Role: IACUC Office

Support Site Resource: [Setting up Meetings, Members and Agenda](#)

Setup IACUC, Reviewers, Committee Members, and Agenda

Table of Contents
Meeting Date List
Status List
IACUC Members
Section List
Protocol Preferences

Protocol Preferences

Protocol Preferences

Meeting Cut off # of Days *	1
Annual Reminder # of Days *	60
Expiration Reminder # of Days *	90
Full Review # of Years *	3

IACUC, Reviewers, Committee Members, and Agenda Lists

Protocol Preferences

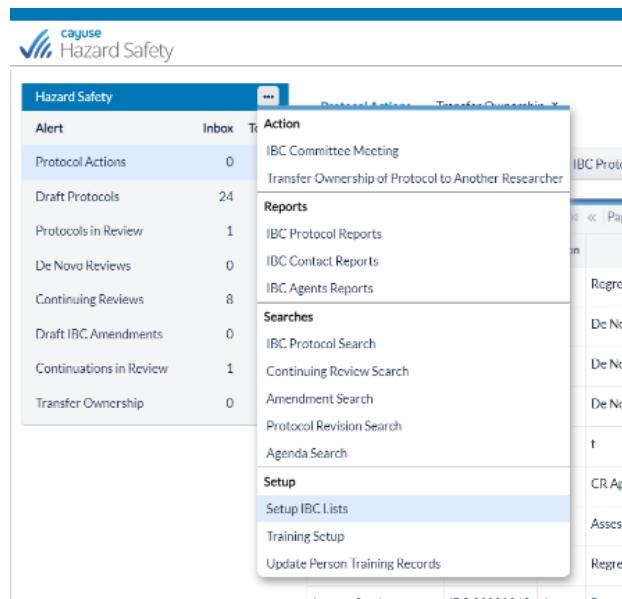
Navigate to view the settings (Please don't make any changes unless you intend to permanently change the site)

These preferences define the following.

- Meeting cut off: Minimum # of days prior to a meeting that protocols can be placed on the agenda
- Annual Reminder: # of days prior to a protocol review date - triggers the protocol to display in the Tab/Alert Continuing Reviews.
- Expiration Reminder: # of days prior to a protocol expiration date - triggers the protocol to display in the Tab/Alert De Novo Reviews
- Full Review: Number of years in the cycle to trigger a De Novo review

Hazard Safety Setup Lists

To access the Setup/Dictionary Lists, the IBC Office role clicks the action menu and selects Setup Protocol Dictionaries.

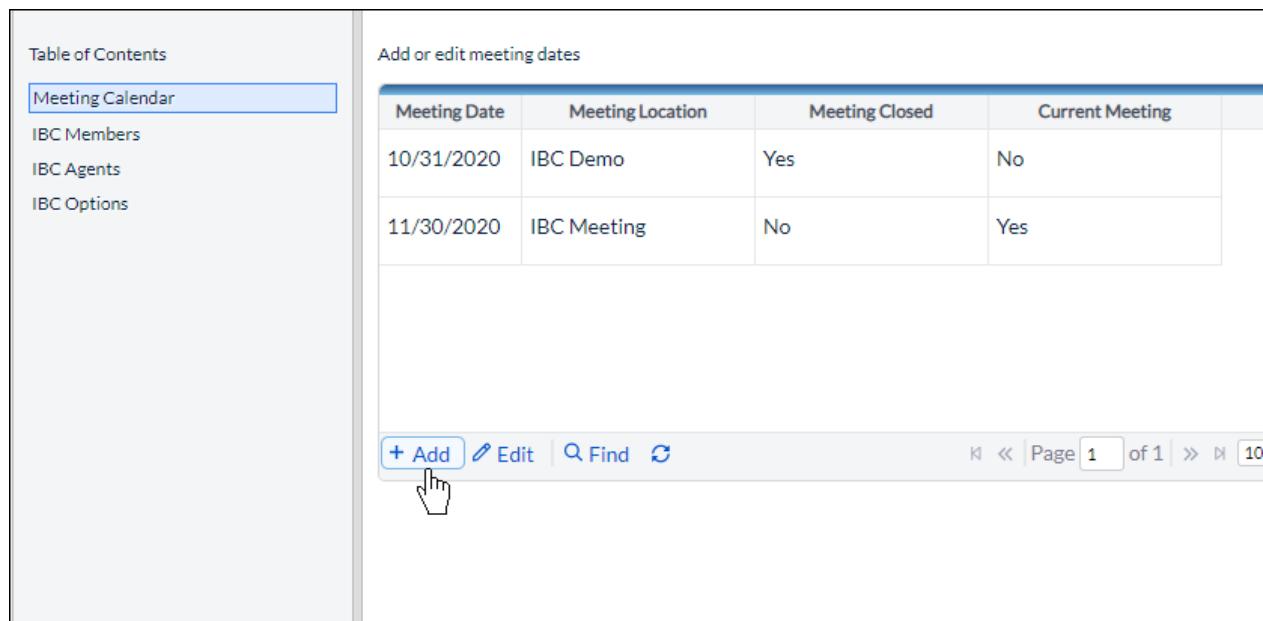


The screenshot shows a software application window titled "Hazard Safety". In the center, there is a table with columns: Alert, Inbox, To, and Action. The "Action" column has a dropdown menu open, listing several options: IBC Committee Meeting, Transfer Ownership of Protocol to Another Researcher, Reports, IBC Protocol Reports, IBC Contact Reports, IBC Agents Reports, Searches, IBC Protocol Search, Continuing Review Search, Amendment Search, Protocol Revision Search, Agenda Search, Setup, Setup IBC Lists, Training Setup, and Update Person Training Records. The "Setup IBC Lists" option is currently selected.

Meeting Calendar

Setting up Meetings

The Table of Contents will automatically open the Meeting Calendar. Click on Add to create a new meeting.



The screenshot shows a "Meeting Calendar" page. On the left, there is a sidebar with a "Table of Contents" section containing links: Meeting Calendar (which is highlighted), IBC Members, IBC Agents, and IBC Options. The main content area is titled "Add or edit meeting dates" and contains a table with four columns: Meeting Date, Meeting Location, Meeting Closed, and Current Meeting. There are two rows of data:

Meeting Date	Meeting Location	Meeting Closed	Current Meeting
10/31/2020	IBC Demo	Yes	No
11/30/2020	IBC Meeting	No	Yes

At the bottom of the main area, there are buttons for "+ Add", "Edit", "Find", and a search icon. To the right of the buttons, there is a navigation bar with icons for back, forward, and search, followed by "Page 1 of 1" and "10". A hand cursor icon is positioned over the "+ Add" button.

In the new dialog, select the meeting date and fill in the meeting location. Check Current only if the meeting is the next upcoming meeting. When a meeting is closed, the meeting will be updated as closed here, and the next meeting will become the new current meeting. There always needs to be a future meeting date before the last meeting is closed.

Click Save.

Add Meeting Date

Meeting Date	12/19/2020 *
Meeting Location	Faculty Room 5A
Meeting Closed	<input type="checkbox"/>
Current Meeting	<input checked="" type="checkbox"/>

(R) Read Only (*) Required (N) Edit New Records Only

 Save  Cancel

Meeting Calendar

This is where the calendar of meeting dates is maintained. When protocols are placed on the meeting agenda, they automatically go to the upcoming current meeting. As protocols are approved, they are listed in the approved protocols tab in the meeting agenda. It is important to always have a current meeting setup. We recommend you set up several meetings in advance.

For the initial setup:

- Setup one meeting date in the past, and check 'closed', do not check 'current'.
- Setup one meeting date in the near future, and check 'current'.
- Setup several meeting dates in the future, and do not check 'closed' or 'current'. After the initial setup, meetings are closed from the Committee Meeting process. Meetings should **never** be closed manually from this setup section. If future meeting dates change you may edit the dates here

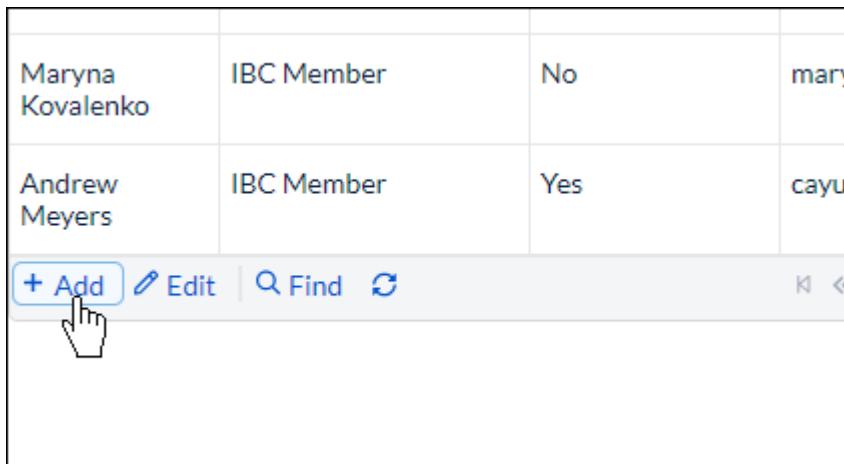
To handle canceled meetings, please consider going to this list, change the next month's meeting to a month in the future. Then take the current meeting and update the date to the correct date (next month's date) This will keep the Agenda history accurate.

IBC Members

[Adding IBC Members](#)

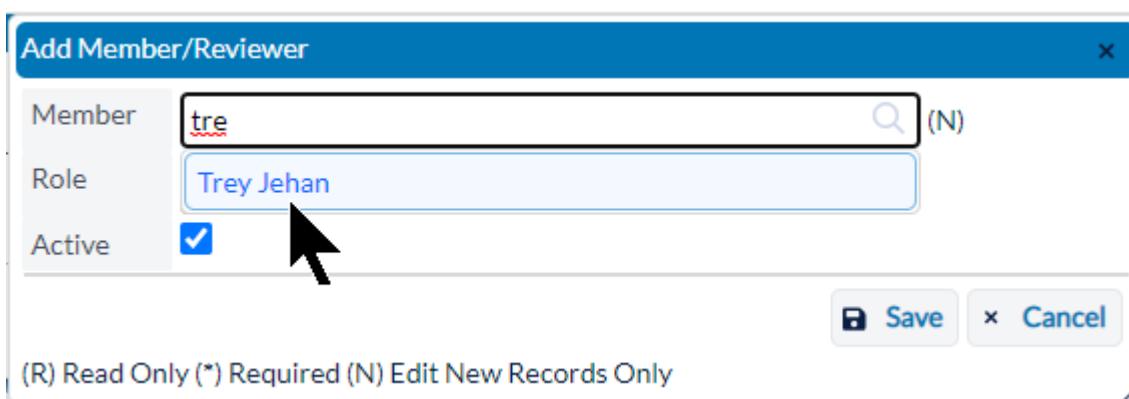
Adding new members

1. Click Add.



Maryna Kovalenko	IBC Member	No	mary
Andrew Meyers	IBC Member	Yes	cayu

2. In the new dialog, begin typing the name of the individual until they display in the drop-down menu, and then click on their name.



Add Member/Reviewer

Member	<input type="text" value="tre"/>	(N)
Role	Trey Jehan	
Active	<input checked="" type="checkbox"/>	

(R) Read Only (*) Required (N) Edit New Records Only

3. Select their role by using the drop-down menu, check Active, and click Save.

Add Member/Reviewer

Member	Trey Jehan	(N)
Role	IBC Member	*
Active	<input checked="" type="checkbox"/>	

(R) Read Only (*) Required (N) Edit New Records Only

 Save  Cancel

Note: The active flag must be checked for them to display in the list of members on the submit to members workflow page. If a member is no longer on the committee, edit their record and uncheck the active flag.

Setup IBC Lists

Table of Contents

Meeting Calendar

IBC Members

IBC Agents

IBC Options

Add/edit information about IBC committee members.

Member ▾	Role	Active	Email Id
1, Member	Animal Buyer Staff	Yes	sarah.josway@cayuse.co
11, member	Animal Buyer Staff	Yes	sarah.josway@cayuse.co
10, member	Animal Buyer Staff	Yes	sarah.josway@cayuse.co
9, Member	Animal Buyer Staff	Yes	sarah.josway@cayuse.co
2, Member	Animal Buyer Staff	Yes	sarah.josway@cayuse.co
3, Member	Animal Buyer Staff	Yes	sarah.josway@cayuse.co
4, Member	Animal Buyer Staff	Yes	sarah.josway@cayuse.co
5, Member	Animal Buyer Staff	Yes	sarah.josway@cayuse.co
6, Member	Animal Buyer Staff	Yes	sarah.josway@cayuse.co
7, member	Animal Buyer Staff	Yes	sarah.josway@cayuse.co

[+ Add](#) [Edit](#) [Find](#) [Reset](#)

« << | Page 1 of 2 | >> » 10 ▾

IBC Members

Any person that will need to conduct an official review of submissions (for example hazard specialists, etc.) must be added to this list and granted the committee member role in Platform Admin.

As committee members rotate off the committee, the IBC office role will need to update their profile in this list to uncheck the Active flag. This will hide their name from the Reviewer workflow process. In addition, the administrator will need to remove the Committee role from the person's account.

IBC Agents

[Adding IBC Agents](#)

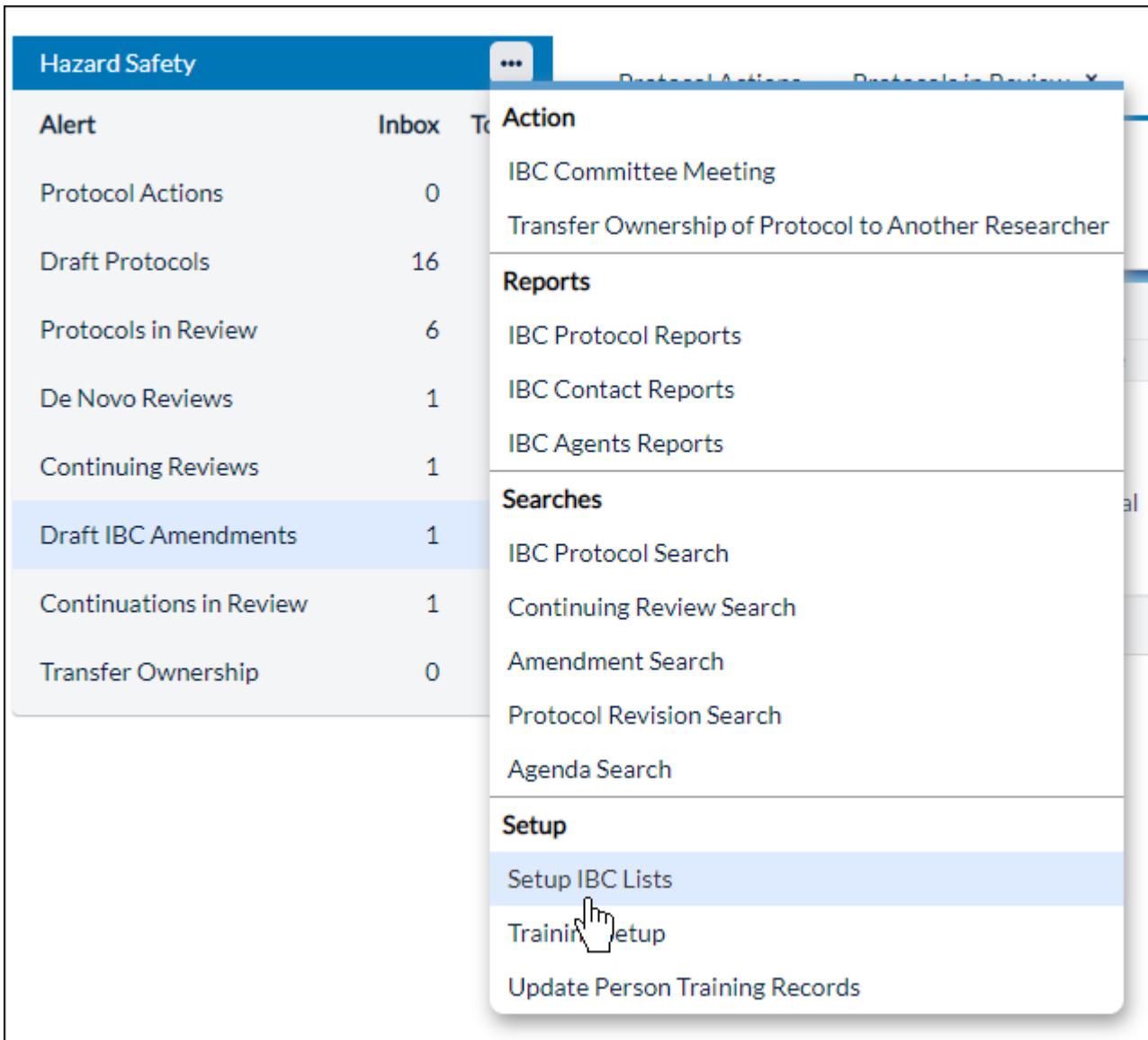
Throughout your institution's IBC protocol form, there are drop-down options managed with the IBC Agents list

in setup. For example, on the R/sNA > Synthetic Experiments page, there is a drop-down for Backbone Source. The IBC Office role will manage these lists.

It is important to note that if options are no longer applicable to your IBC program, the IBC office role can hide those options using the Hide function. The Delete function is not to be used for any option, as the deletion can impact data integrity for protocols with that option select.

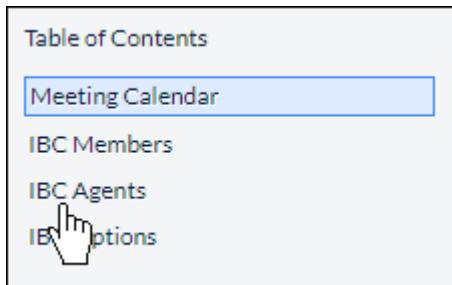
Adding an Agent

1. Click on the menu next to Hazard Safety and click on Setup IBC Lists.



Action
IBC Committee Meeting
Transfer Ownership of Protocol to Another Researcher
Reports
IBC Protocol Reports
IBC Contact Reports
IBC Agents Reports
Searches
IBC Protocol Search
Continuing Review Search
Amendment Search
Protocol Revision Search
Agenda Search
Setup
Setup IBC Lists
Training Setup
Update Person Training Records

2. In the Table of Contents, click IBC Agents.



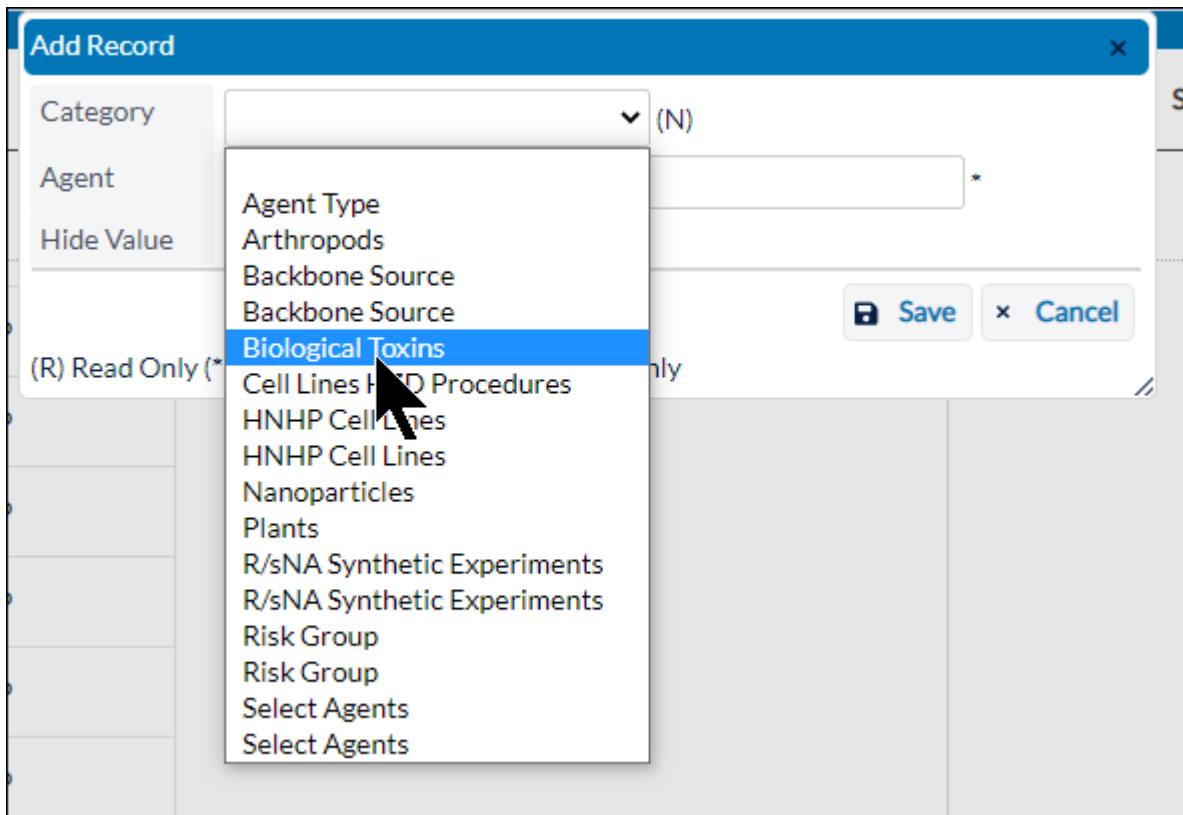
3. Click Add.



Cell Lines HZD Procedures	Sonication	No
Cell Lines HZD Procedures	Sprays or Aerosols from Centrifugation	No
Cell Lines HZD Procedures	Use of Sharps (needled or glass)	No

Buttons at the bottom: + Add, Edit, Delete, Find, Refresh, Page 1 of 3.

4. In the new dialog, choose a category for your agent. Note: These are not customizable.



The "Add Record" dialog is open, showing a dropdown menu under the "Category" field. The menu contains the following items:

- Agent Type
- Arthropods
- Backbone Source
- Backbone Source
- Biological Toxins** (highlighted with a cursor)
- Cell Lines HZD Procedures
- HNHP Cell Lines
- HNHP Cell Lines
- Nanoparticles
- Plants
- R/sNA Synthetic Experiments
- R/sNA Synthetic Experiments
- Risk Group
- Risk Group
- Select Agents
- Select Agents

Buttons at the bottom right: Save, Cancel.

5. Fill in the name of your agent. You can choose to hide the value if you don't want the agent displaying in the IBC protocol form options.
6. Click Save.

Add Record

Category	Biological Toxins <input type="button" value="▼ (N)"/>
Agent	Hendra virus *
Hide Value	<input type="checkbox"/>



(R) Read Only (*) Required (N) Edit New Records Only

You can also edit an agent by clicking on the line item, and then click Edit.

Cell Lines HZD Procedures	Sonication	No
Cell Lines HZD Procedures	Sprays or Aerosols from Centrifugation	No
Cell Lines HZD Procedures	Use of Sharps (needled or glass)	No
+ Add     Page <input type="text" value="1"/> of 3    30 		

IBC Agents

This list provides options for selection in the form. The IBC office role may need to manage these lists to add or edit options available to researchers.

