Animal Oversight & Hazard Safety
Researcher Manual

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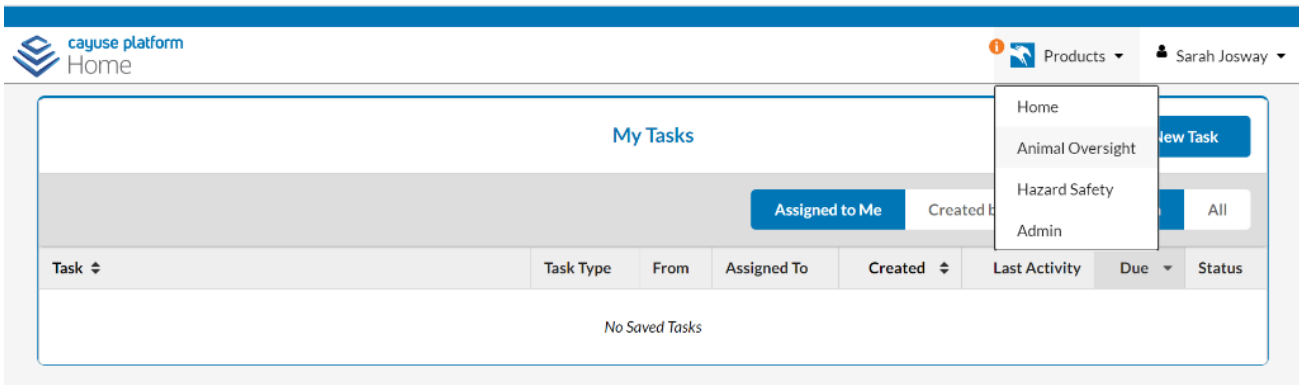
Introduction

In the Cayuse Animal Oversight and Hazard Safety applications, researchers will be able to draft, submit, amend, and renew IACUC and IBC protocols. Researchers will be able to easily track the progress of their submissions throughout the review process. The applications will notify researchers of action items via email. The applications will also highlight submissions requiring action under the Inbox column of the mailbox, discussed in the next section.

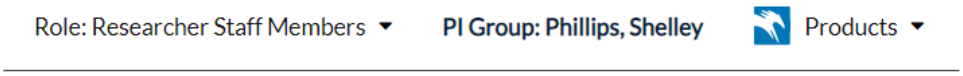
Navigating the Animal Oversight and Hazard Safety Homepages

To access the Animal Oversight or Hazard Safety applications from the Cayuse platform, select the applicable product from the dropdown menu. If you do not see the product or application you are looking for, please contact your administrative team for assistance with access. Once you are in Hazard Safety or Animal Oversight, follow the steps below to review the Homepage and Mailbox Alerts.

Tips on Navigation: *Cayuse does not support the use of browser back buttons or pasting/accessing old URLs. Please navigate using the built-in navigation features such as the application logos in the top left, the product and role drop down menus, as well as the navigation buttons in the