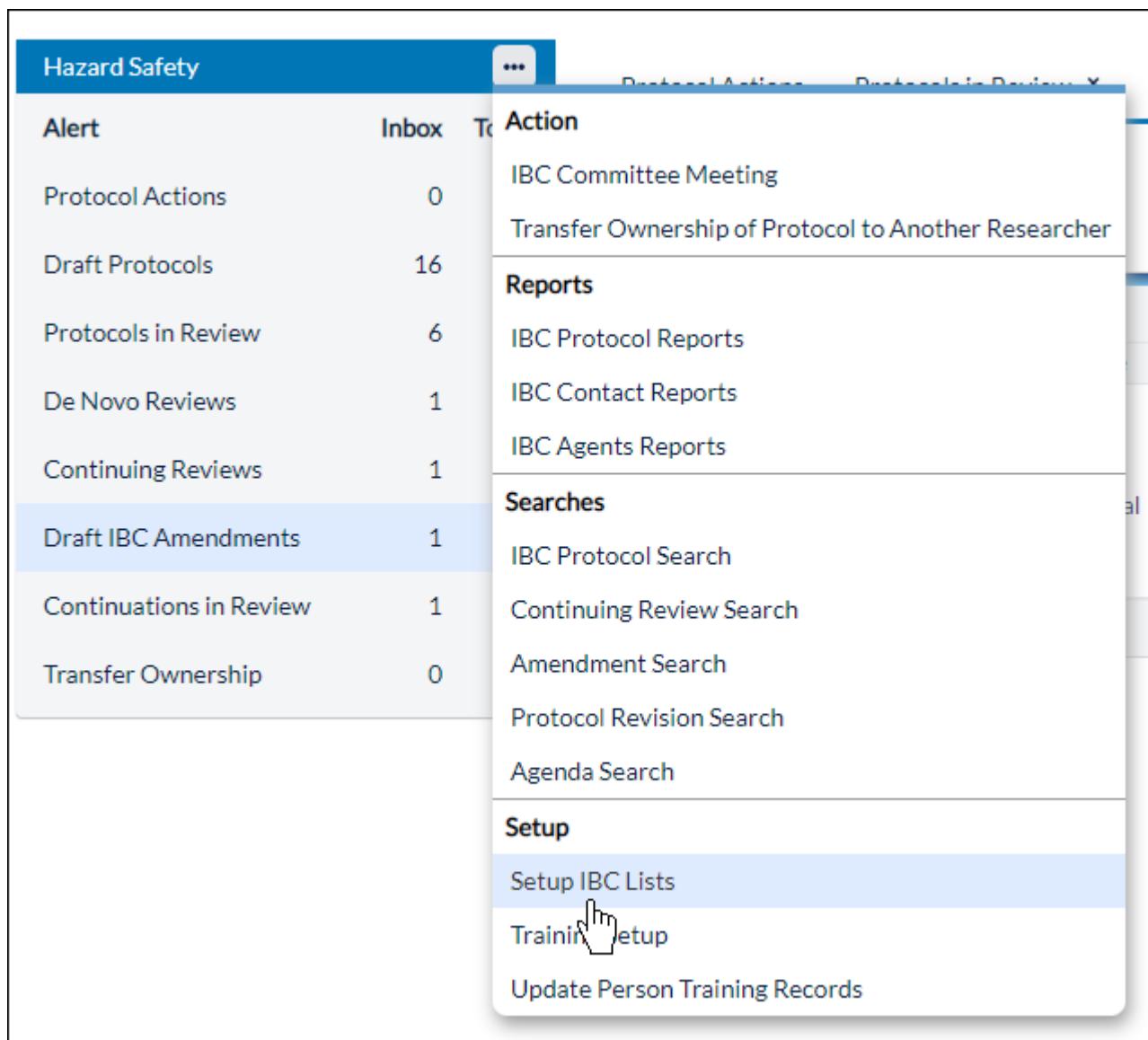
IBC Options

[Adding IBC Options](#)

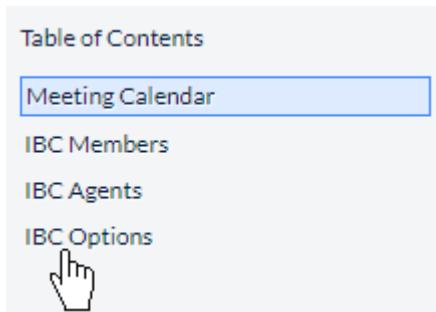
IBC Options are selectable checkboxes throughout your institution's IBC protocol form and can be added through setup. Unlike the drop lists, a checkbox list allows more than one option to be selected. For example, on the R/sNA > Synthetic Experiments page, there is a check box list for Nature of DNA Sequences.

Adding an Option

1. Click on the menu next to Hazard Safety and click on Setup IBC Lists.



2. In the Table of Contents, click IBC Options.



3. Click Add.

Dual Use Agents	Ebola virus	No
Dual Use Agents	Foot-and-mouth disease virus	No
+ Add	 Edit  Delete  Find 	 << Page 1

4. In the new dialog, choose a category for your option. Note: These are not customizable.

Add Record

Option	(N)
Value	<input type="text"/>
Hide Value	<input type="checkbox"/>
(R) Read Only (*)	<input type="checkbox"/>
	 Save  Cancel

Biosafety Level

- Acquisition Source
- Agent Spread Via
- At-risk Population
- BACTERIA, FUNGI, EUKARYOTIC, PAR
- Biological Activity
- Biosafety Level**
- Dual Use Agents
- Dual Use Category
- ENGINEER CONTROLS
- Eukaryotic Viral Fraction
- GBP
- H/NHP Materials
- H/NHP Materials
- HAZARDOUS EXPOSURE

5. Fill in the name of your agent. You can choose to hide the value if you don't want the agent displaying in the IBC protocol form options.
6. Click Save.

Add Record

Option	Biosafety Level	(N)
Value	BSL1	*
Hide Value	<input type="checkbox"/>	

Save Cancel

(R) Read Only (*) Required (N) Edit New Records Only

You can also edit an option by clicking on the line item, and then click Edit.

Dual Use Agents	Dysport, Xeomin, Myobloc, Lantox, Prosigne, Neuronox/Siax)	No
Dual Use Agents	Ebola virus	No
Dual Use Agents	Foot-and-mouth disease virus	No

+ Add Edit Delete Find Reset Page 1 of 6 30



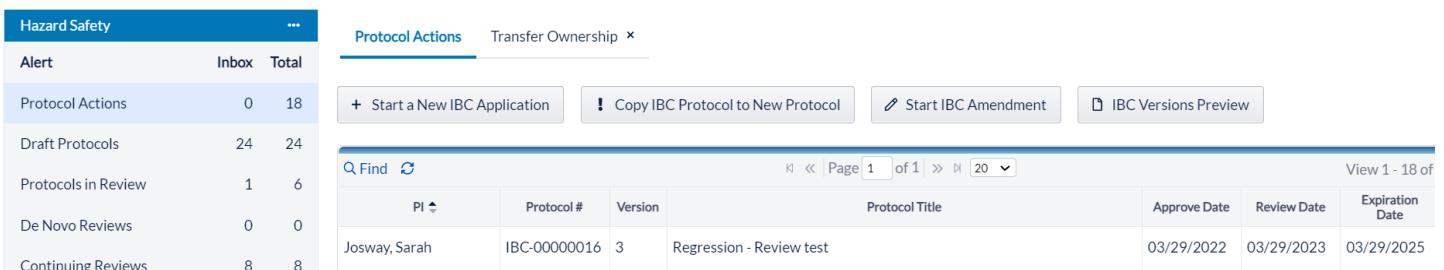
IBC Options

This list provides options for selection in the form. The IBC office role may need to manage these lists to add or edit options available to researchers.

Other IBC Actions

Protocol Actions Alert

The IBC Office role has the ability to perform additional tasks in the system. From the Protocol Actions alert, there are buttons to perform various actions. These are described in detail below.



Alert	Inbox	Total
Protocol Actions	0	18
Draft Protocols	24	24
Protocols in Review	1	6
De Novo Reviews	0	0
Continuing Reviews	8	8

Protocol Actions

- + Start a New IBC Application
- ! Copy IBC Protocol to New Protocol
- ✍ Start IBC Amendment
- IBC Versions Preview

PI	Protocol #	Version	Protocol Title	Approve Date	Review Date	Expiration Date
Josway, Sarah	IBC-00000016	3	Regression - Review test	03/29/2022	03/29/2023	03/29/2025

Start a New Protocol Application

Creates a new protocol draft. If the IBC office initiates a new protocol, the office role must define the PI name.

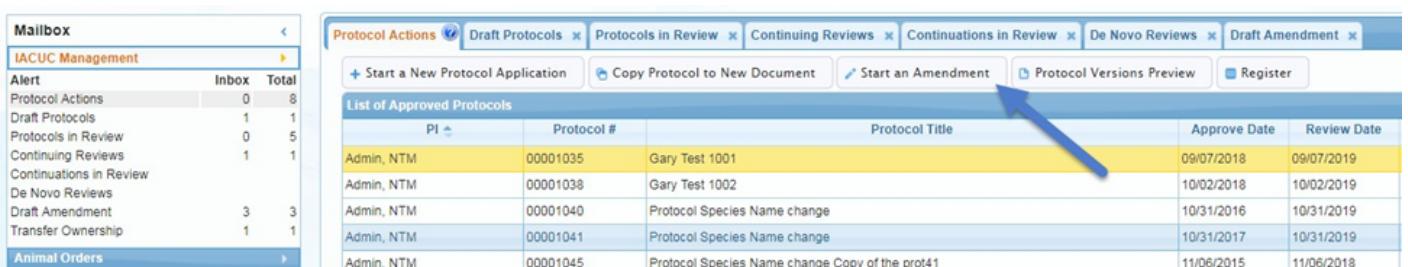
Copy Protocol to a New Document

Support Site Resource: [Copying an Approved Protocol](#)

Copies all of the details in the protocol into a new protocol draft. The new protocol will be accessible in Draft Protocols for editing and submission.

Start an Amendment

Creates an amendment. The amendment process starts by prompting the user to describe the changes to be made. Then the system will create a new version of the approved protocol which the user can edit and submit for review.



Alert	Inbox	Total
Protocol Actions	0	8
Draft Protocols	1	1
Protocols in Review	0	5
Continuing Reviews	1	1
Continuations in Review		
De Novo Reviews		
Draft Amendment	3	3
Transfer Ownership	1	1
Animal Orders		

Protocol Actions

- + Start a New Protocol Application
- ! Copy Protocol to New Document
- ✍ Start an Amendment
- Protocol Versions Preview
- Register

PI	Protocol #	Protocol Title	Approve Date	Review Date
Admin, NTM	00001035	Gary Test 1001	09/07/2018	09/07/2019
Admin, NTM	00001038	Gary Test 1002	10/02/2018	10/02/2019
Admin, NTM	00001040	Protocol Species Name change	10/31/2016	10/31/2019
Admin, NTM	00001041	Protocol Species Name change	10/31/2017	10/31/2019
Admin, NTM	00001045	Protocol Species Name change Copy of the prot41	11/06/2015	11/06/2018

The IBC office can perform an amendment on behalf of the PI. To start an amendment, select the protocol from the Protocol Actions alert and click on the Start an Amendment button.

When an amendment is started, the general information about the protocol is displayed and the user is asked to enter the reason for the amendment. When the Amend Protocol button is clicked, the entire protocol is displayed allowing the user to make the necessary changes to the protocol.



Protocol Number	00001040
Protocol Year	4
Protocol Title	Protocol Species Name change
Approve Date	10/31/2016 
Expiration Date	10/31/2019 
Full Name	Admin, NTM
Reason for Change	<div style="border: 2px dashed red; height: 100px; width: 100%;"></div>
Amend Protocol	

Notice that the reason for amendment becomes a part of the protocol TOC and is also included in the revision. When a change is made to a page, the tablet with a pencil icon is displayed on the TOC.

Start an Application for a New Protocol 00001038 3

Table of Contents	Protocol Overview	History	View Changes	Review Notes				
Options Protocol Overview (selected) Use Type(s) Personnel Databases Searched Endpoints Submit Protocol Attachments Cancel Draft Protocol Preview Protocol Amendment Reason	<h2>Protocol Overview</h2> <p>Complete each tab and choose 'Save'. When all tabs are completed choose 'Next'.</p> <table border="1"> <tr> <td>Title</td> <td>Goals</td> <td>Objectives</td> <td>Benefits</td> </tr> </table> <p>Enter title for this Protocol</p> <p>Gary Test 1002</p> <p>Application anticipated start date</p> <p>Application anticipated end date</p>	Title	Goals	Objectives	Benefits			
Title	Goals	Objectives	Benefits					

Protocol Versions Preview

Support Site Resource: [Comparing Protocol Versions](#)

Allows the user to view all versions of the protocol. The application will create new version numbers of a protocol for each amendment and De Novo renewal.

Protocol Versions							
Protocol	Version	PI	Approved	Expiration	Version Date	Source	Title
00001001	0002	NTM, PI 2	03/01/2018	03/01/2021	06/01/2018	Amendment Document ()	Animal Transfer Test Protocol
00001001	0001	NTM, PI 2	03/01/2018	03/01/2021	03/01/2018	New Document	Animal Transfer Test Protocol

In the example above, protocol 00001001 has two versions. The source column indicates the reason for each version. Version 1 is the New Document submission and approval. Version 2 was due to an Amendment. Each version can be viewed by clicking on the hyperlink found on the protocol number.

Transfer Protocol Ownership

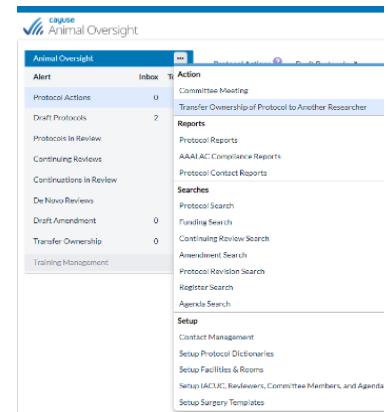
An investigator, or the IBC Office role, may initiate a protocol ownership transfer. This feature is available in the IBC Management Actions menu.

Enter all of the required fields and click on the Show Protocols to Transfer.

Transfer Information

Person to Transfer From	<input type="text"/>
Person to Transfer To	<input type="text"/>
Reason for Change	<input type="text"/>

[Show Protocols to Transfer](#)



All approved protocols display. Select the protocol needed to transfer and click on the Finish Transfer Request. An email is submitted to the IBC office indicating a Transfer Request has been submitted.

Transfer Information

Person to Transfer From	<input type="text" value="NTM, PI 1"/>
Person to Transfer To	<input type="text" value="NTM, PI 2"/>
Reason for Change	<input type="text" value="User's Manual"/>

[Finish Transfer Request](#)

Protocols Grid

Protocol No	Protocol Version	Protocol Title	Approve Date	Expiration Date	Status	Review Date
00001000	1	Test Protocol 1	01/30/2016	01/30/2019	Approved (w/o Stipulation)	01/30/2018
00001002	1	Test Protocol Copy	02/20/2018	02/20/2021	Approved (w/o Stipulation)	02/20/2019
00001008	1	Test Protocol 3-20-18	02/28/2019	02/28/2022	Approved (w/o Stipulation)	02/28/2020

[Find](#)

IBC Office Processes a Protocol Transfer Request

Support Site Resource: [Using the Transfer Ownership Tool](#)

When a protocol transfer request is submitted, the request lands in the Transfer Ownership alert. The IBC office can either Approve the request or Cancel it. Highlight the protocol and click either of the buttons.



HAZARD SAFETY TRAINING GUIDE

Approve Now

Transfer Ownership

Protocol #	Version	Protocol Title	Approve Date	Expiration Date	From	To	Reason for Change	Current Status
TO-0000001005 - 1 Transaction(s)								
00001008	1	Test Protocol 3-20-18	02/28/2019	02/28/2022	NTM, PI 1	NTM, PI 2	User's Manual	Pending
<input type="button" value="Find"/> <input type="button" value="Print"/> Page 1 of 1 <input type="button" value="Previous"/> <input type="button" value="Next"/> 20 <input type="button" value="Last"/>								

cayuse
Animal Oversight

IACUC	...
Alert	Inbox Total
Approved Protocols	0 452
Draft Protocols	44 44
Protocols in Review	3 7
De Novo Reviews	226 226
Draft Amendment	4 4
Transfer Ownership	1 1
Training Management	...

Approve Now

Approved Protocols Page 1 of 1 20

Protocol #	Version	Protocol Title	Approve Date	Expiration Date
TO-000000037 - 1 Transaction(s)				
20740	1	Coconut water protects from liver ischemic-reperfusion-induced organ injury	05/26/2020	05/26/2023
<input type="button" value="Find"/> <input type="button" value="Print"/> Page 1 of 1 <input type="button" value="Previous"/> <input type="button" value="Next"/> 20 <input type="button" value="Last"/>				

Hazard Safety Reports

The Cayuse Hazard Safety application offers many in-application reports. These reports can be easily generated by administrators to display important information about the institutional IBC compliance program. Each report has built-in filters to create detailed, targeted results. Sets of filters can be saved to allow users quick access to create, save, and export routine reports. All reports can be exported to CSV files for manipulation in other applications.

The Hazard Safety application has three main types of reports: IBC Protocol Reports, IBC Contact Reports, and IBC Agents Reports. Here is a brief overview of the reports.

Hazard Safety

Hazard Safety

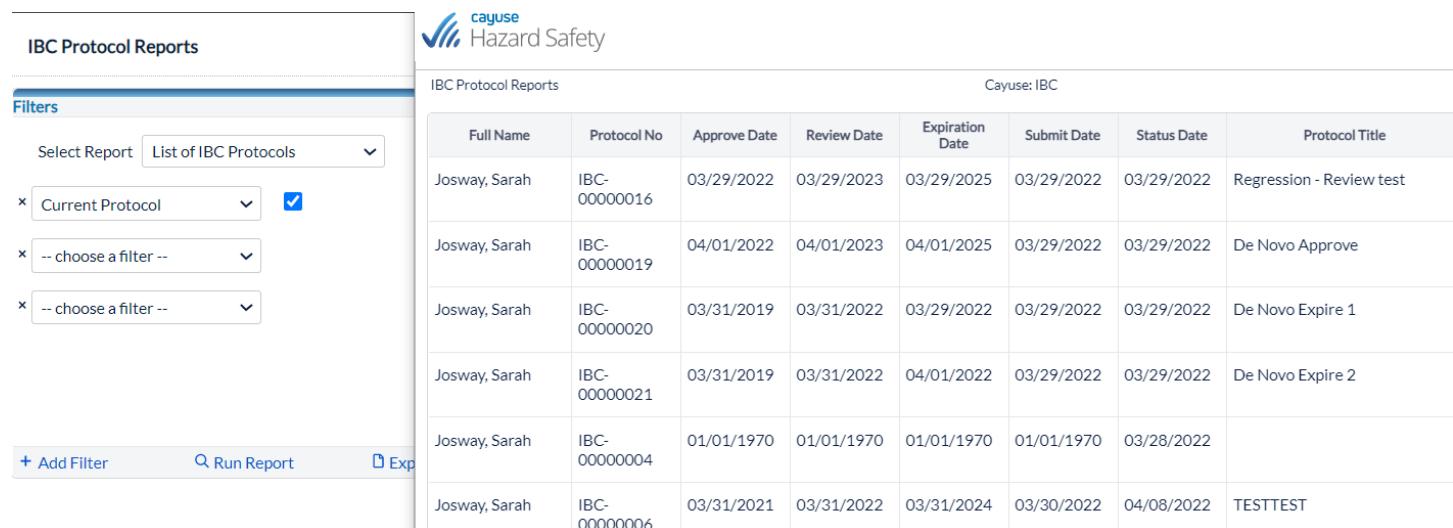
Action
IBC Committee Meeting
Transfer Ownership of Protocol to Another Researcher
Reports
IBC Protocol Reports
IBC Contact Reports
IBC Agents Reports
Searches
IBC Protocol Search
Continuing Review Search
Amendment Search
Protocol Revision Search

Tips for Using Filters

- All filters are case sensitive. When searching for a PI last name, capitalize the first letter.
- If using the *Equals* option, the keywords searched must match exactly.
- Use the Status or Current filters to generate a list.
- *Save Filters* allows you to save a filter to rerun the search another time with the same parameters.
- *Export* generates a CSV file with the results of the search.

IBC Protocol Reports

This set of reports can be used to generate lists of protocols that meet certain filter criteria or counts of protocols by various parameters. Our customers commonly use these reports to monitor protocol approval activity on a quarterly basis.



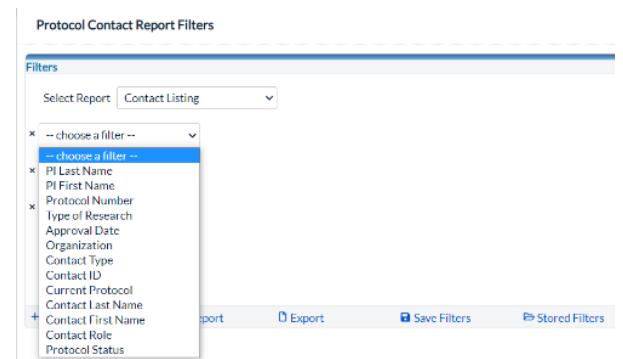
The screenshot shows the IBC Protocol Reports page. On the left, there is a sidebar titled "Filters" with dropdown menus for "Select Report" (set to "List of IBC Protocols") and "Current Protocol" (selected). Below these are two empty dropdown menus labeled "-- choose a filter --". At the bottom of the sidebar are buttons for "+ Add Filter", "Run Report", and "Exp". The main area displays a table titled "IBC Protocol Reports" with the header: Full Name, Protocol No, Approve Date, Review Date, Expiration Date, Submit Date, Status Date, and Protocol Title. The table contains six rows of data, all belonging to "Josway, Sarah" with different protocol numbers and dates.

Full Name	Protocol No	Approve Date	Review Date	Expiration Date	Submit Date	Status Date	Protocol Title
Josway, Sarah	IBC-00000016	03/29/2022	03/29/2023	03/29/2025	03/29/2022	03/29/2022	Regression - Review test
Josway, Sarah	IBC-00000019	04/01/2022	04/01/2023	04/01/2025	03/29/2022	03/29/2022	De Novo Approve
Josway, Sarah	IBC-00000020	03/31/2019	03/31/2022	03/29/2022	03/29/2022	03/29/2022	De Novo Expire 1
Josway, Sarah	IBC-00000021	03/31/2019	03/31/2022	04/01/2022	03/29/2022	03/29/2022	De Novo Expire 2
Josway, Sarah	IBC-00000004	01/01/1970	01/01/1970	01/01/1970	01/01/1970	03/28/2022	
Josway, Sarah	IBC-00000006	03/31/2021	03/31/2022	03/31/2024	03/30/2022	04/08/2022	TESTTEST

Protocol Contacts Reports

These reports provide lists of protocol staff, which can be used by the Hazard Safety program to develop email lists for new policies, training courses, or program updates.

- Contact Listing
- Contact Listing by Protocol



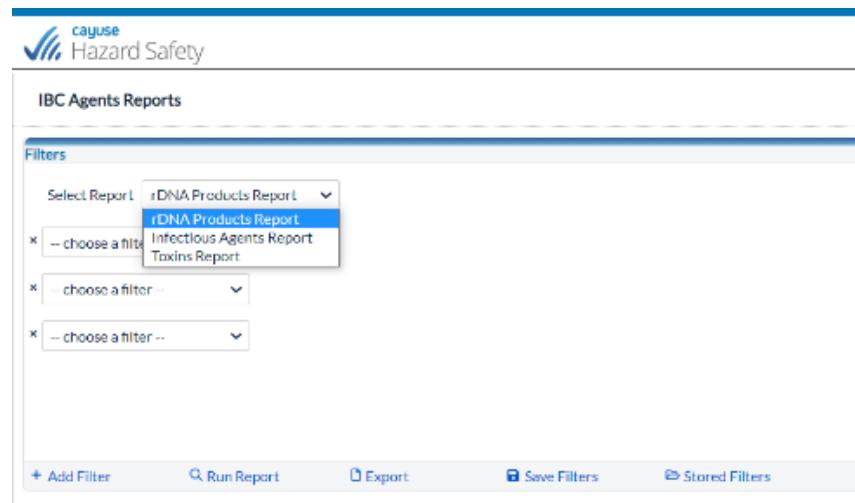
The screenshot shows the "Protocol Contact Report Filters" page. On the left, there is a sidebar titled "Filters" with a "Select Report" dropdown set to "Contact Listing". Below it is a dropdown menu containing several filter options: "choose a filter", "PI Last Name", "PI First Name", "Protocol Number", "Type of Research", "Approval Date", "Organization", "Contact Type", "Contact ID", "Current Protocol", "Contact Last Name", "Contact First Name", "Contact Role", and "Protocol Status". At the bottom of the sidebar are buttons for "Report", "Export", "Save Filters", and "Stored Filters".

IBC Agents Reports

These reports will display agent details from protocols based on the search parameters selected. This is a great tool for IBC programs to pull specific information about hazard types.

There are three report types:

- rDNA Products Report
- Infectious Agents Report
- Toxins Report



The screenshot shows the 'Filters' section of the IBC Agents Reports interface. At the top, there is a dropdown menu labeled 'Select Report' with three options: 'rDNA Products Report', 'Infectious Agents Report', and 'Toxins Report'. The 'rDNA Products Report' option is currently selected and highlighted with a blue background. Below this dropdown are three empty filter fields, each with a placeholder 'choose a filter...'. At the bottom of the filters section, there are four buttons: '+ Add Filter', 'Run Report', 'Export', and 'Save Filters'.

Tip:

The Filter options below provide the ability for users to combine or exclude agent types. The user will indicate if the system should include (Equals Yes) or exclude (Equals No) protocols with the agent type under Select Report and the filter option.

For example, in the screenshot below, the system will display data from the toxins page. If the Whole Animals/Animal Material filter equals 'Yes', the system will display protocols that have toxins and whole animals. If the Whole Animals/Animal Material filter equals 'No', the system will display results excluding protocols that have Whole Animal work.

IBC Agents Reports

Filters

Select Report Toxins Report ▾

- Whole Animals/Animal Ma ▾ Equals ▾
- Biological Toxins ▾ Equals ▾
- Microorganism/Infectious ▾ Equals ▾

The results below show details from the rDNA page of protocols that also have Biological Toxins.

IBC Agents Reports

Filters

Select Report rDNA Products Report ▾

Biological Toxins Equals ▾ Yes

+ Add Filter Q Run Report E Export S Search

rDNA Products Report								
Protocol ▾	Status	Backbone Source	Vector/Inse	Species/Stre	Nature of DNA Sequence	Effect?	Largest Fraction	Replication Competent
IBC-00000001	Un-Finished	AAV	test	test	shRNA/siRNA	Growth Factor	< 1/2	Yes
IBC-00000010	Un-Finished	Plasmids		Fungal ITS; species unknown	Genomic DNA	Other (specify)	n/a	Yes
IBC-00000005	Un-Finished	AAV	test	test	Genomic DNA	Anti-apoptotic		
IBC-00000016	Approved (w/o Stipulation)	AAV		Mice, Rat, Cat	Anonymous Marker;Genomic DNA;Toxin Gene;cDNA;shRNA	Anti-apoptotic;Cytokine Inducer;Cytokine Inhibitor;Growth Factor;Oncogen Inducer;Tumor Inhibitor;Other (specify)	< 1/2	Yes

Here are screenshots of the different report types with the filter Current checked. This displays all data in the system.

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IBC Agents Reports

Filters

- Select Report: Infectious Agents Report
- Current
- choose a filter --
- choose a filter --

+ Add Filter [Run Report](#) [Export](#)

IBC Agents Reports											Cayuse
Infectious Agents Report											
Protocol	Status	Agent Type	Agent	Strains	Genetically Modified?	Virulence	Admin Route	Produces Toxins?	Select Agent?	Risk Group	Max 1
IBC-00000002	Approved (w/o Stipulation)	Viruses	SARS-associated coronavirus (SARS-CoV)	test	No	Attenuated		No	No	Risk Group 3	No
IBC-00000006	Withdrawn	Viruses	SARS-associated coronavirus (SARS-CoV)	test	Yes	Wild Type		No	No	Risk Group 2	No
IBC-00000008	Withdrawn	Fungi	Botulinum neurotoxin 11045	EPS-neurotoxin 11045	No	Attenuated		No	No	Risk Group 2	No
IBC-00000008	Withdrawn	Fungi	Conotoxin EPS-11045	EPS-11045	Yes	Attenuated	EPS-11045	No	No	Risk Group 3	No
IBC-00000009	Approved (w/o Stipulation)	Viruses	Ebola virus	N/A	No	Wild Type	We will inoculate lizards with	No	Yes	Risk Group 4	Yes

IBC Agents Reports

Filters

- Select Report: Toxins Report
- Current
- choose a filter --
- choose a filter --

Toxins Report											Tr
Protocol	Status	Toxin	Max. Toxin Produced	Max. Toxin Stored	Select Agent?	Acquisition Source	Antidote?	Exposure	At-Risk Population	Re	Tr
IBC-00000011	Approved (w/o Stipulation)	Bacillus anthracis	Tester	1	Yes	Acquired from a Research Collaborator; Co-Vendor; Developed in my Institution Lab; Other Source	Yes	Arthropods; Cell Culture; Humans; Animals; Microorganisms; or Transgenic Plants; Vertebrate Animals	Animals; Humans; Mammals; Cell Culture	Microorganisms	Microorganisms
IBC-00000011	Approved (w/o Stipulation)	Hendra virus	1QA	1.5	Yes	Acquired from a Research Collaborator; Developed in my Institution Lab	No	Arthropods; Humans; or Transgenic Plants	Animals; Plants	Q	Q

Report Type	Description and Activities
Protocol Report	This report will display all protocols or provide a protocol count by PI name.
Protocol Contact Report	This report will generate lists of staff depending on the filter parameter. For example, to view staff on all protocols in the system, use the following filters.
Agents Reports	This type of report will pull lists of agents by protocols. You can generate lists of protocols with recombinant agents, toxins, and non-recombinant, and infectious agents.

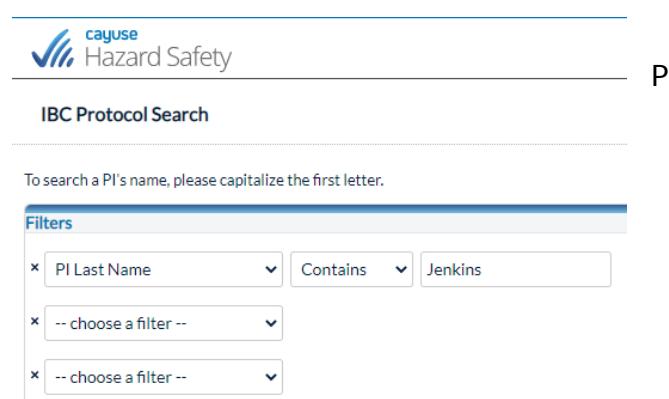
Hazard Safety Searches

Running a Search

Access the Search options by clicking on the IBC Action menu. Click on the type of search you want to perform.

Tips for Using Filters

- All filters are case sensitive. When searching for a last name, capitalize the first letter.
- If using the *Equals* option, the keywords searched must match exactly.
- Use the Status or Current filters to generate a list.
- *Save Filters* allows you to save a filter to rerun the search another time with the same parameters.
- *Export* generates a CSV file with the results of the search.



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IBC Protocol Search

To search a PI's name, please capitalize the first letter.

Filters

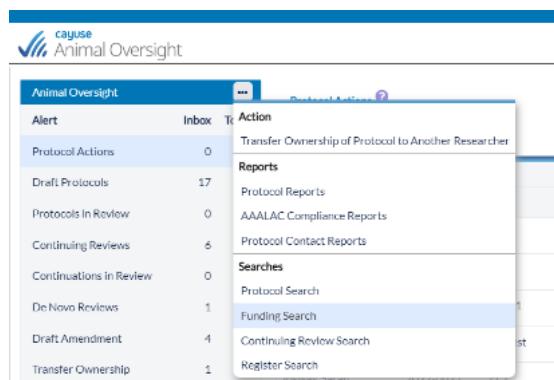
PI Last Name Contains Jenkins

-- choose a filter --

-- choose a filter --

Animal Oversight: Funding Search

To perform searches on Funding information, the IBC office role will need to access the Funding Search under the Animal Oversight application action menu.



Animal Oversight		
Action	Alert	Inbox
Protocol Actions	0	Transfer Ownership of Protocol to Another Researcher
Draft Protocols	17	Reports
Protocols In Review	0	Protocol Reports
Continuing Reviews	6	AAALAC Compliance Reports
Continuations In Review	0	Protocol Contact Reports
De Novo Reviews	1	Searches
Draft Amendment	4	Protocol Search
Transfer Ownership	1	Funding Search

The following is a sample result of a Funding Search:

Funding Search

Funding Search Results											
Fund Source	PI	Protocol Numb	Title	Version	Funded?	Grant No	Protocol Title	Approve Date	Expiration D	PI Email ID	St
American Heart Association	Admin, NTM	00001024		1	No	17346	Test for HFHS - added here			drojas@ntmcs.com	Pending
Leukemia And Lymphoma Society	NTM, PI 1	00001008	LLS Fund Title	1	No	8734785656	Test Protocol 3-20-18	02/28/2019	02/28/2022	bketha@ntmcs.com	Approved (w/o
Close Results Save Filters Protocol Versions Preview											
View 1 - 2 of 2											

Hazard Safety Searches

Hazard Safety		...	Protocol Actions
Alert	Inbox	1	Action
Protocol Actions	0		IBC Committee Meeting Transfer Ownership of Protocol to Another Researcher
Draft Protocols	47		Reports
Protocols in Review	13		IBC Protocol Reports IBC Contact Reports IBC Agents Reports
On-Now Reviews	1		Searches
Continuing Reviews			IBC Protocol Search Continuing Review Search Amendment Search Protocol Revision Search Agenda Search
Draft IBC Amendments	0		Setup
Continuations in Review			Setup IBC Lists Training Setup
Transfer Ownership	0		

IBC Protocol Search

The Protocol Search displays the list of protocols per the search filters used. Additionally, there are four buttons at the top of the page which allows you to Copy Protocol to a New Document, Copy Protocol to PI, Preview Protocol Versions and also Change the Status of a protocol.

Protocol Search								
Close Results Save Filters Copy Protocol to New Document Copy Protocol To PI Protocol Versions Preview Change Status								
Protocol Search Results								
PI	Protocol #	Version	Title	Approved	Expires On	Submitted	Status	
NTM, PI 1	00001000	1	Test Protocol 1	01/30/2016	01/30/2019	01/24/2018	Approved (w/o Stipulation)	
NTM, PI 1	00001000	2	Test Protocol 1- amend	01/30/2016	01/30/2019	01/26/2018	Expired	
NTM, PI 2	00001001	1					Un-Finished	
NTM, PI 1	00001002	1	Test Protocol Copy				Un-Finished	
NTM, PI 1	00001034	1					Un-Finished	
NTM, PI 1	00001041	1	Miki's 3-15-2018 Protocol	05/23/2017	05/23/2020	03/15/2018	Approved (w/o Stipulation)	
NTM, PI 1	00001041	2	Miki's 3-15-2018 Protocol	05/23/2017	05/23/2020	05/21/2018	On-Hold	
NTM, PI 2	00001064	1	Miki's 4-4-2018 Protocol	04/04/2018	04/04/2021	04/04/2018	Approved (w/o Stipulation)	
NTM, PI 1	00001066	1	Miki's Demo 4-23-2018	04/23/2018	04/23/2021	04/23/2018	Approved (w/o Stipulation)	

- Copy Protocol to New Document: refer to the section above
- Protocol Versions Preview: refer to the section above
- Copy Protocol to PI: refer to the section above

Change the Status of an Approved IBC Protocol (Closing or suspending a protocol)

Allows the IBC Office role to change the status of a protocol. For example, if there is a compliance issue, the IBC Office role may change the protocol status to 'On Hold'. After the issue is addressed the status may be reverted back to 'Approved'. NOTE that protocols with Un-Finished status cannot be changed to approved from here. They can only be approved via the Review process.

Protocols that are currently approved may also be changed to Expired.

Change Protocol Status IBC-00000016:3

Change Status

Principle Investigator	Josway, Sarah
Protocol Number	IBC-00000016
Protocol Title	Regression - Review test
Submit Date	03/29/2022
Approval Date	03/29/2022
Expire Date	03/29/2025
Document Type	New
From Status	Approved (w/o Stipulation)
To Status	<input type="button" value="▼"/>
Status Date	03/29/2022
Reason to Change the Status *	<input type="text"/>

Finish Change Status

Continuing Review Search

This feature searches for Continuing Reviews using these filters:

Continuing Review Search

Continuing Review Search Filters

Filters

-- choose a filter -- ▾
 – choose a filter –
 Protocol Number
 PI Last Name
 PI First Name
 Renewal Finalization Date
 Continuing Review Action
 Status
 Expiration Date
 Approval Date
 Current

[+ Add Filter](#) [🔍 Search](#)

The search result returns the following information:

Continuing Review Search

[✖ Close Results](#) [Save Filters](#)

Continuing Review Search Results

Protocol No	PI	Protocol Title	Approve Date	Status	Continuing Review	Renewal Finaliza
00001000	NTM, PI 1	Test Protocol 1	01/30/2016	Approved (w/o Stipulation)	Continue As Is	
00001026	Admin, NTM	testing De Novo	03/22/2016	Expired	Lapse upon expiration	

[⟳](#) Page 1 of 1 [20](#) ▾

Click on the hyperlink to view the details of the Continuing Review. The following screenshot is a sample of what a Continuing Review looks like.

eSirius3G

Continuing Review

Protocol Number
00001000

Principal Investigator
NTM, PI 1

Title
Test Protocol 1

Date of Initial Approval
01/30/2016

Department
Neurology

Organization
Ntm Consulting Services, Inc.

Email
bketha@ntmcs.com

Phone

PI 1 Number

Species	USDA Category	Total # Approved	Balance	Approve Date
Mouse	B	1,111	884	01/30/2016
Mouse	C	100	30	01/30/2016

Status
Continue As Is

Progress Report. If the status of this project is Continue As Is, provide a brief update on the progress made in achieving the specific aims of the protocol.
test

Carry Forward to Next Year?

Year?	Name	Role	Phone	Email	Organization	Department	Primary Contact?
Yes	NTM, PI 1	Principal Investigator		cchavez@ntmcs.com	Ntm Consulting Services, Inc.	Neurology	No
Yes	NTM, Buyer 1	Animal Buyer Staff		cchavez@ntmcs.com	Ntm Consulting Services, Inc.	Cardiology	No

Problems/Adverse Events. If the status of this project is active/project ongoing, or project was initiated, but is presently inactive, describe any unanticipated adverse events, morbidity or mortality, the cause(s), if known, and how these problems were resolved. If NONE, this should be indicated.
re

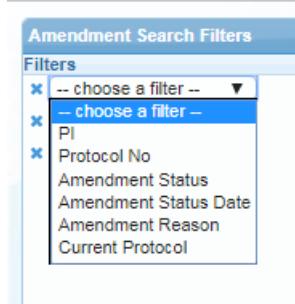
Alternatives to Animal Use. Alternatives to the use of animals should be considered and used when possible. Since the last IACUC approval, have alternatives to the use of animals become available that could be substituted to achieve your specific project aims?

Alternatives To Potentially Painful Procedures. (Address the following if your project involves USDA Category D or Category E.)
Procedures that cause the least amount of pain or distress to the animals should be considered and used when possible. Since the last IACUC approval, have alternatives which are substantially less painful or distressful to animals that could be used to achieve your specific project aims?

Amendment Search

To search for amendments,
use the following filters from the Amendment Search:

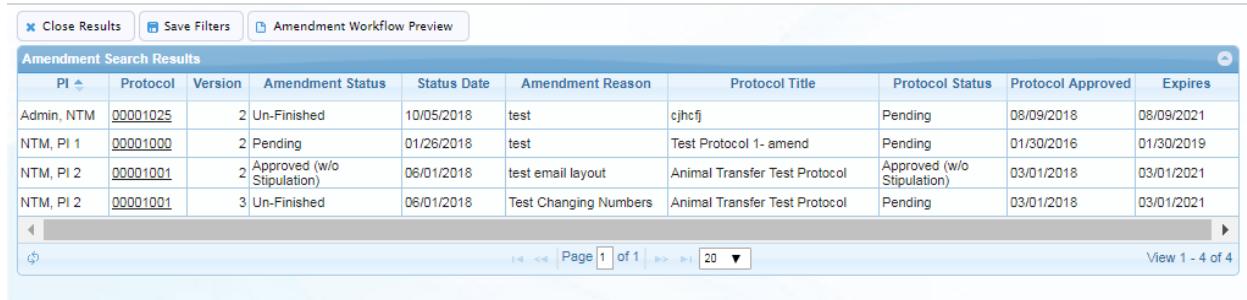
Amendment Search



The screenshot shows a dropdown menu titled "Amendment Search Filters" under the heading "Filters". The menu lists several filter options: "PI", "Protocol No", "Amendment Status", "Amendment Status Date", "Amendment Reason", and "Current Protocol". The "PI" option is currently selected, as indicated by a blue background.

The image below is a sample search:

Amendment Search



PI	Protocol	Version	Amendment Status	Status Date	Amendment Reason	Protocol Title	Protocol Status	Protocol Approved	Expires
Admin, NTM	00001025	2	Un-Finished	10/05/2018	test	cjhcfj	Pending	08/09/2018	08/09/2021
NTM, PI 1	00001000	2	Pending	01/26/2018	test	Test Protocol 1- amend	Pending	01/30/2016	01/30/2019
NTM, PI 2	00001001	2	Approved (w/o Stipulation)	06/01/2018	test email layout	Animal Transfer Test Protocol	Approved (w/o Stipulation)	03/01/2018	03/01/2021
NTM, PI 2	00001001	3	Un-Finished	06/01/2018	Test Changing Numbers	Animal Transfer Test Protocol	Pending	03/01/2018	03/01/2021

Click on the protocol number hyperlink to preview the protocol.

Highlight a row and click on the Amendment Workflow preview to view the details of the workflow. The snapshot below is a sample preview:



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Amendment Preview Workflow

PI	NTM, PI 2
Protocol #	00001001
Protocol Title	Animal Transfer Test Protocol
Protocol Expiration Date	03/01/2021
Amendment Status	Approved (w/o Stipulation)
Amendment Status Date	06/01/2018
Amendment Reason	test email layout
Protocol Year	2

Amendment Reviewer(s)

Revision Number	Reviewer	Role	Reviewer Status	Primary	Secondary	Voting Member	Active	Revision Status	General Review Notes
0003	NTM, PI 2 Val 1 Member	IACUC Committee Member	Cancelled	No	No	Yes	Yes	Closed	

Workflow History

Start Date	Start Time	End Date	End Time	User	From	To	Work Flow Status	Trans Detail
06/01/2018	10:29:43	06/01/2018	10:29:50	Admin, NTM		IACUC Office	Closed	Workflow Cancelled
05/29/2018	06:10:49	06/01/2018	10:28:43	NTM, Val 1	IACUC Office	Member(s) Review	Closed	Member(s) Review
05/29/2018	09:09:17	05/29/2018	09:10:49	Admin, NTM, PI	IACUC Office	Closed	Revision Submission	Revision Submission

Signatures

Signee	Date Signed	Time Signed
Admin, NTM	06/01/2018	10:29:50
Admin, NTM	05/29/2018	09:10:49
Admin, NTM	05/29/2018	09:09:17

Email Notifications

From	Subject	Date Sent	Time Sent	Recipient	Carbon Copy	Blind Carbon Copy	Email List
Admin, NTM	#Sirius3D - 00001001 Admin, NTM, Amendment Submission	05/29/2018	09:09:19	cmourad@ntmcs.com, cohavez@ntmcs.com			
Message							

Protocol Revision Search

This feature allows you to locate and view comments and responses from the IBC and IMBRs' review of protocols.

The example below is the result of a Revision Search:

Protocol Revision Search

Protocol Revision Search Results										
PI	Protocol #	Versi	Title	Document Type	Approved	Expires On	Submitted	Protocol Status	Reviewer Synopsis	
NTM, PI 1	00001000	1	Test Protocol 1	New	01/30/2016	01/30/2019	01/24/2018	Approved (w/o Stipulation)		
NTM, PI 1	00001000	2	Test Protocol 1- amend	Amendment	01/30/2016	01/30/2019	08/06/2018	Pending		
NTM, PI 2	00001001	1	Animal Transfer Test Protocol	New	03/01/2018	03/01/2021	03/08/2018	Approved (w/o Stipulation)		
NTM, PI 2	00001001	2	Animal Transfer Test Protocol	New	03/01/2018	03/01/2021	05/29/2018	Approved (w/o Stipulation)		
NTM, PI 2	00001001	3	Animal Transfer Test Protocol	Amendment	03/01/2018	03/01/2021	05/29/2018	Pending		
NTM, PI 1	00001002	1	Test Protocol Copy	New	02/20/2018	02/20/2021	10/25/2018	Approved (w/o Stipulation)		

SHOW ALL REVIEWERS

This feature displays the list of reviewers who reviewed this protocol. It allows you to drill down to see individual comments on the protocol's sections.



HAZARD SAFETY TRAINING GUIDE

Protocol Revision Search

Review Information

Principle Investigator	NTM, PI 1
Protocol Number	00001000
Protocol Title	Test Protocol 1 - amend
Submit Date	08/06/2018 <input type="button" value="Calendar"/>
Reviewer Synopsis	<p>Path: p</p>
Approval Date	01/30/2016 <input type="button" value="Calendar"/>
Expire Date	01/30/2019 <input type="button" value="Calendar"/>
Document Type	Amendment

Show Reviewer Comments

Reviewers List

Reviewer Name	Revision Number	Protocol	Primary	Secondary	Reviewer Email ID
NTM, Vet 1	0005	00001000	No	No	ashah@ntmcs.com
NTM, Member 1	0006	00001000	No	No	cchavez@ntmcs.com
NTM, Member 1	0005	00001000	No	No	cchavez@ntmcs.com

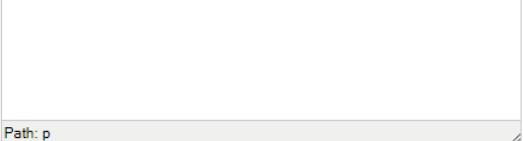
Page **1** of 1 20

In the example above, Vet 1 and Member 1 made comments on Revision #005 and only Member 1 made comments on Revision #6.

To view the comments, highlight the row and click Show Reviewer Comments. In the example below, we can see Member 1's comments.

Reviewer Comments

[Review Information](#)

Principle Investigator	NTM, PI 1
Protocol Number	00001000
Protocol Title	Test Protocol 1- amend
Submit Date	08/06/2018 
Reviewer Synopsis	
	Path: p
Approval Date	01/30/2016 
Expire Date	01/30/2019 
Document Type	Amendment

[Show Revision](#)

Pages Reviewed by Reviewer

Page  	Reviewer	Revision Number	Revision Notes	Amendment?	Rebuttal?	Rebuttal Info	Status	
Protocol Overview	NTM, Member 1	0005	Here are some general notes from the IMBR about this protocol. IMBR is adding some more notes.	Yes	Yes	PI can't do anything with these notes except enter a rebuttal.	Closed	

  Find Page 1 of 1 >> >>> 20 View 1 - 1 of 1

To drill down even more, highlight the row and click on Show Revision. A new browser tab displays with three sections.

The Previous section displays the information on the page prior to PI's modifications:

[Previous](#)

Protocol Overview

Complete each tab and choose 'Save'. When all tabs are completed choose 'Next'.

Enter title for this Protocol

Test Protocol 1- amend

Application anticipated start date

Application anticipated end date

IACUC Notes

How would you explain to a non-scientist the long term or overall scientific goals of the proposed work?

Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci. Aenean nec lorem.

How would you explain to a non-scientist the scientific objectives of the proposed work?

Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci. Aenean nec lorem.

How would you explain to a non-scientist the way the proposed animal use might benefit human or animal health, the advancement of knowledge, or the good of society?

Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci. Aenean nec lorem.

The Review Notes Made which has the Reviewer notes at the bottom of the section:

Review Notes Made

Protocol Overview

Complete each tab and choose 'Save'. When all tabs are completed choose 'Next'.

Enter title for this Protocol

Test Protocol 1-amend

Application anticipated start date

Application anticipated end date

IACUC Notes

How would you explain to a non-scientist the long term or overall scientific goals of the proposed work?

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci. Aenean nec lorem.

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How would you explain to a non-scientist the way the proposed animal use might benefit human or animal health, the advancement of knowledge, or the good of society?

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Reviewer Notes

Here are some general notes from the IMBR about this protocol.

IMBR is adding some more notes.

And finally, the Changes Made section. Had the PI made changes here, they would display with green for added text or red crossed out text for text that was removed. In the sample below, the PI responded with a Rebuttal:



HAZARD SAFETY TRAINING GUIDE

Changes made

Protocol Overview

Complete each tab and choose 'Save'. When all tabs are completed choose 'Next'.

Enter title for this Protocol

Test Protocol 1- amend

Application anticipated start date

Application anticipated end date

IACUC Notes

How would you explain to a non-scientist the long term or overall scientific goals of the proposed work?

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci. Aenean nec lorem.

How would you explain to a non-scientist the scientific objectives of the proposed work?

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci. Aenean nec lorem.

How would you explain to a non-scientist the way the proposed animal use might benefit human or animal health, the advancement of knowledge, or the good of society?

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci. Aenean nec lorem.

Pi Rebuttal

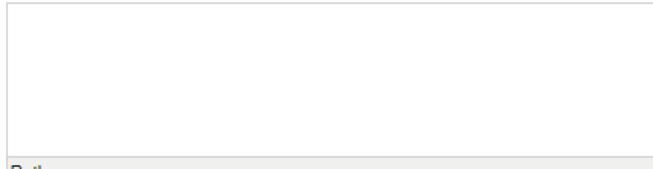
PI can't do anything with these notes except enter a rebuttal.

SHOW OFFICE COMMENTS

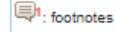
Displays all merged Office comments for each page reviewed in the protocol.

Office Review Comments

Review Information

Principle Investigator	Admin, NTM
Protocol Number	00001024
Protocol Title	Test for HFHS - added here
Submit Date	06/18/2018 
Reviewer Synopsis	
Path:	p
Approval Date	
Expire Date	
Document Type	New

List of Reviewed Pages

Page	Revision Number	Merged Notes	Amendment?	Rebuttal?	Rebuttal Info	Status
Protocol Overview	0003	Adding notes as IACUC Office user  footnotes	No	No		Open
Species Information	0003	test FDR	No	No		Open
Methodology	0001	Please provide more detail	No	No		Closed
Adverse Consequences	0002	Summary of member comments	No	No		Closed
Adverse Consequences	0003	I adding my notes here to show team how it works	No	No		Open

To view the Revision in more detail, highlight a row and click on the Show Revision button.

WORKFLOW HISTORY

The Workflow History feature provided information about the workflow

Workflow History

Review Information	Workflow History	Emails	Signatures
Principle Investigator	NTM, PI 2		
Protocol Number	00001001		
Protocol Title	Animal Transfer Test Protocol		
Submit Date	05/29/2018 		
Reviewer Synopsis	<div style="height: 100px; border: 1px solid #ccc; margin-top: 10px;"></div>		
Path: p			
Approval Date	03/01/2018 		
Expire Date	03/01/2021 		
Document Type	New		

Agenda Search

This feature allows the IBC Office role to locate and view previous meeting agendas. The filters available for this search are:

[Agenda Search](#)

Agenda Search Filters

Filters

- choose a filter --
- choose a filter --
- PI Name
- Meeting Date
- Status On Agenda
- Status Off Agenda
- Protocol Number
- Protocol Title
- Current ie Yes or No

The search returns the list of protocols grouped by the specific date of the meeting:



HAZARD SAFETY TRAINING GUIDE

Agenda Search

Agenda Search Results									
Section	Protocol	Title	PI	Minutes	Status On Agenda	Status Off Agenda	Yes	No	Other
03/15/2018 - 2 Protocol(s) on Meeting									
Approved Protocols	00001000	Test Protocol 1	NTM, PI 1				0	0	0
Approved Protocols	00001001	Animal Transfer Test Protocol	NTM, PI 2				0	0	0

The IBC Office role can edit the meeting minutes by selecting a row and clicking on the edit button. To preview the meeting minutes, select a row and click on the Preview Minutes button. The minutes display as follows:

Meeting Minutes

Meeting Date	03/15/2018
Meeting Location	Conference Room
General Notes	

Attendees

Committee Member	Attended?
NTM, Member 1	No
NTM, Member 2	No
NTM, Member 3	No
NTM, Member 4	No
NTM, Member 5	No
NTM, Vet 1	No

Additional Attendees

Additional Attendees

Approved Protocols

Protocol #	PI	Title	Date Approved	Next Review Date	Expiration Date
00001000	NTM, PI 1	Test Protocol 1	01/30/2016	01/30/2018	01/30/2019
00001001	NTM, PI 2	Animal Transfer Test Protocol	03/01/2018	03/01/2019	03/01/2021

Search Type	Description and Activities
IBC Protocol Search	<p>Searches all protocols (ex. PI name, protocol number, etc.)</p> <p>Protocol Search</p> <p> <input type="button" value="Close Results"/> <input type="button" value="Save Filters"/> <input type="button" value="Copy Protocol to New Document"/> <input type="button" value="Copy Protocol To PI"/> <input type="button" value="Protocol Versions Preview"/> <input type="button" value="Change Status"/> </p> <ul style="list-style-type: none"> ❑ Change Status: change the status of a protocol that is Approved, Expired or On-Hold ❑ Protocol Versions Preview: view older versions of the protocol and compare versions ❑ Copy Protocol to New Document: copy the protocol to a new document. Keeps the PI but creates a copy of the protocol that can be edited and submitted. ❑ Copy Protocol to PI: copies the protocol and allows a new PI to be selected. The copy remains in the draft state where it can be edited and then submitted by the new PI.
Continuing Review Search	<p>Provides a full document view of the Continuing Review</p>
Amendment Search	<p>View amendments, protocol versions and amendment workflows</p> <ul style="list-style-type: none"> ❑ Amendment Workflow Preview: Full Document View of Amendment Workflow including reviewers, history, signatures and email notifications.
Protocol Revision Search	<p>View workflow, protocol versions, reviewer comments and PI responses from past reviews</p> <p>Protocol Revision Search</p> <p> <input type="button" value="Close Results"/> <input type="button" value="Save Filters"/> <input type="button" value="Show All Reviewers"/> <input type="button" value="Show Office Comments"/> <input type="button" value="Workflow History"/> <input type="button" value="Protocol Versions Preview"/> </p> <ul style="list-style-type: none"> ❑ Show All Reviewers: see all review comments associated with each reviewer. View the comment, PI response and revised protocol text associated with each comment. ❑ Show Office Comments: shows IACUC Office Comments, protocol revisions per comment and Rebuttal (if provided in response to the question) ❑ Workflow History: view workflow including emails, signature and workflow history ❑ Protocol Versions Preview: view older versions of the protocol and compare versions
Agenda Search	<p>View protocols assigned to committee meetings and to review past meeting minutes</p> <ul style="list-style-type: none"> ❑ Preview Minutes: view the meeting minutes (full document view)

Hazard Safety Alerts

Support Site Resource: [Understanding Alerts](#)

In Cayuse Hazard Safety, the left-hand menu contains different sections for alerts. Each alert displays submissions that apply to that alert. From this view, the IBC office role can see the activity and status of all approved or pending submissions.

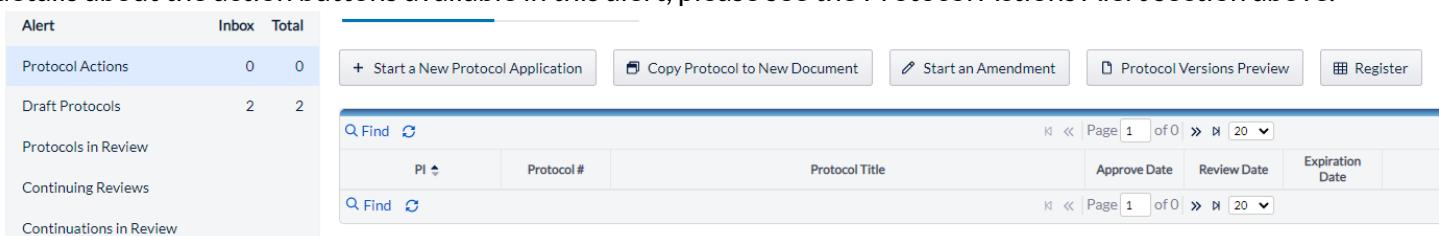
Hazard Safety		...
Alert	Inbox	Total
Protocol Actions	0	2
Draft Protocols	0	0
Protocols in Review	0	3
De Novo Reviews	0	0
Continuing Reviews		
Draft IBC Amendments	0	0
Continuations in Review		

Alert	Description
Protocol Actions	Displays all approved protocols.
Draft Protocols	Displays all protocols which have been started but not yet submitted to the IBC office.
Protocols in Review	Displays the list of protocols which have been submitted to the IBC office for review. All protocols will be grouped by new protocols, amendments and De Novos. Clicking on the hyperlink displays the IBC Workflow page.
Continuing Reviews	Displays the list of protocols up for continuing review
Continuations in Review	Displays the list of protocols which have been submitted for the continuation review. Clicking on the hyperlink displays the IBC Workflow page.
De Novo Reviews	Display the list of protocols due for De Novo review.

Draft Amendment	Displays the amendments which have been started but not yet submitted to the IBC office.
Transfer Ownership	Displays the list of protocols being requested for transfer from one PI to another.

Protocol Actions

This alert displays all approved protocols and actions available to the researcher and the IBC office. For more details about the action buttons available in this alert, please see the Protocol Actions Alert section above.



Alert	Inbox	Total
Protocol Actions	0	0
Draft Protocols	2	2
Protocols in Review		
Continuing Reviews		
Continuations in Review		

[+ Start a New Protocol Application](#)
 [Copy Protocol to New Document](#)
 [Start an Amendment](#)
 [Protocol Versions Preview](#)
 [Register](#)

Find
 Page 1 of 0
 20

PI	Protocol #	Protocol Title	Approve Date	Review Date	Expiration Date

Find
 Page 1 of 0
 20

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.

Protocols in Review

This alert displays the workflow process, showing both the sender and recipient of the 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 Draft Protocol Alerts.

Continuing Review

This alert shows protocols that are due for continuing review on the first or second year anniversary of the protocol approval.

Continuations in Review

This alert shows continuing reviews that have been submitted for review by the IBC committee.

De Novo Reviews

This alert will show protocols due for the 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.

IBC Review Workflow

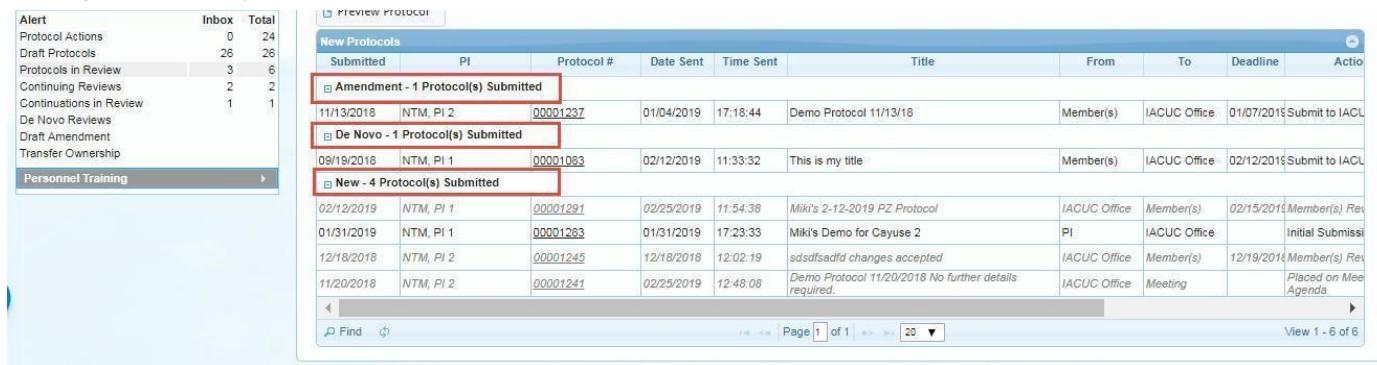
The IBC may review different submission documents including New Protocols, Amendments, De Novos or Continuing Reviews. Each institution has a unique protocol review workflow process. Some IBC programs send submissions to all members to poll the committee to determine if items should be called to a full committee meeting. The Cayuse Hazard Safety application relies on the IBC office role to route the submission through the applicable review workflow.

As documents move throughout the review process, the Hazard Safety application sends email notifications to users.

Understanding the Review Alerts

There are two separate alerts to manage these submissions; Protocols in Review alert and Continuations in Review alert. Both alerts behave in the same way such that they provide information to the coordinator about where the protocols are in the IBC Workflow.

The screenshot below displays the **Protocols in Review** alert. When a New Protocol, an Amendment or a De Novo is submitted to the IBC office by a Principal Investigator, it displays in the Protocols in Review alert. This alert is grouped by the different types of submissions: New, Amendment or De Novo.



New Protocols										
Submitted	PI	Protocol #	Date Sent	Time Sent	Title	From	To	Deadline	Action	
11/13/2018	NTM, PI 2	00001237	01/04/2019	17:18:44	Demo Protocol 11/13/18	Member(s)	IACUC Office	01/07/2018	Submit to IACU	
09/19/2018	NTM, PI 1	00001083	02/12/2019	11:33:32	This is my title	Member(s)	IACUC Office	02/12/2018	Submit to IACU	
02/12/2019	NTM, PI 1	00001291	02/25/2019	11:54:38	Miki's 2-12-2019 PZ Protocol	IACUC Office	Member(s)	02/15/2019	Member(s) Review	
01/31/2019	NTM, PI 1	00001283	01/31/2019	17:23:33	Miki's Demo for Cayuse 2	PI	IACUC Office		Initial Submission	
12/18/2018	NTM, PI 2	00001245	12/18/2018	12:02:19	sdsdfsdafdf changes accepted	IACUC Office	Member(s)	12/19/2018	Member(s) Review	
11/20/2018	NTM, PI 2	00001241	02/25/2019	12:48:08	Demo Protocol 11/20/2018 No further details required.	IACUC Office	Meeting		Placed on Meeting Agenda	

Protocols remain in these alerts throughout the entire review process. Once the protocol is approved, it no longer displays in these alerts. It will be displayed in the Protocol Actions alert as an approved protocol.

The 'inbox' number in the example below, indicates that 3 of the 6 protocols in the IBC workflow are waiting on action from the IBC office. These would be the three that are displayed in black. All protocols in gray italics reflect protocols the IBC office has submitted for review or to the meeting. The columns From and To, indicate where the protocol came from and where it is currently. In the example below, protocols 00001291 and 00001245 were submitted by the IBC Office to Members for review. Protocol 00001241 was submitted to the meeting.



HAZARD SAFETY TRAINING GUIDE

The screenshot shows the Cayuse software interface with a navigation bar on the left and a main content area. The navigation bar includes links for Alert, Protocol Actions, Draft Protocols, Protocols in Review, Continuations in Review, De Novo Reviews, Draft Amendment, Transfer Ownership, and Personal Training. A blue arrow points from the 'Personal Training' link to the main content area. The main content area displays a table titled 'FISHER PROTOCOLS' under the 'New Protocols' section. The table has columns for Submitted, PI, Protocol #, Date Sent, Time Sent, Title, From, To, Deadline, and Action. The table lists six entries, with the last four highlighted in yellow. The last entry, dated 11/29/2018, has a red border around the 'From' and 'To' columns.

Submitted	PI	Protocol #	Date Sent	Time Sent	Title	From	To	Deadline	Action
11/13/2018	NTM, PI 2	00001237	01/04/2019	17:18:44	Demo Protocol 11/13/18	IACUC Office	Member(s)	01/07/2019	Submit to IACU
08/19/2018	NTM, PI 1	00001083	02/12/2019	11:33:32	This is my title	IACUC Office	Member(s)	02/12/2019	Submit to IACU
02/12/2019	NTM, PI 1	00001291	02/25/2019	11:54:38	MkR's 2-12-2019 PZ Protocol	IACUC Office	Member(s)	02/19/2019	Member(s) Review
01/31/2019	NTM, PI 1	00001233	01/31/2019	17:23:33	MkR's Demo for Cayuse 2	IACUC Office	PI	01/31/2019	Initial Submit
12/19/2018	NTM, PI 2	00001245	12/19/2018	12:02:19	advised/did changes accepted	IACUC Office	Member(s)	12/19/2018	Member(s) Review
11/29/2018	NTM, PI 2	00001241	02/25/2019	12:48:06	Demo Protocol 11/29/2018 No further details required	IACUC Office	Meeting		Placed on Meeting Agenda

Each submission is date and time stamped and is visible in the Date Sent and Time Sent columns.

The Continuations in Review alert behaves in the same way.

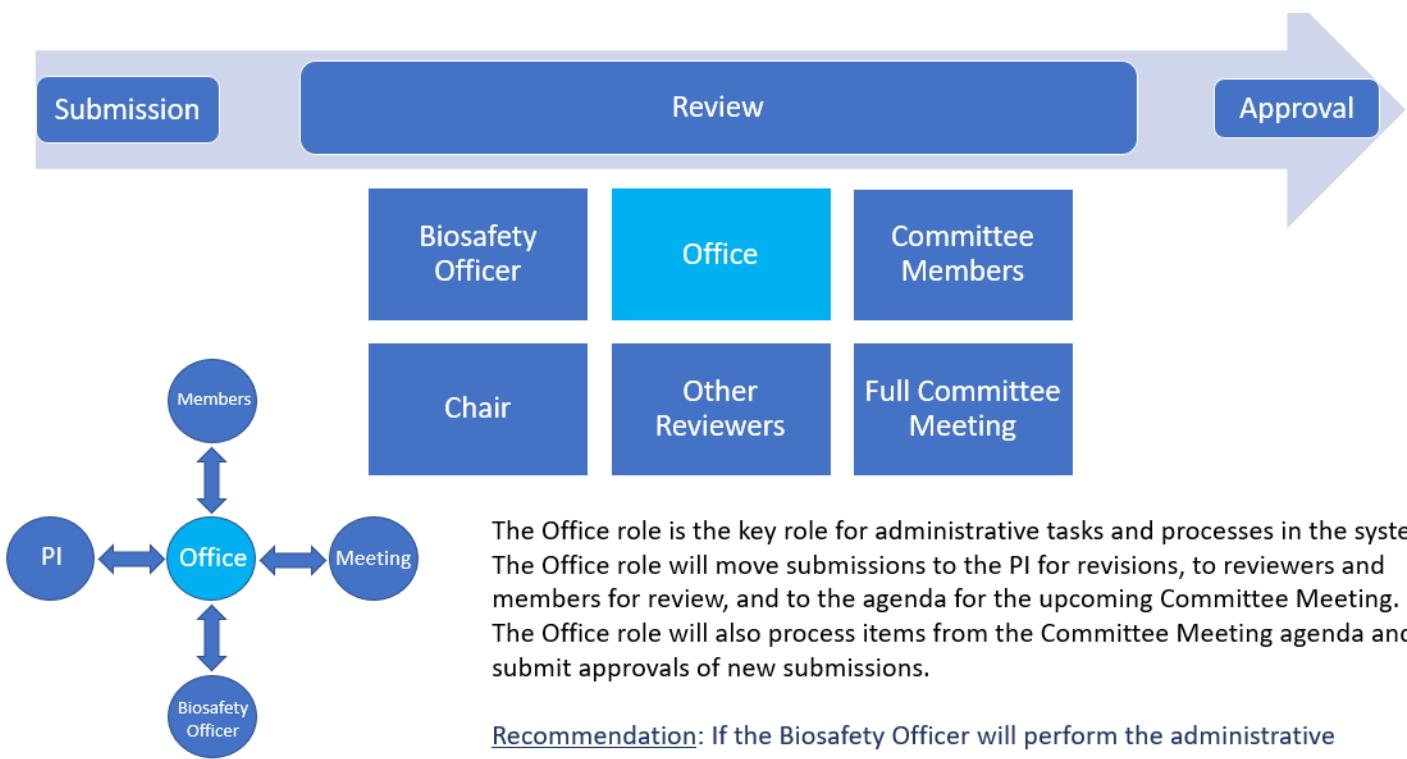
IBC Review Workflow

The Office role is the key role for administrative tasks and processes in the system. The Office role will move submissions to the PI for revisions, to reviewers and members for review, and to the agenda for the upcoming Committee Meeting. The Office role will also process items from the Committee Meeting agenda and submit approvals of new submissions.

The IBC Office role has complete control over the protocol workflow. Cayuse's flexibility allows you to perform any of the following actions without any pre-set order:

- return the protocol to unfinished status (only applies to New and De Novo protocols)
- conduct an IBC review (review by coordinator)
- edit the protocol (only applies to New and De Novo protocols)
- submit the protocol to the veterinarian for a vet review and recommendations
- submit the protocol to the IBC Chair for review and recommendations
- submit to one or multiple committee members for review and recommendations
- move a protocol to a meeting agenda for discussion
- approve the protocol

Cayuse sends an email each time a protocol is submitted.



Alert	Inbox	Total
Protocol Actions	0	5
Draft Protocols	3	3
Protocols in Review	2	3
Continuing Reviews		
Continuations in Review		
De Novo Reviews	1	1
Draft Amendment	1	1
Transfer Ownership	0	0
Training Management	...	

PI	Protocol #	Version	Protocol Title	Approve Date	Review Date	Expiration Date
Mourad, Naji T	IBC-00001247	1	test	12/30/2019	12/30/2020	12/30/2022
Mourad, Naji T	IBC-00001248	1	test	12/30/2017	12/30/2020	12/30/2020
Mourad, Naji T	IBC-00001249	1	test	12/30/2017	12/30/2020	12/30/2020
Mourad, Naji T	IBC-00001250	1	test	12/30/2019	12/30/2020	12/30/2022

De Novo Reviews	Lists protocols that are due for a De Novo review Also displays De Novo review forms indicating the PI will let the protocol lapse. These expiration requests need to be processed by the Office role.
Protocols in Review	New protocols, amendments, and De Novo applications under review
Continuations in Review	Continuing review forms under review including renewals and withdrawal requests
Transfer Ownership	Lists requests from PIs to transfer their protocol to another PI. The Office Role can cancel the request and then copy the protocol to a new PI with a new protocol number.

To open the IBC workflow, click on the hyperlink found on the protocol number in either the Protocols in Review or Continuations in Review alert. This will open the Review tools.

Alert	Inbox	Total
Protocol Actions	0	23
Draft Protocols	53	53
Protocols In Review	1	12
De Novo Reviews		
Draft Amendment	4	4
Transfer Ownership	1	1

[Preview Protocol](#)
[Q Find](#)
[C](#)
i
<<

Page

1

of 1

>>
20
v

View 1 - 12 of 12

it - 4 Protocol(s) Submitted

PI	Protocol #	Date Sent	Time Sent	Title
Josway, Sarah	2022-0088	01/06/2022	11:07:03	Testing
Haren, Hari	2021-0056	01/13/2022	17:04:13	EPS-9493 test protocol
Haren, Hari	2021-0042	01/13/2022	17:02:07	Regression Test - COPY Protocol
Josway, Sarah	2021-0037	01/13/2022	16:47:13	Updating title Crosses are setup -1dpf in breeding tanks using dividers separating males and females. This way the time the eggs are released and fertilized can be controlled. The following morning, ODPF

IACUC Office

Meeting

Placed on Meeting Agenda

IACUC Office

Member(s)

01/14/2022

FCR Polling

IACUC Office

Member(s)

12/10/2021

FCR Polling

IACUC Office

Member(s)

01/13/2022

FCR Polling

From	Where the submission was most recently
To	Where the submission is currently. IBC Office – indicates that the submission requires action by the IBC Office role
Deadline	Due date for reviews sent out by the IBC office to members
Action	The most recent action taken on the submission

PI	Document Status	Protocol #	Date Sent	Time Sent	Title	From	To	Action	Orig. Submission	Type	Primary/Secondary Reviewers
▼ 04/07/2022 - 2 Protocol(s)											
Account3, Test	IACUC Office	2022-0122	04/07/2022	10:57:41	The power analysis appears to be based on 6 different conditions (3 technologies and two surgery types). However, the experimental model appears to indicate that all rabbits will undergo bilateral sciatic nerve cuff implantation, without any mention of the other electrode types to be tested. Clarify what is meant by Different rabbits will have different nerve electrode technologies implanted on the sciatic nerves from. The methodology lacks any description of Implanting any electrode other than nerve cuffs. Clarify the extra testing to be carried out in the non-survival procedure.	IACUC Office	Member(s)	FCR Polling	04/02/2022	New	
Mourad's, Naji T		2021-0057	04/07/2022	10:58:28	tiger testing	IACUC Office	Member(s)	Designated Review	11/15/2021	Amendment	Josway, Sarah (P)

Q Find
C

New/De Novo Application Workflow		IBC-00001249:2:0001
Protocol Info Submit Workflow History Signatures Email Notifications Approve Now		
Principle Investigator	Mourad, Naji T	
Protocol Number	IBC-00001249	
Protocol Title	test	
Submit Date	01/05/2021	
Revision Number	0001	
Revision Status	Open	
Status Date	01/05/2021	
Workflow From	PI	
Workflow To	IBC Office	
IBC Office Review Move To Meeting Return to Draft Status Edit Protocol		

The tabs, at the top of the workflow page, are used as follows:

Workflow Tabs	Description
Protocol Info	<p>Information about the protocol submission.</p> <p>The Revision Number indicates the current revision. This number is advanced each time the PI responds to recommendations and returns the protocol to the IBC office.</p> <p>The Workflow From/To indicates who submitted the protocol and where it is in the IBC workflow</p>
Submit	IBC submits the protocol to PI, Member(s), Chairperson(s) or Vet(s) for review. Only available when the protocol is in the IBC office
Workflow History	<p>The first grid, Revision Reviewers, documents the reviewers, the status of their review and the general comments they may have entered.</p> <p>The Workflow History grid displays the date/time stamp for each cycle of the review</p> <p>Refer to the Workflow History section for more details.</p>
Signatures	Stores the date/time stamp each time the PI, IBC Office role, Vet or Reviewers enter their password to submit the protocol.
Email Notifications	Stores the date/time stamp of each email notification that was sent out during the review process. Every time a protocol is submitted, Cayuse sends an email notification.

[Approve Now](#)

The IBC Office role approves the protocol from here

The review workflow displays the Protocol Number:Version #: Revision #

Review Workflow

New/De Novo Application Workflow		IBC-00001249:2:0001			
Protocol Info	Submit	Workflow History	Signatures	Email Notifications	Approve Now
Principle Investigator	Mourad, Naji T				
Protocol Number	IBC-00001249				
Protocol Title	test				
Submit Date	01/05/2021				
Revision Number	0001				
Revision Status	Open				
Status Date	01/05/2021				
Workflow From	PI				
Workflow To	IBC Office				
IBC Office Review Move To Meeting Return to Draft Status Edit Protocol					

Protocol #: Version: Revision

IBC-00001249:2:0001
Protocol #:

Assigned when the PI creates a new protocol.
Consistent for the life of the protocol even through *De Novo* renewals.

IBC-00001249:2:0001
Version #:

Increases with each action in the system such as amendment, *De Novo* renewal, or transfer

IBC-00001249:2:0001
Revision #:

Increases each time the PI submits to the office. For example, after the PI addresses comments from a reviewer and resubmits a protocol, the revision number will increase

The buttons available at the bottom of the IBC workflow page vary depending on where the protocol is in the review cycle.

Protocol Info	Submit	Workflow History	Signatures	Email Notifications	Approve Now
Principle Investigator	Admin, NTM				
Protocol Number	00001024				
Protocol Title	Test for HFHS				
Submit Date	06/18/2018				
Revision Number	0003				
Revision Status	Open				
Status Date	06/18/2018				
Workflow From	PI				
Workflow To	IACUC Office				
IACUC Review Move To Meeting Return to Un-finished Status Edit Protocol					

Workflow Buttons	Description	Available
IBC Review	Coordinator reviews protocol and provides comments	When protocol is IN IBC Office role workflow
Move to Meeting	Puts protocol on the upcoming meeting agenda	When protocol is IN IBC Office role workflow
Return to Unfinished Status	Coordinator may send protocol back to PI without committee review or recommendations	When protocol is IN IBC Office role workflow and no recommendations have been made.
Edit Protocol	Opens protocol for editing by coordinator.	When protocol is IN IBC Office role workflow. <i>Not available on Amendments or Continuing Reviews</i>
Cancel Workflow	Coordinator may pull the protocol back from reviewers if necessary. Reviewer comments will NOT be lost.	When protocol is OUT of IBC Office role workflow and is out to Members or Vet for review. <i>Not available when protocol is in the meeting agenda.</i>



HAZARD SAFETY TRAINING GUIDE

When a protocol has been submitted for review or is in the meeting agenda, the IBC Workflow page displays like this:

Protocol Info Workflow History Signatures Email Notifications

Principle Investigator	Walentiny, Carissa
Protocol Number	00001058
Protocol Title	Carissa testing FDR
Submit Date	02/01/2019
Revision Number	0001
Revision Status	Open
Status Date	02/01/2019
Workflow From	IACUC Office
Workflow To	PI

[Cancel Workflow](#)

Only the Protocol Info, Workflow History, Signatures and Email Notifications tabs are available when the protocol is out of the IBC Office role workflow i.e. out to the PI, to members or in the meeting agenda.

In this example, the IBC office has submitted the protocol back to the PI.

SUBMIT TAB – IBC Office role SUBMITS THE PROTOCOL

Protocol Info **Submit** Workflow History Signatures Email Notifications Approve Now

Submit to	Member(s) ▾
Reviewer Deadline	
Workflow Description	
Password	

[Submit to Members](#)

Member List				
	Reviewer Name	Primary	Secondary	Email Id
<input type="checkbox"/>	NTM, Member 1	<input type="checkbox"/>	<input type="checkbox"/>	cchavez@ntmcs.com
<input type="checkbox"/>	NTM, Member 2	<input type="checkbox"/>	<input type="checkbox"/>	cchavez@ntmcs.com
<input type="checkbox"/>	NTM, Member 3	<input type="checkbox"/>	<input type="checkbox"/>	cchavez@ntmcs.com
<input type="checkbox"/>	NTM, Member 4	<input type="checkbox"/>	<input type="checkbox"/>	cchavez@ntmcs.com
<input type="checkbox"/>	NTM, Member 5	<input type="checkbox"/>	<input type="checkbox"/>	cchavez@ntmcs.com
<input type="checkbox"/>	NTM, Vet 1	<input type="checkbox"/>	<input type="checkbox"/>	ashah@ntmcs.com

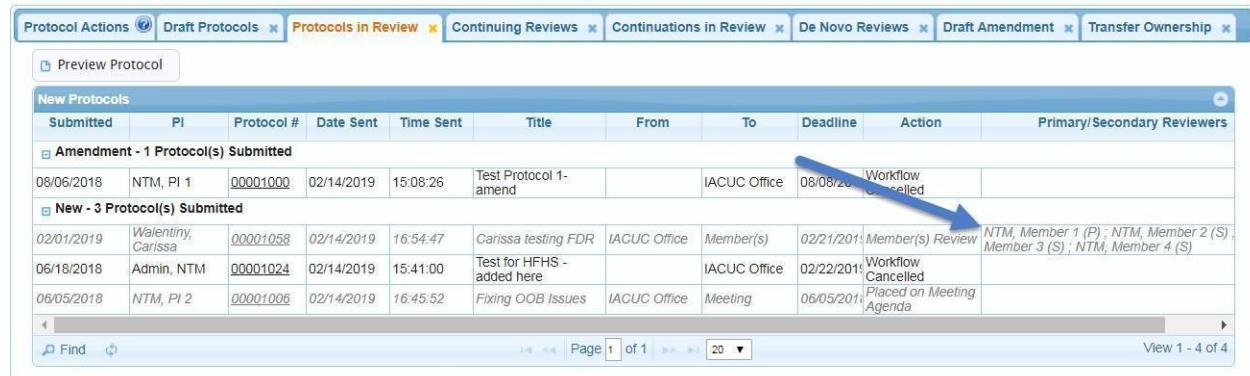
[IACUC Review](#) [Move To Meeting](#) [Return to Un-finished Status](#) [Edit Protocol](#)

When submitting to the Members, the list of members will display in the Member List grid.

The list of members displayed are those defined in the IBC Members list from the IBC setup list.

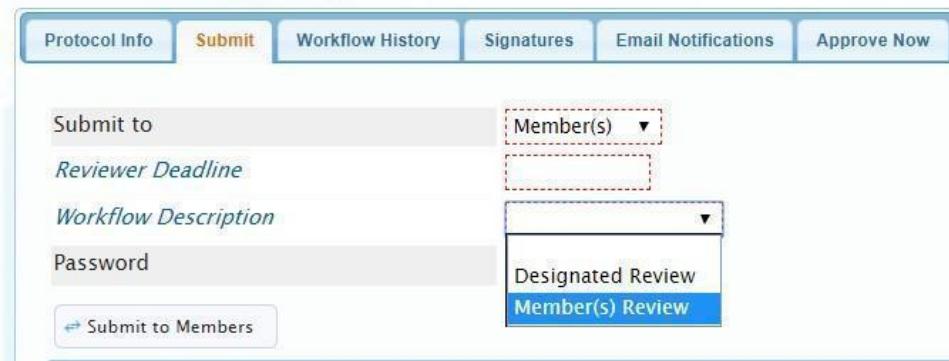
These members must have the IMBR role to access Cayuse.

The Primary and Secondary selections are optional. If Primary and Secondary members are selected, their names will display in the Review alerts:



New Protocols											
Submitted	PI	Protocol #	Date Sent	Time Sent	Title	From	To	Deadline	Action	Primary/Secondary Reviewers	
08/06/2018	NTM, PI 1	00001000	02/14/2019	15:08:26	Test Protocol 1-amend	IACUC Office		08/06/2019	Workflow Cancelled	NTM, Member 1 (P); NTM, Member 2 (S); Member 3 (S); NTM, Member 4 (S)	
02/01/2019	Walentiny, Carissa	00001058	02/14/2019	16:54:47	Carissa testing FDR	IACUC Office	Member(s)	02/21/2019	Member(s) Review	NTM, Member 1 (P); NTM, Member 2 (S); Member 3 (S); NTM, Member 4 (S)	
06/18/2018	Admin, NTM	00001024	02/14/2019	15:41:00	Test for HFHS - added here	IACUC Office		02/22/2019	Workflow Cancelled		
06/05/2018	NTM, PI 2	00001006	02/14/2019	16:45:52	Fixing OOB Issues	IACUC Office	Meeting	06/05/2019	Placed on Meeting Agenda		

Additionally, the Primary reviewer has the ability of writing a Synopsis when reviewing the protocol.



The Workflow Description options are Designated Review and Member(s) Review. These may be updated during implementation.

When a Designated Review Workflow is selected and a Primary Reviewer is also selected, the protocol is automatically returned to the IBC office when the primary reviewer has reviewed and the due date has arrived, regardless if any other reviewers have submitted their review.



HAZARD SAFETY TRAINING GUIDE

Protocol Info Submit Workflow History Signatures Email Notifications Approve Now

Submit to: Member(s) ▾
Reviewer Deadline: 02/22/2019
Workflow Description: Designated Review ▾
Password:

[← Submit to Members](#)

Member List

	Reviewer Name	Primary	Secondary	Email Id
<input checked="" type="checkbox"/>	NTM, Member 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	cchavez@ntmcs.com
<input checked="" type="checkbox"/>	NTM, Member 2	<input type="checkbox"/>	<input type="checkbox"/>	cchavez@ntmcs.com
<input checked="" type="checkbox"/>	NTM, Member 3	<input type="checkbox"/>	<input type="checkbox"/>	cchavez@ntmcs.com
<input checked="" type="checkbox"/>	NTM, Member 4	<input type="checkbox"/>	<input type="checkbox"/>	cchavez@ntmcs.com
<input checked="" type="checkbox"/>	NTM, Member 5	<input type="checkbox"/>	<input type="checkbox"/>	cchavez@ntmcs.com
<input type="checkbox"/>	NTM, Super 1	<input type="checkbox"/>	<input type="checkbox"/>	cchavez@ntmcs.com
<input type="checkbox"/>	NTM, Vet 1	<input type="checkbox"/>	<input type="checkbox"/>	ashah@ntmcs.com

In this example, when the date 2/22/19 arrives, if member NTM, Member 1 has completed the review, the protocol will automatically be returned to the IBC office. This will happen even if none of the other members have reviewed.

In the event that this was not a Designated Review, but a Members Review, the protocol will remain out to reviewers even past the deadline date until all reviewers complete the review or the IBC office cancels the workflow.

WORKFLOW HISTORY TAB

This page provides historical information about each submission. There are two tabs. The Revision Reviewers tab and the Workflow History tab. The Revision Reviewer(s) tab displays the reviewers the document has been sent to for each review.

Protocol Info Submit **Workflow History** Signatures Email Notifications Approve Now

Revision #

Revision Reviewer(s)

Reviewer	Role	Reviewer Status	Primary	Secondary	Voting Member	Active	Revision Status	General Review Notes
0003 - 3 Reviewer(s)								
Reviewer, Ricky	IACUC Committee Member	Reviewed, w/Questions	No	No	No	Yes	Open	
Reviewer, Rita	IACUC Committee Member	Reviewed, w/Questions	No	No	No	Yes	Open	
Rojas, Diana	IACUC Committee Member	Reviewed, w/Questions	No	No	No	Yes	Open	
0001 - 2 Reviewer(s)								
Reviewer, Ricky	IACUC Committee Member	Reviewed, no Questions	Yes	No	No	Yes	Closed	
Reviewer, Rita	IACUC Committee Member	Reviewed, no Questions	No	Yes	No	Yes	Closed	

[Find](#) [Print](#) Page 1 of 1 20 View 1 - 5 of 5

In this example, the protocol has been sent out to reviewers in Revision #1 and Revision #3. The Reviewer Status column indicates each of the reviewer's submission status.

The Workflow History tab displays the date and timestamp of each submission. The Trans Detail column provides information on the type of submission.



HAZARD SAFETY TRAINING GUIDE

Workflow History									
Start Date	Start Time	End Date	End Time	User	From	To	Work Flow Status	Trans Detail	
02/25/2019	12:34:37				Member(s)	IACUC Office	Open	Submit to IACUC Office	
02/25/2019	12:31:09	02/25/2019	12:33:25	Reviewer, Ricky	IACUC Office	Member(s)	Closed	Member(s) Review	
02/25/2019	12:31:09	02/25/2019	12:34:37	Reviewer, Rita	IACUC Office	Member(s)	Closed	Member(s) Review	
02/24/2019	16:48:22	02/25/2019	12:31:09		Member(s)	IACUC Office	Closed	Submit to IACUC Office	
02/24/2019	16:45:16	02/24/2019	16:48:22	Rojas, Diana	IACUC Office	Member(s)	Closed	Member(s) Review	
09/27/2018	11:31:44	02/24/2019	16:45:16	Walentiny, Carissa	PI	IACUC Office	Closed	Revision Submission	
09/27/2018	11:30:56	09/27/2018	11:31:44	Walentiny, Carissa	IACUC Office	PI	Closed	PI Revision(s)	
09/27/2018	11:26:44	09/27/2018	11:30:56	Walentiny, Carissa	PI	IACUC Office	Closed	Revision Submission	
09/27/2018	11:24:19	09/27/2018	11:26:44	Walentiny, Carissa	IACUC Office	PI	Closed	PI Revision(s)	
09/27/2018	11:20:37	09/27/2018	11:24:19		Member(s)	IACUC Office	Closed	Submit to IACUC Office	
09/27/2018	11:15:34	09/27/2018	11:20:37	Reviewer, Ricky	IACUC Office	Member(s)	Closed	Member(s) Review	
09/27/2018	11:15:34	09/27/2018	11:17:43	Reviewer, Rita	IACUC Office	Member(s)	Closed	Member(s) Review	
09/27/2018	10:57:36	09/27/2018	11:15:34	Walentiny, Carissa	PI	IACUC Office	Closed	Initial Submission	

SIGNATURES TAB

Stores the date/time stamp each time the PI, Office, or Reviewers submits the protocol or review

EMAIL NOTIFICATIONS TAB

Stores the date/time stamp of each email notification that was sent out during the review process. Every time a protocol is submitted, Cayuse sends an email notification.

APPROVE NOW TAB

The Approve Now tab is used to approve the protocol. The date field is flexible such that it allows the IBC office to set the approval date either in the past, today or any time in the future. Once the protocol is approved, the date cannot be changed.

The screenshot shows a user interface for approving a protocol. At the top, there is a navigation bar with tabs: Protocol Info, Submit, Workflow History, Signatures, Email Notifications, and Approve Now (which is highlighted in orange). Below the navigation bar, there are two input fields: 'Approve Date' and 'Password', both enclosed in red dashed boxes. Underneath these fields is a button labeled '✓ Approve Now'.

IBC Office role Pre-Review

The IBC Office role may choose to review the protocol prior to submitting it to out to review or after.

New/De Novo Application Workflow IBC-00001249:2:0001

Protocol Info	Submit	Workflow History	Signatures	Email Notifications	Approve Now
Principle Investigator	Mourad, Naji T				
Protocol Number	IBC-00001249				
Protocol Title	test				
Submit Date	01/05/2021				
Revision Number	0001				
Revision Status	Open				
Status Date	01/05/2021				
Workflow From	PI				
Workflow To	IBC Office				

IBC Office Review
 Move To Meeting
 Return to Draft Status
 Edit Protocol

To review a protocol, go to the IBC workflow page and click on the IBC Review button.

The Review pane displays on each page of the Protocol form at the top right corner of the page.

Start an Application for a New Protocol 00001051 1

Client Services Admin, NTM IACUC Help Home Sign Off

Protocol Overview

Complete each tab and choose 'Save'. When all tabs are completed choose 'Next'.

Title	Goals	Objectives	Benefits
Enter title for this Protocol Writing IACUC User Guide			
Application anticipated start date			
Application anticipated end date			
IACUC Notes			

<< Previous >> Next

Review Pane Tabs

Description

Synopsis

Available for the Primary reviewer to add a synopsis

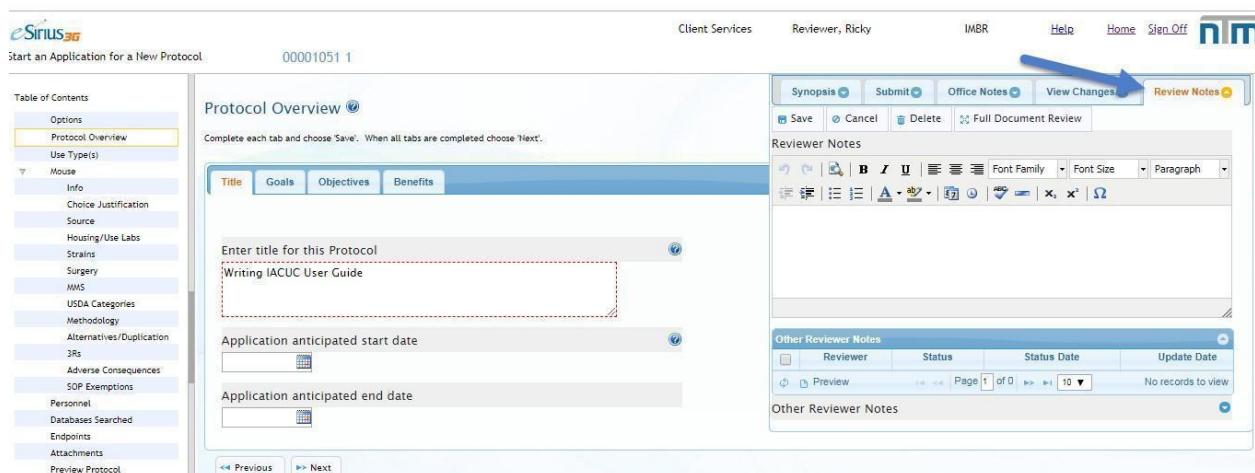


HAZARD SAFETY TRAINING GUIDE

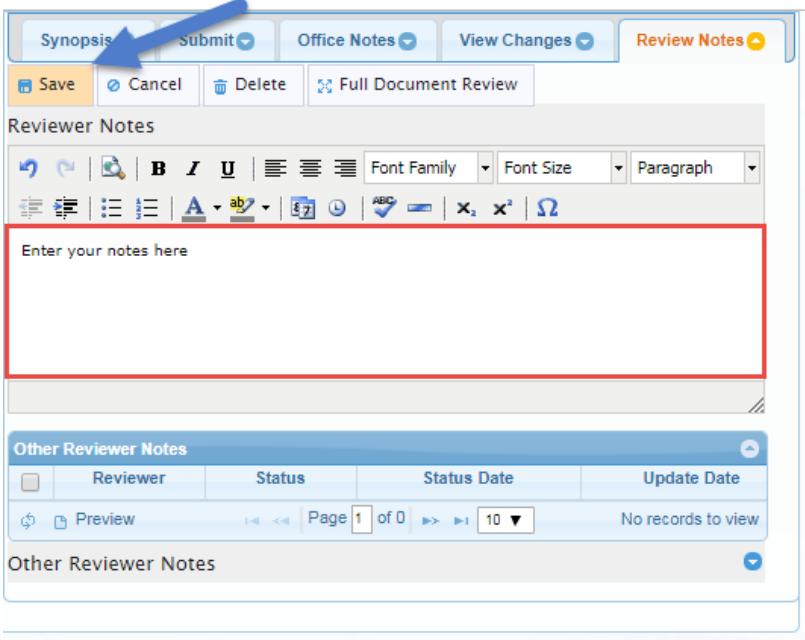
Workflow	Return to the IBC Workflow page
Office Notes	Displays Designated reviewer's comments as well as IBC Office role merged comments. All previous revision comments are available for viewing here.
View Changes	Displays the changes made by the PI. It has two tabs: <u>Previous</u> , displays the previous contents of the field. <u>Changes</u> , displays the current changes made by the PI.
Review Notes	All reviewer notes. All comments made by all reviewers can be seen here. IBC Office role can also add comments here. This is where the IBC Office role merges comments. Only merged comments and Designated Reviewer comments are viewable to the PI.

Adding Review Comments

Activate the Reviewer's Notes section by clicking on the Review Notes tab to enter comments. You may also click on a Text or Word editor field to enable the review pane.



The screenshot shows the eSirius application interface for creating a new protocol. On the left, there is a 'Table of Contents' sidebar with various sections like Options, Protocol Overview, Use Type(s), Mouse, Info, Choice Justification, Source, Housing/Use Labs, Strains, Surgery, MMS, USDA Categories, Methodology, Alternatives/Duplication, 3Rs, Adverse Consequences, SOP Exemptions, Personnel, Databases Searched, Endpoints, Attachments, and Preview Protocol. The 'Protocol Overview' tab is selected. In the center, there is a 'Protocol Overview' section with tabs for Title, Goals, Objectives, and Benefits. Under the Title tab, there is a text input field containing 'Writing IACUC User Guide'. To the right, there is a toolbar with buttons for Synopsis, Submit, Office Notes, View Changes, Save, Cancel, Delete, and Full Document Review. Below the toolbar, there is a 'Reviewer Notes' section with a rich text editor and a 'Other Reviewer Notes' table which currently shows 'No records to view'.

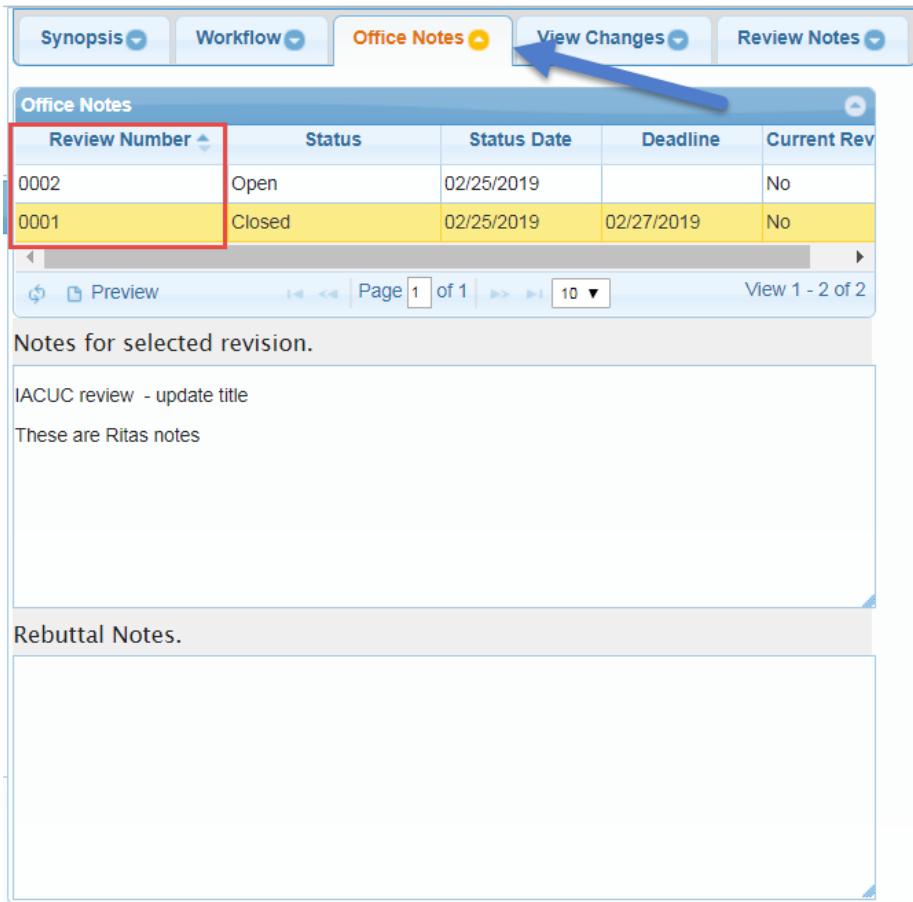


The screenshot shows a software interface for managing hazard safety training. At the top, there's a toolbar with buttons for Synopsis, Submit, Office Notes, View Changes, Review Notes, Save, Cancel, Delete, and Full Document Review. Below the toolbar is a section titled "Reviewer Notes" with a rich text editor toolbar. A large red box highlights the text area where notes can be entered, with the placeholder "Enter your notes here". At the bottom of the notes section is a table titled "Other Reviewer Notes" with columns for Reviewer, Status, Status Date, and Update Date. The table shows one record: "No records to view".

Enter your notes in the Reviewer Notes section and click Save. Each page has its own Reviewer Notes section.

If you are reviewing *after* committee members have made comments – you will see their comments and can merge them to be sent to the PI. All IBC review notes are automatically displayed in the Office Notes tab. Each revision is identified by its Review Number. When IBC merges all of the reviewer's comments, they also display on this tab. The PI sees only the notes found in the Office Notes tab.

You can view all of the revision notes regardless of the current revision. The Revision Number is automatically updated when the PI submits the protocol to the IBC office.

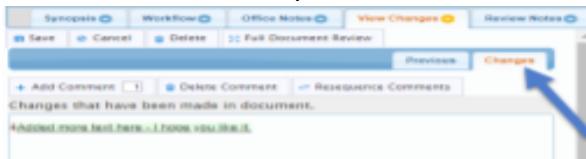


The screenshot shows the 'Office Notes' tab selected in the top navigation bar. A blue arrow points to the 'View Changes' button. Below the tab, a table displays two rows of review notes:

Review Number	Status	Status Date	Deadline	Current Rev
0002	Open	02/25/2019		No
0001	Closed	02/25/2019	02/27/2019	No

Below the table, there are sections for 'Notes for selected revision.' and 'Rebuttal Notes.' The 'Notes for selected revision.' section contains the text: 'IACUC review - update title' and 'These are Ritas notes'. The 'Rebuttal Notes.' section is currently empty.

All IBC review notes are automatically displayed in the Office Notes tab. Each revision is identified by its Review Number. When IBC merges all of the reviewer's comments, they also display on this tab. The PI sees only the notes found in the Office Notes tab.



The screenshot shows the 'Changes' tab selected in the top navigation bar. A blue arrow points to the 'Changes' button. The interface displays a comparison of document versions with buttons for 'Previous' and 'Changes'.

The Changes tab displays what the PI changed. The items crossed out in red indicate what was removed. The underlined text highlighted in green, reflect the new text.

You can view all of the revision notes regardless of the current revision. The Revision Number is automatically updated when the PI submits the protocol to the IBC office. In the sample above, this protocol is currently in its second round of revision. Notice how revision 0001 is closed,

however, when you click on it you can see which notes were sent back to the PI for this page.

Adding Footnotes in Large Text Responses

Reviewers can add footnotes in text fields or word editor fields by clicking on the field in the protocol form to enable the Changes tab in the Review pane. This is useful when reviewers need to reference the location in the text exactly, to make their comments clearer to the PI.

1. Click within the text response in the protocol form to enable the Changes tab in the Review pane. This is useful when reviewers need to reference an exact location in the text.
2. Click the Add Comment button, then click in the location of the text needed to reference
3. Click by the comment bubble in the Review Notes section below to add your comments
4. Click Save

The screenshot shows the eSirius3G software interface. On the left, the 'Protocol Overview' pane displays a question: 'How would you explain to a non-scientist the long-term or overall scientific goals of the proposed work?'. A blue arrow labeled #1 points to this question. To the right, the 'Reviewer Notes' pane is open, showing a 'Changes' tab. A blue arrow labeled #2 points to the 'Add Comment' button. Another blue arrow labeled #3 points to a comment bubble in the notes area. A final blue arrow labeled #4 points to the 'Review Notes' text area where a comment has been added: 'Please review this portion of the text'.

In the example above, when the field is clicked (#1) on the protocol form, the View Changes tab from the reviewer's pane displays the entire text in the Changes section. To add a footnote comment, click the Add Comment button (#2), then click in the location of the text needed to reference (#3) and add your comments in the Reviewers Notes section (#4).

View Changes Tab - Review Pane

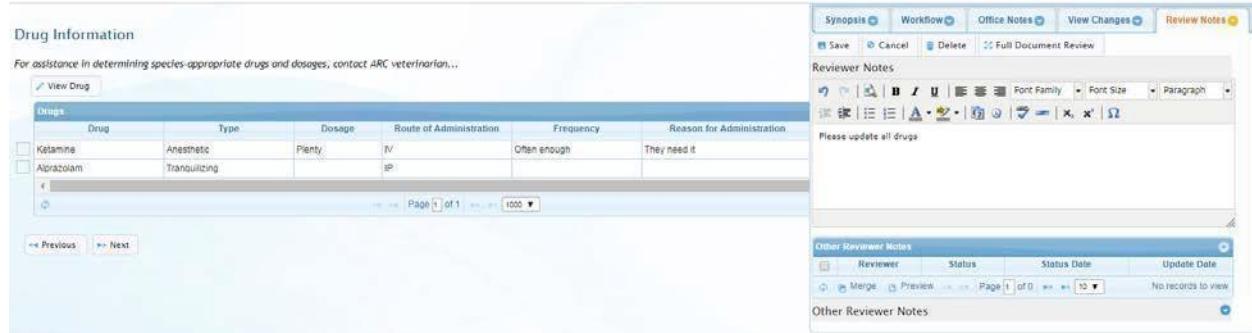
The view changes tab, in the Review Pane, displays a Previous tab and a Changes tab. When the protocol comes back from the PI after they address the recommendations, these tabs reflect the

The screenshot shows the 'View Changes' tab in the Review Pane. It has sub-tabs for Synopsis, Workflow, Office Notes, View Changes (which is selected and highlighted in orange), and Review Notes. Below these tabs, there are buttons for Save, Cancel, Delete, and Full Document Review. A large blue arrow points from the 'View Changes' tab to the 'Changes' tab. The 'Changes' tab is currently active, showing the text 'Previous version of document.' and the number '1'.

changes made by the PI.

Reviewing Pages with Grids

Pages with grids are reviewed differently from pages without grids. Recommendations may be entered specific to the entire page or they may reference a specific line item. To enter a recommendation to the entire page, click on the Review Notes tab and enter your comments:

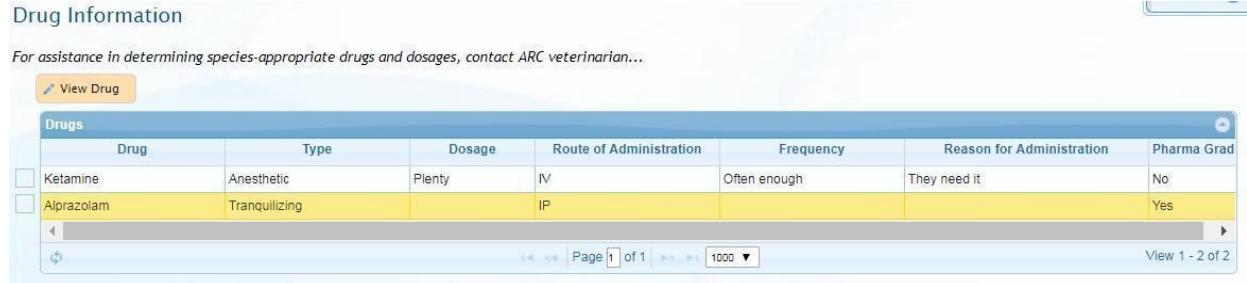


The screenshot shows a 'Drug Information' page. At the top, there's a note: 'For assistance in determining species-appropriate drugs and dosages, contact ARC veterinarian...'. Below this is a 'View Drug' button and a 'Drugs' grid table.

Drug	Type	Dosage	Route of Administration	Frequency	Reason for Administration
Ketamine	Anesthetic	Plenty	IV	Often enough	They need it
Alprazolam	Tranquilizing		IP		

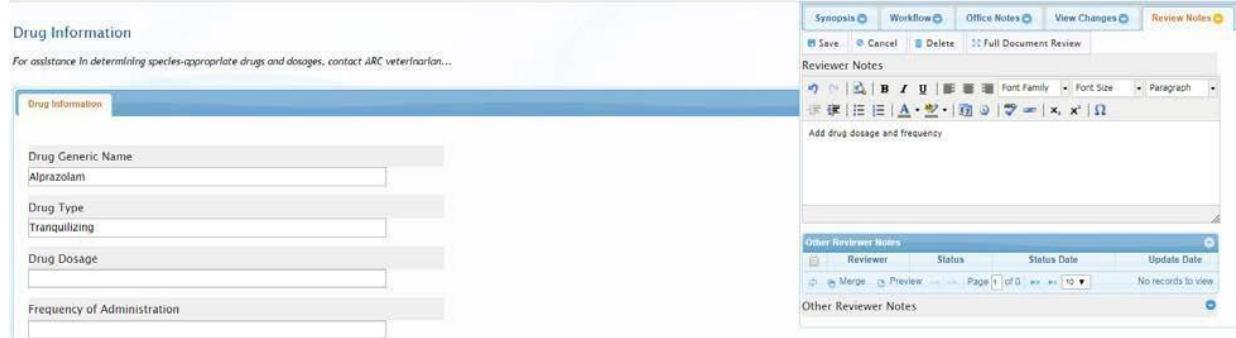
Below the grid are navigation buttons: '< Previous', '> Next', 'Page 1 of 1', and '1000'. On the right side of the screen, there's a 'Reviewer Notes' section with a rich text editor and a note: 'Please update all drugs.' Below this is another 'Other Reviewer Notes' section with a table and a note: 'No records to view'.

To enter a recommendation specific to one of the line items, select the line item and click on the Edit button. In this sample below, we are adding a note to the drug Alprazolam by highlighting the line and clicking on the View button.



The screenshot shows the same 'Drug Information' page. The 'Alprazolam' row in the grid is highlighted in yellow. The 'View Drug' button is now highlighted in orange. The 'Reviewer Notes' section on the right contains the text: 'Add drug dosage and frequency.'

Activate the Review Notes tab and enter comments:



The screenshot shows the 'Drug Information' page with the 'Review Notes' tab active. The 'Reviewer Notes' section has a rich text editor with the placeholder text: 'Add drug dosage and frequency.' The 'Other Reviewer Notes' section shows a table with no records.

Click Save to return to the page level review and notice the icon which appears next to the line item just reviewed:

Drug Information

For assistance in determining species-appropriate drugs and dosages, contact ARC veterinarian...



[View Drug](#)

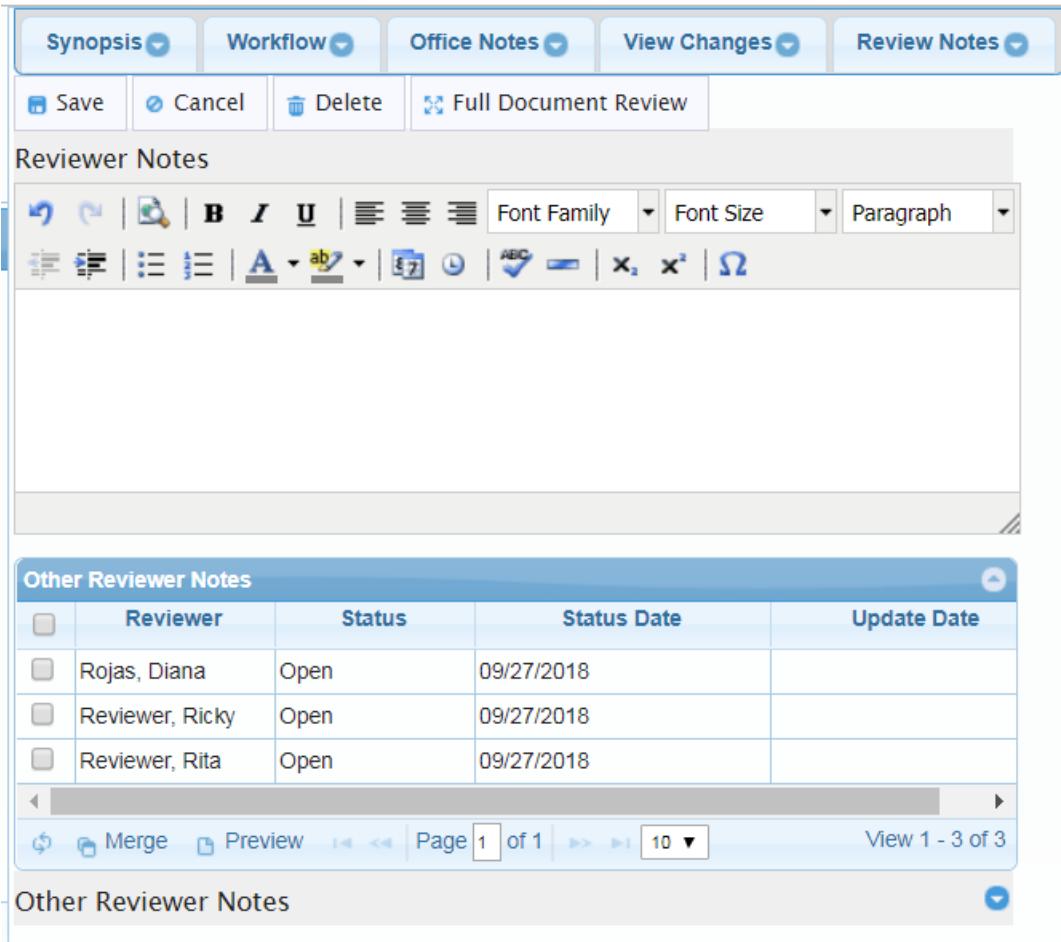
Drug	Type	Dosage	Route of Administration	Frequency	Reason for Administration	Pharma Grad
Ketamine	Anesthetic	Plenty	IV	Often enough	They need it	No
Alprazolam	Tranquilizing		IP			Yes

Page 1 of 1 | 1000 | View 1 - 2 of 2
[Previous](#) [Next](#)

This icon indicates the line item has been revised by you.

Merging Comments from other Reviewers for PI Revision

When all reviewers' comments are returned to the IBC office – the IBC Office role can choose which comments to merge prior to submitting the protocol to the investigator for a response. In this example, three reviewers have submitted comments on the same page:



Synopsis | Workflow | Office Notes | View Changes | Review Notes

Save | Cancel | Delete | Full Document Review

Reviewer Notes

Font Family | Font Size | Paragraph

Other Reviewer Notes

Reviewer	Status	Status Date	Update Date
Rojas, Diana	Open	09/27/2018	
Reviewer, Ricky	Open	09/27/2018	
Reviewer, Rita	Open	09/27/2018	

Merge | Preview | Page 1 of 1 | 10 | View 1 - 3 of 3

Other Reviewer Notes

Click on the Reviewer, from the Other Reviewer Notes grid, to view their comments. To merge all comments or a selection of comments, click on the reviewer and then Merge them:

Synopsis | Workflow | Office Notes | View Changes | Review Notes

Save | Cancel | Delete | Full Document Review

Reviewer Notes

Font toolbar: Bold, Italic, Underline, Alignment, Font Family, Font Size, Paragraph.

Other Reviewer Notes

	Reviewer	Status	Status Date	Update Date
<input checked="" type="checkbox"/>	Rojas, Diana	Open	09/27/2018	
<input checked="" type="checkbox"/>	Reviewer, Ricky	Open	09/27/2018	
<input checked="" type="checkbox"/>	Reviewer, Rita	Open	09/27/2018	

Merge | Preview | Page 1 of 1 | 10 | View 1 - 3 of 3

Other Reviewer Notes

My notes are here too - Rita

All of the notes are merged to the Reviewer Notes section. IBC can choose to edit these notes prior to submitting the protocol to the investigator. Remember to save the update.

Synopsis  Workflow  Office Notes  View Changes  Review Notes 

 Save  Cancel  Delete  Full Document Review

Reviewer Notes

These are my comments 

Ricky added comment here too

My notes are here too - Rita

Merged comments

Other Reviewer Notes

	Reviewer	Status	Status Date	Update Date
<input type="checkbox"/>	Rojas, Diana	Open	09/27/2018	
<input type="checkbox"/>	Reviewer, Ricky	Open	09/27/2018	
<input type="checkbox"/>	Reviewer, Rita	Open	09/27/2018	

  Merge   Preview  Page 1 of 1   10  View 1 - 3 of 3

Other Reviewer Notes

My notes are here too - Rita

Full Document Review (FDR)

The Cayuse system offers another way for reviewers to add comments. The Full Document Review (FDR) allows the reviewer to view the entire protocol in one view.



HAZARD SAFETY TRAINING GUIDE

The screenshot shows a software application window titled "HAZARD SAFETY TRAINING GUIDE". At the top, there is a navigation bar with tabs: "Synopsis", "Workflow", "Office Notes", "View Changes", and "Review Notes". The "Review Notes" tab is highlighted with a yellow background and has a blue arrow pointing to it from the left. Below the navigation bar is a toolbar with several buttons: "Save", "Cancel", "Delete", and "Full Document Review". The main area is titled "Reviewer Notes" and contains a rich text editor toolbar with various styling options like bold, italic, underline, font family, font size, and paragraph styles. Below the toolbar is a large text input field. At the bottom of the main area is a table titled "Other Reviewer Notes" with columns for "Reviewer", "Status", "Status Date", and "Update Date". The table shows one record: "No records to view". There are also buttons for "Merge" and "Preview".

While in review mode, click on the Full Document Review button found in the Review Pane.

A new web page opens with the protocol document in review mode. Important facts about the FDR process:

- Multiple reviewers can use the FDR feature simultaneously.
- As reviewer's comments are saved on the FDR, reviewers can see these comments via the web. In other words, all comments made via FDR are synchronously available to view via the web review.
- As reviewer's comments are saved on the web, reviewers using the FDR feature can view them by refreshing the page.
- Icons display indicating where revisions and updates have been made.
- Footnotes can only be used via the web. Clicking on a footnote will display the text only via the web review, not in FDR.

The FDR document opens to the protocol TOC

PI :	Walentiny, Carissa
Protocol #	00001037
Status :	Pending
Approved :	/ /
Expires :	/ /
Title :	Carissa Second FDR Protocol

Table of Contents

-  Protocol Introduction
-  Protocol Overview
-  Protocol Agency Funding List
- Protocol Fellowship Funding
- Offsite Work Location
- Outside Institution Collaboration
- Antibodies Source
- Animal Tissues Info
- Type of Animal Use
- Housing Outside Central Facility
- Human Clinical Info
-  Transportation of Animals
- Hazardous Use Info
-  Field Study
- Mouse
-  Species Information

In this example, the Protocol Agency Funding List page has been reviewed by other reviewers. The other pages with the single head icon have been reviewed by me. Each page in FDR review displays the review pane on top of the protocol page.

Type of Animal Use

My Notes

Font Sizes | Formats | Font Family

← ⌂ ⌂

Identify all types of animal use for this protocol. Your choices here and on subsequent pages will determine the correct USDA pain category.

Which of the following describe the type of animal use proposed in this application? (check all that apply)
Research Type (Basic, Applied, Field)

Applied

Instructional or Training



Testing (toxicology, etc.)



Sentinels?



Surveillance?



Other?



Enter review notes in the My Notes section. Reviewer notes are automatically saved. The icons at the top right portion of the My Notes section are used to pin the notes section. The 

symbol is used to hold the section to the left of the web page. The pin,  is used to pin it to the top of the document. These icons allow the user to view and write on the review section as they scroll through the document.

As different reviewers enter their review notes, the notes display in the Reviewer's Notes tab:



Research Endpoints

My Notes Reviewer's Notes

Reviewer, Rita | 0001 Open | 02/21/2019

These are my comments.

These are Rita's comments via FDR

Sending a Submission back to the PI for Revision

After the Office role has completed a pre-review or merged comments from members, the office role can click the Workflow tab and click Return to Workflow Page to return to the Workflow Review tools.

Synopsis **Workflow** Office Notes View Changes Review Notes

[Return to Workflow Page](#)

Then the Office role can click the Submit tab and send the submission back to the PI for revision to address the comments.

Amendment Workflow

2022-0019:3:0002:Amendment

Protocol Info **Submit** Workflow History Signatures Email Notifications Approve Now

Submit to *

[Submit](#)

Reviewing PI Revisions and Rebuttals

When the investigator submits a protocol back to the IBC office, the pages in the TOC are marked with icons. The green check marks indicate the PI reviewed all of the recommendations. Any pages marked with a notepad and a pencil are pages the investigator modified which were not flagged for change.

As the IBC office reviews the changes made by the PI, the review pane helps to see the changes

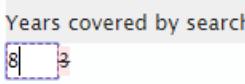
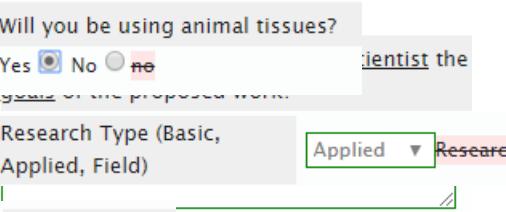
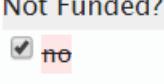


HAZARD SAFETY TRAINING GUIDE

made to the large text-area and word-editor fields.

This table describes how each field modified by the PI is displayed when the protocol returns to the IBC office.

How PI Revisions are Displayed

Field Type	Description
Text/Numeric	
Text Area or Word Editor	
Yes/No Radio	 <p>Was 'No', PI changed it to 'Yes'.</p>
Dropdown list	 <p>'Research' was replaced with 'Applied'</p>
Checkbox	 <p>Was the previous value was No and has now been changed to Yes.</p>
New Record	 <p>Icon indicates record has been added.</p>
Record Removed	<p>Records which have been removed from a grid are indicated in a Deleted Records grid, right below the original grid</p>
Changes to USDA/Numbers page	<p>Any changes to the USDA Categories grid are reflected in a new grid named Revised Records. This grid displays under the USDA Categories grid and indicates what has been removed, changed and added.</p>
Page Removed	<p>Pages deleted from a protocol are reflected with a red X in the TOC.</p>

Review Icons

Multiple reviewers can review a protocol simultaneously. As comments are being saved by the different committee members, different icons display on the TOC indicating each action. If the protocol has been sent to the PI and is now back in for review, the icons indicate what actions the PI has made. This simplifies the review process by knowing what has changed.

Committee Icons	Description
One head 	The page has only been reviewed by me
Two heads 	The page has been reviewed by other committee members
Three heads 	Reviewer's comments have been merged by IBC Office role into one comment
Pencil on notepad 	PI has revised a page which was not marked for review
Green check mark 	PI has completed a page marked for his review
New record 	PI added a new record to a multi-grid page during review

Continuing Reviews

A protocol with 60 days or less to its upcoming review date will display in the Continuing Reviews alert – and remain there until the PI or IBC Office role takes action. The number of days to display in this alert can be changed in the protocol preferences in the setup section.

Cayuse sends the PI email reminders, every 30 days, indicating the due date of the Continuing Review. The PI should open it, complete the form and submit it to the IBC Office for review.

Continuing Reviews								
PI ▲	Protocol #	Version	Title	Date Approved	Review Date	Expiration Date	Due Days	Status
NTM, PI 1	00001002	1	Test Protocol Copy	02/20/2018	02/20/2019	02/20/2021	-6	Approved (w/o Stipulation)
NTM, PI 2	00001001	2	Animal Transfer Test Protocol	03/01/2018	03/01/2019	03/01/2021	3	Approved (w/o Stipulation)
🔍 Find 🕒 Page 1 of 1 20 View 1 - 2 of 2								

When the protocol reaches its due date, the line item turns red indicating it is past due.

Continuations in Review

When a Continuing Review is submitted to the IBC office, the protocol lands in the Continuation in Review alert. The Continuing Review process is handled in the same way reviews are done for New Protocols, Amendments, and De Novos. For more details on this, review the IBC Protocol Review Workflow section in this user's manual.

De Novo Reviews

A protocol with an expiration date less than 90 days out will display in the De Novo Reviews alert. The number of days to display in this alert can be changed in the protocol preferences in the setup section.

The protocol remains in this alert until the PI takes action and submits it for approval or withdraws it. Email reminders are sent to the PI every 30 days until he submits the protocol. When a PI indicates that the protocol should Lapse upon Expiration, the Document Type is set to Withdrawn and will no longer display in the PI's De Novo Reviews alert. This flags the IBC to expire the protocol.

IACUC		...	Approved Protocols and Actions		Due - Continuing Reviews		Due - De Novo Reviews		In Review - Submissions		
IBC		...									
Alert		Inbox Total									
Approved Protocols and Actions	0	4									
Due - Continuing Reviews	1	1									
Due - De Novo Reviews	1	1									
Draft Protocols	18	18									
Draft Amendments	0	0									
🔍 Find 🕒		Page 1 of 1 20 View 1 - 1 of 1		Page 1 of 1 20 View 1 - 1 of 1		Page 1 of 1 20 View 1 - 1 of 1		Page 1 of 1 20 View 1 - 1 of 1		Page 1 of 1 20 View 1 - 1 of 1	
Mourad, Naji T	IBC-00001248	1	test		12/30/2017	12/30/2020	12/30/2020	-6	Approved (w/o Stipulation)	New	
🔍 Find 🕒		Page 1 of 1 20 View 1 - 1 of 1		Page 1 of 1 20 View 1 - 1 of 1		Page 1 of 1 20 View 1 - 1 of 1		Page 1 of 1 20 View 1 - 1 of 1		Page 1 of 1 20 View 1 - 1 of 1	

De Novo Review Form

Info Expire

Protocol Number	IBC-00001095
Principal Investigator	Mourad, Naji T
Title	test
Date of Initial Approval	10/30/2017
Department	
Organization	
Email	sarah.josway@cayuse.com
Phone	510-468-0849

Progress Report. If the status of this project is Renewal, provide a brief update on the progress made in achieving the specific aims of the protocol.

test

Path: p

Please choose De Novo Review Action

Lapse upon expiration

Expiring a Protocol During De Novo Review

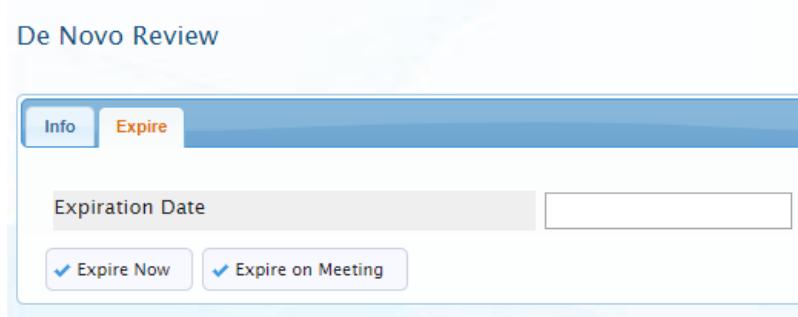
When a PI indicates that the protocol should Lapse upon Expiration, the Document Type is set to Withdrawn and will no longer display in the PI's De Novo Reviews alert. This flags the Office to expire the protocol.

Office role may expire a protocol by opening the protocol from the De Novo Reviews alert. You have the option of Expiring the protocol Now or to Expire on Meeting*.

The Expiration Date is used to override the initial expiration date.

The Expire Now button expires the protocol now and uses the Expiration Date information to set the expiration date in the database. The Expire on Meeting option sends the protocol to the meeting agenda with the status of Expired. If Expiration Date was provided, that is the date in which the expiration will be recorded. The protocol is still an approved protocol until the protocol is reconciled in the meeting.

*Recommendation: Process “Lapse upon Expiration” De Novo reviews from the De Novo Reviews Due alert instead of sending them to a committee meeting. This will generate an expiration notice for the PI indicating that the protocol has been closed.



De Novo Review

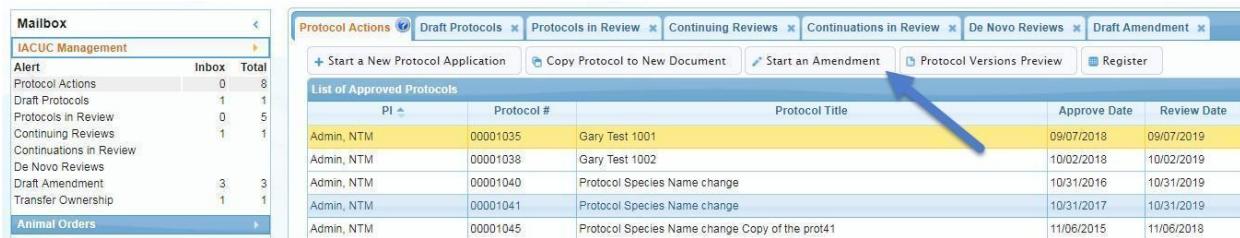
Info Expire

Expiration Date

Expire Now Expire on Meeting

Amendments

Submitted amendments will display in the Protocols in Review alert. The IBC office can perform an amendment on behalf of the PI. To start an amendment, select the protocol from the Protocol Actions alert and click on the Start an Amendment button.



List of Approved Protocols				
PI	Protocol #	Protocol Title	Approve Date	Review Date
Admin, NTM	00001035	Gary Test 1001	09/07/2018	09/07/2019
Admin, NTM	00001038	Gary Test 1002	10/02/2018	10/02/2019
Admin, NTM	00001040	Protocol Species Name change	10/31/2016	10/31/2019
Admin, NTM	00001041	Protocol Species Name change	10/31/2017	10/31/2019
Admin, NTM	00001045	Protocol Species Name change Copy of the prot41	11/06/2015	11/06/2018

When an amendment is started, the general information about the protocol is displayed and the user is asked to enter the reason for the amendment.

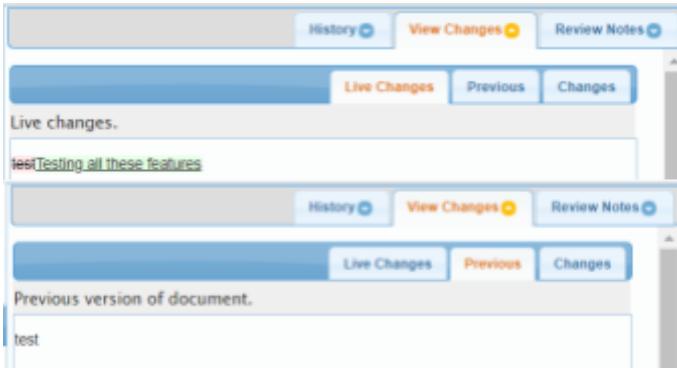
Amendment

Protocol Number	00001040
Protocol Year	4
Protocol Title	Protocol Species Name change
Approve Date	10/31/2016 <input type="button" value="Change"/>
Expiration Date	10/31/2019 <input type="button" value="Change"/>
Full Name	Admin, NTM
Reason for Change	<input type="text"/>



When the Amend Protocol button is clicked, the entire protocol is displayed allowing the user to make the necessary changes to the protocol.

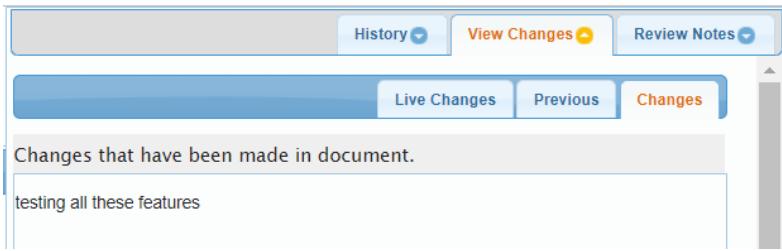
Notice that the reason for amendment becomes a part of the protocol TOC and is also included in the revision. When a change is made to a page, the tablet with a pencil icon is displayed on the TOC. The tabs at the right of the screen provide information about any previous reviews the protocol has gone through via the History tab.



The View Changes tab includes three additional tabs.

The Live Changes reflects what was added or deleted from the field.

The Previous tab reflects what was in the field previously.



The screenshot shows a software interface for hazard safety training. At the top, there are three buttons: 'History' (with a dropdown arrow), 'View Changes' (highlighted in orange with a dropdown arrow), and 'Review Notes' (with a dropdown arrow). Below these are three tabs: 'Live Changes' (highlighted in blue), 'Previous', and 'Changes' (highlighted in red). A vertical scrollbar is on the right. The main area displays a message: 'Changes that have been made in document.' followed by 'testing all these features'. The 'Changes' tab is currently selected.

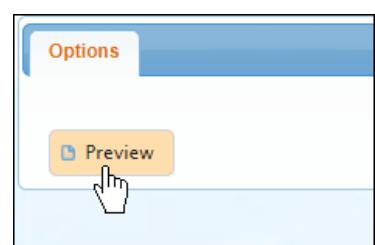
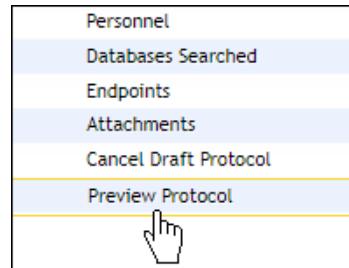
The Changes tab reflects the final changes on the field.

When the amendment is submitted to the IBC office, the revision is the same as that for a New or De Novo protocol submission. The amendments display in the Protocols in Review alert and are grouped in the Amendment section of the alert. See the IBC Office role [Review](#) section for details on how to review an Amendment.

Comparing Protocol Versions (Important for Amendments)

For amendments, it is important to view all changes that have occurred during the amendment cycle. **The Review mode and Full Document Review only display the last round of PI edits, or revisions.** Most reviewers prefer to have this side-by-side comparison open in a separate window or on a separate screen while conducting the review. Reviewers can add comments within the Review mode on the amendment while looking at this on another screen.

1. In the Table of Contents, click on **Preview Protocol**.
2. Beneath Options, click on **Preview**.



3. A new window will pop up containing the protocol. At the top of the protocol, use the **Compare to previous** drop-down menu to choose the two versions to compare. To compare the current version of the amendment with the last approved version of the protocol, select 'Approved' and then select the highest version available. The highest approved version is the latest approved version of the protocol.



A screenshot of a software interface showing a toolbar with several buttons: 'Compare to previous' (dropdown menu), 'Approved' (selected), '0001' (dropdown menu), 'Hide previous' (button), 'Show Main' (button), 'Text Style: On' (button), and 'Font size: 12' (dropdown menu).



HAZARD SAFETY TRAINING GUIDE

Compare to previous Hide previous Show Main
Text Style: On Font size: 12

Previous Version

PI :	Mourad's. Naji T
Protocol #	2021-0057
Status :	Approved (w/o Stipulation)
Approved :	11/15/2021
Expires :	11/15/2024
Title :	tiger testing

Table of Contents

Protocol Introduction
Protocol Overview
Protocol Federal/Foundation Funding
Type of Animal Use
Mouse
Species Information
Species Source
Use Locations
Strain Information
Animal Subjects and Pain Categories
Methodology
Pain Category E Justification
Reduce, Refine, Replace
Adverse Consequences
Exemptions
Personnel List
Databases Searched
Endpoints and Assurances
Protocol Attachments

Protocol Introduction

Tips to Complete this Protocol Form:

Changes

PI :	Mourad's. Naji T
Protocol #	2021-0057
Status :	Pending
Approved :	11/15/2021
Expires :	11/15/2024
Title :	tiger testing

Table of Contents

Protocol Introduction
Protocol Overview
Protocol Federal/Foundation Funding
Type of Animal Use
Mouse
Species Information
Species Source
Use Locations
Strain Information
Animal Subjects and Pain Categories
Methodology
Pain Category E Justification
Reduce, Refine, Replace
Adverse Consequences
Exemptions
Personnel List
Databases Searched
Endpoints and Assurances
Protocol Attachments
Amendment Reason

Protocol Introduction

Tips to Complete this Protocol Form:

A side-by-side view of the previous version and changes will populate. Sections that have been changed will be bordered by orange, and specific changes will be highlighted red and green.

Review the entire comparison to understand the changes made in all of the revisions of the Amendment. It is important that committee members and other reviewers understand how to use this functionality as well.

Review notes cannot be entered from the Protocol Preview comparison. Reviewer notes must be entered on the applicable pages back in the review site or from the FDR tool.

When you're finished reviewing the comparison, close the pop-up window. Return to the main submission review screen to add reviewer comments and complete the review.

Type of Animal Use

Identify all types of animal use for this protocol.

Which of the following describe the type of animal use proposed in this application? (check all that apply)

Activity Location

On Campus

Instructional or Training

Testing (e.g., toxicology screening)

Surveillance (e.g., sentinel health monitoring, wildlife surveillance, field study)

Research

Other

TOC

Type of Animal Use

Identify all types of animal use for this protocol.

Which of the following describe the type of animal use proposed in this application? (check all that apply)

Activity Location

On Campus

Instructional or Training

Testing (e.g., toxicology screening)

Surveillance (e.g., sentinel health monitoring, wildlife surveillance, field study)

Research

No previous value.

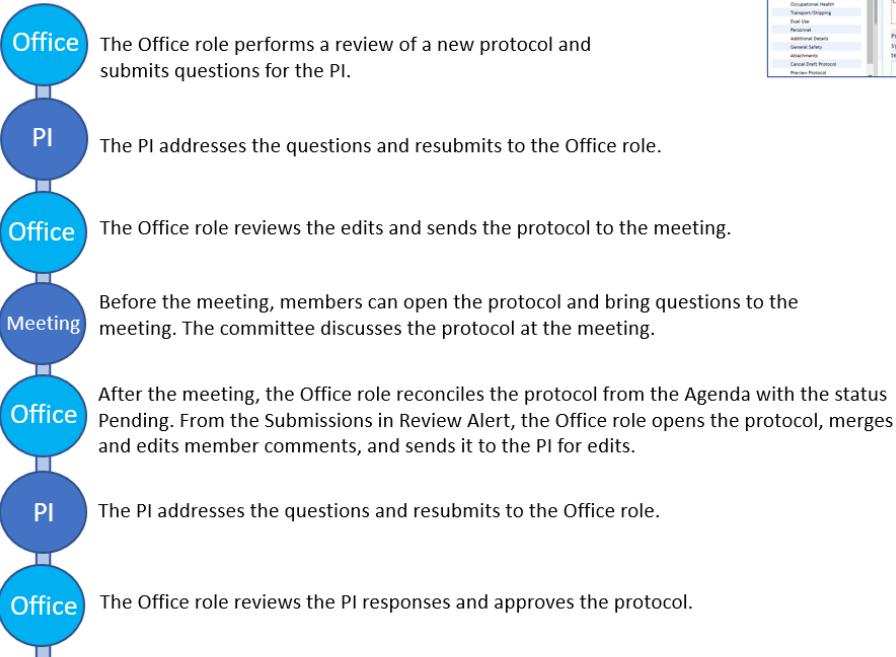
Other

TOC

TOC

Committee Meeting Management

Committee Meeting – Example workflow



Screenshot 1: Protocol Overview

This screenshot shows the 'Protocol Overview' page. It includes a 'Protocol Title' field containing 'Curing Serv-Cov-2', a summary text area, and a rich text editor for notes. A 'Review Notes' tab is visible at the top right.

Screenshot 2: New/De Novo Application Workflow

This screenshot shows the 'New/De Novo Application Workflow' page for protocol IBC-00001122:1:0001. It displays protocol details like 'Principle Investigator: Jowner, Sarah', 'Protocol Number: IBC-00001122', and 'Protocol Title: Curing Serv-Cov-2'. It also shows 'Submit Date: 10/19/2020' and other workflow information.

Screenshot 3: Reconcile Selected Protocol

This screenshot shows the 'Reconcile Selected Protocol' dialog. It lists protocol records with their status: 'Approved (w/o Stipulation)', 'Pending', 'Cancelled', and 'Holding'. A 'Move to Status' dropdown is shown, along with 'Yes Votes' and 'No Votes' fields. Buttons for 'Save' and 'Cancel' are at the bottom.

Screenshot 4: New/De Novo Application Workflow

This screenshot shows the 'New/De Novo Application Workflow' page again, this time with the 'Approve Now' button highlighted. Other tabs include 'Protocol Info', 'Send To', 'Workflow History', 'Signatures', 'Email Notifications', and 'Approve Now'.

Access the meeting by clicking on the Actions menu of the IBC Management application. The committee meeting opens up to the Meeting Info tab. The Meeting Date and the Meeting Location fields are populated from the Agenda setup and can only be modified from the setup. See Meeting Date List section for more details. The list of Committee Members is populated by the list of Committee Members defined in the IBC Members setup. These members must have the IMBR role.



HAZARD SAFETY TRAINING GUIDE

Committee Meeting

Meeting Info Meeting Topics New Protocols De Novo Reviews Continuing Reviews Amendments Approved Protocols

Meeting Date: 03/19/2019

Meeting Location:

Meeting General Notes:

Additional Attendees:

Committee Members

Attendee	Present?
NTM, Member 1	<input type="checkbox"/>
NTM, Member 2	<input type="checkbox"/>
NTM, Member 3	<input type="checkbox"/>
NTM, Member 4	<input type="checkbox"/>
NTM, Member 5	<input type="checkbox"/>
NTM, Vet 1	<input type="checkbox"/>

Attach File

Attachments

File	Description	Created On	Created At

Page 1 of 0

Close Meeting Preview Minutes

In the Meeting Topics tab, add the topics that will be discussed in the meeting. During or after the meeting, Committee comments can be added. These will be incorporated into the Meeting Minutes

Committee Meeting

Meeting Info **Meeting Topics** New Protocols

Add Record

Topic:

Notes:

Status:

(R) Rea

ew Records Only

Attach File

As protocols are sent to the meeting, they will be viewable in their corresponding tab in the Meeting. Note: Committee members are not alerted when items are added to an agenda. If you want to let the committee know that an agenda is ready for an upcoming meeting, it is recommended that you send an email to prompt them to log into the system and review the agenda.

Tip: If you want specific reviewers to present a submission at the meeting, it is recommended to send the submission to the reviewers initially via Members Review in the review workflow and notify them of their Full Committee Review assignment via email. After they submit comments, then move the submission to the meeting.

The Approved Protocols tab is read only. All protocols that have been approved between the current meeting and the previous meeting will be displayed here for information purposes only.

Reviewing Submissions at the Meeting

All protocols sent to the meeting can be reviewed in the meeting by clicking on the protocol number hyperlink. In the example below, a new protocol 00001006 has been sent to the meeting.

New Protocols								
Protocol #	Move to Status	Minutes	# Yes Votes	# No Votes	# Other Votes	Reconciled	PI	Version
00001006			0	0	0	No	NTM, PI 2	1
Edit	Find		Page 1 of 1	20				
View 1 - 1 of 1								

The review of the protocol works in the same way as a review outside of the meeting. For more information on reviewing a protocol refer to the IBC review section.

Processing Submission Statuses Post-Meeting

All protocols must be reconciled prior to closing a meeting. To reconcile a protocol, you must first edit its status. To edit the status of a protocol in the meeting, highlight the protocol and click on the edit button:

New Protocols								
Protocol #	Move to Status	Minutes	# Yes Votes	# No Votes	# Other Votes	Reconciled	PI	Version
00001006			0	0	0	No	NTM, PI 2	1
Edit	Find		Page 1 of 1	20				
View 1 - 1 of 1								

The Status options are:

- Approved (w/o Stipulation): approves the protocol.

- Deferred: the protocol is deferred to the next meeting.
- Pending: Protocol is sent back to the IBC workflow
- Expired: Expires the protocol, this only applies to De Novos
- Withdrawn: Withdraws the protocol, this only applies to Continuing Reviews.



The screenshot shows the 'Edit Record' dialog box. At the top, there is a dropdown menu labeled 'Move to Status' with 'Approved (w/o Stipulation)' selected. Below this, there is a text area labeled 'Minutes' containing the text 'All members agree to approve - except for 1 member'. To the left of this text area, there are three input fields: '# No Votes' (value 1), '# Yes Votes' (value 2), and '# Other Votes' (value 2). At the bottom right of the dialog box are two buttons: 'Save' and 'Cancel'.

As you edit the status of a protocol, you can also enter meeting minutes and number of votes specific to each protocol. These minutes will be accessible in the Agenda Search. Please note that the notes on the Topics section of the Agenda are not editable after the meeting is close.

To reconcile the protocols, highlight the protocol and click on the Reconcile Selected Protocol button.

Closing a Meeting

To close a meeting, all protocols in the meeting must be reconciled. When the Close Meeting button is clicked, the meeting closes and the next scheduled meeting will become the active meeting. You must have the next meeting setup in the dictionary. For details on how to set up meeting dates refer to the MEETING DATE LIST section.

Manage Users

Overview

This guide is for administrators managing users in the system for the following applications: *Hazard Safety, Hazard Safety, Training Records, Animal Procurement, Animal Inventory, Vet Care, Billing, Services, and Schedules*. Administrators must be assigned the RS Administrator role in the platform to manage accounts. Section I details how to add a new user to the platform admin. Section II details how to assign or update user roles. Section III outlines how to manage PI groups in the Site Management tool.

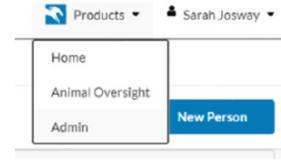
Sites Required – Reach out to your admin or Cayuse team if you need assistance with URLs

Cayuse Platform site (Example: <https://customer.app.cayuse.com/>)

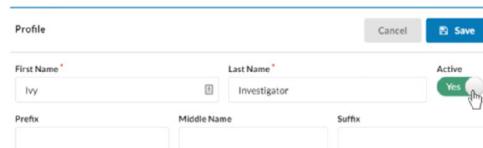
Cayuse Site Management tool site (Example: <https://customer.app.cayuse.com/esAdminPage.wc?1>)

Section I. Creating new users in Cayuse platform

1. Only users with the RS Administrator role will be able to create new accounts and manage existing accounts on Cayuse platform. Log into the Cayuse platform site. Select Admin from the Product dropdown menu.



2. Click on Users. From this screen, you can use the search filters to locate an existing account or click 'New Person' to add a new account manually. Accounts can also be added or updated via the HR Connect tool. To add a new person, fill out the first and last name. If HR connect will be used by your institution, you must also include the person's Employee ID. This field is used to compare accounts during the HR Connect process. Toggle the Active switch to Yes and click Save.



3. Complete the relevant sections (outlined below) of the person profile. New accounts will need the email address to be filled in on the Contact Info Section. Internal Associations will feed into the Hazard Safety, Hazard Safety, and Vivarium Operations applications.

- Profile:** Edit the person's name, academic degrees, and whether or not that person is active in your system.
- Contact Info:** Edit the person's email, phone and fax numbers, and physical address.
- Internal Associations:** Edit or add the person's unit(s) (generally an institutional department) and the title they have within the unit(s).
- External Associations:** Edit or add the person's external associations and the title they have within the external association(s).
- User Account & Roles:** Edit or add the user account of the person. The user account is how the individual will log in. You can also assign the user roles on this screen, which will grant them additional permissions within the Cayuse products.
- Trainings & Certifications:** Edit or add trainings and certifications to the person's profile.

4. Under User Account & Roles, click + New Account. Update the email and username as needed. If this Cayuse platform site has Single Sign On enabled, please use the SSO account username for this user. If SSO is not enabled, you will need to send an activation email to the user. This will send them a temporary password for account creation.



New Account

Cancel 

First Name *
Ivy

Last Name *
Investigator

Email *
ivy.investigator@cayuse.com

Username *
ivy.investigator@cayuse.com

Section II. Adding or updating user roles in the Cayuse Platform site

1. Users will automatically be assigned the role of Cayuse Product User by default. You can assign the user additional roles, which will grant them extra permissions within their Cayuse product. Roles are defined at the end of this section.

2. To update the roles of an existing user, first search for the account under Users in Cayuse Platform admin. Then open the Account & User Roles section in the person profile. Add or manage the existing roles. Unit-based roles allow admins to assign users a role for a certain unit or units.
 - Note: For the Cayuse Product User and Cayuse Application Link Viewer roles, the units default to All Units. Other roles will need to have the Unit defined. It is important to assign the correct unit to access the applications. Please refer to your admin or Cayuse team if you need assistance with this selection.

3. After roles have been managed in a person's account, the user may need to log out and log back into the system to see the role updates.

Cayuse Roles

Role	Application(s)	Permissions
Cayuse Product User	All	Default role. Can access the Cayuse landing page. Every active user should have this role.
RS Admin Administrator	Platform Admin	Maintains system settings within the Admin module on the Cayuse Platform.
RS Admin Viewer	Platform Admin	Can access a read-only view of the Admin module on the Cayuse Platform.
HR Connect Administrator	Platform Admin	Manages the HR connect updates
Animal Buyer Staff	Animal Procurement	Manage ordering and Receiving Workflow for entire facility
Animal Care Staff	Vet Care	Manage Animal Care activities
Animal Census Coordinator	Animal Inventory	Manages animal inventory activities
Animal Facility Billing Contact	Billing	Financial and Invoicing workflow for accounts they are listed as Billing Contact on



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Facility Business Office Staff	Billing/Services	Manage financial aspects
Animal Facility Diagnostic Lab	Vet Care	Perform Vet Care Activities
Animal Facility Global Access	Vet Care	Global view only access to all applications - Can perform reports and searches
Animal Facility IT Staff	Animal Oversight , Hazard Safety, Animal Procurement, Animal Inventory, Vet Care, Billing, & Services	Allows users to access the Site Administration to manage role permissions - currently not working. (anyone with the URL can access the Administration site)
Animal Facility Staff Veterinarian	Vet Care	Manages all aspects of Vet Care
Animal Facility Supervisor	Animal Procurement, Animal Inventory, Vet Care, and Schedules	Manage Housing requirements as well as define the schedule in the Schedules application
Animal Health Technician	Vet Care	Manage workflow for animal health related activities
Animal Husbandry Staff	Vet Care	Manage Husbandry activities for respective housing facilities
Animal Oversight Committee Member	Animal Oversight	Participates in protocol reviews and committee meetings
Animal Oversight Office	Animal Oversight	Manages protocol workflow; builds set up dictionaries; manages committee meetings etc.
Animal Receiving Technician	Animal Procurement	Manage animal receipt workflow
Animal Research Grants & Admin Staff	Animal Oversight and Hazard Safety	View only access to protocol funding
Cayuse Animal Inventory Link Viewer	Animal Inventory	Allows access to see Inventory module
Cayuse Animal Procurement Link Viewer	Animal Procurement	Allows access to see Procurement module
Cayuse Animal IACUC Link Viewer	Hazard Safety	Allows access to see Animal Oversight module
Cayuse Resource Scheduling Link Viewer	Schedules	Allows access to see Scheduling module
Cayuse Veterinary Care Link Viewer	Vet Care	Allows access to see Veterinary Care module
Animal Oversight & Hazard Safety Researcher Accounting Staff	Animal Procurement	Manage the researcher's accounts
Animal Oversight & Hazard Safety Research Staff Member	Animal Oversight, Hazard Safety, Animal Procurement, Animal Inventory, Vet Care, Billing, & Services	Protocol Creation; Ordering, Census, Vet Care, and Invoicing workflow (PI can submit/PI member cannot)



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Safety & Hazard Safety Training Coordinator	Animal Oversight & Hazard Safety	Responsible for setting up training events and managing personnel training records
Biosafety Officer	Hazard Safety	Participate in IBC protocol reviews; assist PIs with protocols
Cayuse IBC Link Viewer	Hazard Safety	Allows access to see Hazard Safety module
Cayuse Training Management Link Viewer	Training Records in Animal Oversight & Hazard Safety	Allows access to see Training module
Hazard Safety Member	Hazard Safety	Participates in protocol reviews and committee meetings
Hazard Safety Occupational Health	Hazard Safety	View protocols in draft and in review
Hazard Safety Office	Hazard Safety	Manages protocol workflow; builds set up dictionaries; manages committee meetings etc.

Section III. Setting up PI user groups in Site Management

(Note: this is a different URL in this format <https://customer.app.cayuse.com/esAdminPage.wc?1> **Reach out to your admin or Cayuse team for assistance.**)

Members assigned to a PI group will be able to create drafts for the PI to review and submit. When the PI group member clicks Submit from a protocol or amendment draft, the PI will receive an email notifying them a submission is ready for review.

1. Navigate to the Cayuse Admin site and click on **Site Management**.

The screenshot shows a top navigation bar with 'CAYUSE ADMIN' and a 'Website Builder' section. Below it is a 'Actions' menu with 'Site Management' and 'System Preferences...' options.

2. Select your site in the grid to highlight it in yellow. Click on the new tab with the site name. A list of users will be displayed. Use the magnifying glass tool to search for the user.

The screenshot shows a 'Site Management' tab and a 'Site: NTM Site 1' header tab. Below is a 'Site List' table with one row:

Pk_Site	Prefix	Name	Created	Updated
1	NTMS1	NTM Site 1		01/29/2015

Action buttons at the bottom include '+', edit, delete, and refresh.

3. Select the name of the PI and click the new tab that opens to the right. Click **+Members** from the actions.



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Site Management | Site: NTM Site 1 | User: PI, Test | Alerts | Options | Reports

PI, Test Roles

Pk_site	Pk_wusr	Pk_sysrole	Role	Role Description
1	3068	1	PI	Researcher Staff Members

+ Members

4. Click the + next to the name of the user(s) you wish to add to the group. The names will move from the right-hand column to the left-hand column. Use the - to delete users from the PI group. Click **Save**.

Member Dialog

Group	PI, Test
Name	
Roles	Group Members
2 items selected Remove all	
PI, Test	
Reilly, Odessa	

5. When the PI group member logs into the applications, they will be able to select the PI's name from a dropdown menu to access their submission

Role: Researcher Staff Members ▼ PI Group: Phillips, Shelley ▼ Products ▼ Sarah Josway ▼

FAQs

General

Question	Response
Can Cayuse host guest accounts?	<p>Yes. Guest accounts can be manually created by a user with the RS Administrator role.</p> <ol style="list-style-type: none"> 1. Navigate to the People 2. Click New Person 3. Complete the information 4. On the Account/Roles tab, toggle YES for Guest Account 5. After you save, the person will receive an email from Cayuse prompting them to create a password for the new account. <p><i>Note: Guest accounts will be able to bypass Single Sign On.</i></p>
How do you manage users?	Please see the Guide Sheet at the end of this document 'Guide for Administrators - How to Manage Users'
<p>Log in Error Messages</p> <p>Users may encounter error messages if there is an issue with their account. The message may say</p> <p>"Forbidden" "Authentication Error" "User ID invalid"</p>	<p>If a user receives an error message when logging in, please verify the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Is the Username correct for SSO (if applicable)? <input type="checkbox"/> Is the Email correct for SSO (if applicable)? <input type="checkbox"/> Is the Employee ID correct (if applicable)? <input type="checkbox"/> Is the Profile set to Active? <input type="checkbox"/> Is the User Account set to Active? <input type="checkbox"/> Does the user have the correct link viewers and roles? <ul style="list-style-type: none"> <input type="checkbox"/> Are the unit-assignable roles connected to the correct unit? <input type="checkbox"/> Is the User accessing Cayuse through Internet Explorer or Microsoft Edge? If so, please ask them to try the preferred browsers, Chrome, Safari, and Firefox. <input type="checkbox"/> Is the User connecting with the correct SSO password? <input type="checkbox"/> Are they connecting to the correct UAT or LIVE link? <input type="checkbox"/> If your institution uses Okta or another universal application management service, please ensure the IT team has provided the user access to the link(s). <p>If a user is encountering an error while trying to access the mobile site or Site Managements, please ensure the user is following these exact steps:</p>

- | | |
|--|--|
| | <ul style="list-style-type: none"><input type="checkbox"/> The user will first need to log into the LIVE platform environment.<input type="checkbox"/> The user will need to navigate to Animal Oversight, Hazard Safety, Procurement, Inventory, Billing or Services.<input type="checkbox"/> In a new tab in the same window browser, the user should then click the link for Site Manager. If your institution accesses applications from an applications management system, please enter Site Manager from there. It is important to do these steps in order to allow the system to recognize credentials.<input type="checkbox"/> Ensure the user is using a Cayuse-compatible browser like Chrome or Firefox. |
|--|--|

Cayuse Access Issues

This tool was specifically developed for institutions using the following applications: Animal Oversight, Hazard Safety, Animal Procurement, Animal Inventory, Billing, Services, Vet Care, Schedules

If users are experiencing access issues, the information on this form will help your Cayuse team quickly diagnose the problem. Please complete the form for users and include any screenshots displaying errors encountered by the user.

	Customer Response
User Name	
User Email	
Does your institution use SSO?	
If Yes to the question above: Please ensure the login credentials match the SSO specific credentials.	
• Is the Name correct for SSO?	
• Is the Username correct for SSO?	
• Is the Email correct for SSO?	
• Is the Employee ID correct (if applicable)?	
Provide all links the user is using to access Cayuse.	

<p>What browser is the user using? Note: Ensure the user is using a Cayuse-compatible browser like Chrome, Safari or Firefox. Microsoft Edge is not compatible with Cayuse.</p>	
<p>Does your institution use an applications management system (e.g., Okta)?</p>	
<p>If Yes to the question above:</p> <p>Please ensure the user has been granted the correct permissions and access to the URLs by your institutional IT group.</p>	
<ul style="list-style-type: none"> ● Has your institutional IT group confirmed that the user has access to the relevant URLs? 	
<p>Is the Profile set to Active?</p>	
<p>Is the User Account set to Active?</p>	
<p>Does the user have the correct link viewers and roles? Please list the roles and link viewers that the user should have.</p>	
<p>Are the unit-assignable roles connected to the correct unit?</p>	
<p>Please describe the issues experienced by the user including if the error occurred when the user accesses a specific part of the system.</p> <p>Providing screenshots of error messages will help the Cayuse team troubleshoot the issue quickly.</p>	

<ul style="list-style-type: none"> ● Can the user access the platform home page? 	
<ul style="list-style-type: none"> ● Can the user access the applicable products from the platform home page dropdown? 	
<ul style="list-style-type: none"> ● Can the user access the mobile site (if applicable)? 	
<ul style="list-style-type: none"> ● Can the user access the Site Management (if applicable)? 	
<p>If a user is encountering an error while trying to access the mobile site or Site Management, please ensure the user is following these exact steps:</p> <ol style="list-style-type: none"> 1. The user will first need to log into the LIVE platform environment. 2. The user will need to navigate to Animal Oversight, Hazard Safety, Procurement, Inventory, Billing or Services. 3. In a new tab in the same window browser, the user should then click the link for Site Manager. If your institution accesses applications from an applications management system, please enter Site Manager from there. It is important to take these steps to allow the system to recognize credentials. 4. Ensure the user is using a Cayuse-compatible browser like Chrome or Firefox. 	

Additional Notes:

If your institution has configured roles in Site Management, certain configurations may lead to access issues. Cayuse recommends testing any role-based configurations done in Site Management thoroughly in the UAT environment before applying those configurations to the LIVE site.

Here is an example:

An institution wanted to limit the actions researchers could take in Animal Inventory.

In Site Management, the institution removed all alerts from the Inventory for the Researcher Staff Member role. The Researcher Staff Member role only had access to Reports and Searches in Animal Inventory. When users with the Researcher Staff Members role logged in to the LIVE platform site and clicked Animal Inventory from the products drop down, the system presented an error. They were unable to navigate directly to that application from the login screen. They were able to access other applications from the drop down menu (ex. Billing) that had alerts available to the Researcher Staff Members role.

Hazard Safety

Question	Response
What is the PI role? How do you add someone as a PI delegate?	<ul style="list-style-type: none">• All researchers and PIs should have the Animal Oversight and Hazard Safety Researcher Staff Members role.• To update PI groups, please see the Guide Sheet at the end of this document 'Guide for Administrators - How to Manage Users'
Does Cayuse track and maintain records of submission to approval timing for review?	Yes, Cayuse tracks metrics throughout the review process. However, the system doesn't have an easy way to report on these metrics. To view the metrics, open the Protocol Revision Search from the IACUC action menu. Click on an approved version of a protocol (versions can include the initial submission, amendments, renewal, etc.) and then click Workflow history. The Workflow

	history tab will show you the steps of the review process including timestamps.
Does Cayuse maintain tracking of the submission workflow (i.e. submissions to reviewers, when/who, are they primary/secondary, comments by reviewer and PI edits?)	Yes. This is all documented in the Protocol Revisions Search. You can look up a submission and click 'Show Reviewers' or 'Show Office Comments.' The 'Show Reviewers' tool will display all of the reviewers that a submission was routed to. By selecting the name of the reviewer and clicking 'Show Reviewer Comments', you can view the comments made by a specific reviewer and any PI revisions associated with that comment. The 'Show Office Comments' tool will display all comments that the Office Role created or merged to send back to the PI for edits. If you click on one of the comments, you can click the button 'Show Revision' to see how the PI responded, either via revision or rebuttal.
How do you suspend a protocol or close a protocol outside of the renewal process?	To do this, use the Protocol Search. Search for the protocol, select it, and click 'Change Status.' You can move the protocol to on-hold (for suspensions) or Expire it to close the protocol. It is important to note that the Change Status function does not have any notifications associated with it. Therefore, the office should notify the PI of the change in status outside of the Cayuse system. NOTE that protocols with Un-Finished status cannot be changed to approved from here. They can only be approved via the Review process.
How can you copy protocols from one PI to another without requiring approval and protocol transfer?	Search for the protocol in Protocol Search. Then click 'Copy Protocol to PI.' You will be prompted to type in the name of the new PI. The system will create a copy of the approved protocol as a new draft protocol with the new PI's name. It will show up in the PI's draft protocols alert.
Personnel page - what do these checkboxes do? <ul style="list-style-type: none"> • Primary Contact Flag • Copy on all Emails • Requestor Flag 	<ul style="list-style-type: none"> • Primary Contact Flag <ul style="list-style-type: none"> ◦ This person may be contacted by the office for information about the protocol. • Copy on all Emails <ul style="list-style-type: none"> ◦ For a researcher on the protocol to receive emails about the protocol, both this and the Primary Contact Flag checkboxes must be checked • Requestor Flag <ul style="list-style-type: none"> ◦ the system will automatically check this for the person that created the protocol. This field is not editable by the researcher.
How are expiration dates calculated for protocols?	The Cayuse system is automatically set for 3-year approval periods. Expiration notifications are sent by the system at 12:00am on the Expiration Date. The expiration date displayed by the system is the first date that the protocol is Expired. Therefore,

	protocols are in the approved status for exactly 3 years.
FAQ for Researchers	Answer
What is Cayuse Hazard Safety?	Cayuse Hazard Safety is a web-based application used to draft, review, approve, and manage Institutional Biosafety Committee (IBC) protocols. All submissions can be accessed via the website on any device linked to the internet. Users will receive emails from the Cayuse system when action is required on a protocol, such as at the annual renewal or De Novo (3-year) renewal.
Who has access to Cayuse Hazard Safety?	Users will need to be granted access by the IBC administrators. If you need to access the application, please reach out to your IBC team for assistance.
Who can submit protocols in Cayuse Hazard Safety?	Users with the Researcher Staff Members role that have PI eligibility may submit protocols.
How do I receive updates regarding my Cayuse IBC submissions?	The application will send users emails when action is required on submissions. For example, the Cayuse Hazard Safety application will send users notifications when a protocol has questions from the IBC that need to be addressed or when a protocol is due for renewal.
Can I initiate multiple submissions (e.g., Amendment and Renewal) for the same study at the same time?	The system does not allow multiple amendments on a single protocol at one time.
Where can I get help with Cayuse Hazard Safety?	Cayuse Hazard Safety offers an in-application resource center. Please click the question mark in the bottom right of your screen when you are in the Animal Oversight application. For additional resources, reach out to your IBC team.
How will Hazard Safety help researchers?	<p>The application offers many benefits to researchers.</p> <ul style="list-style-type: none"> • Transparency: view protocol status at all times • Improved Compliance: renewal reminders are automated and submissions requiring action will display in your inbox • Web-Based: submissions can be accessed on

	<p>any device with an internet connection</p> <ul style="list-style-type: none">• Reduced Administrative Burden: the smart-form technology will simplify the protocol drafting process by only displaying the questions that apply to your project
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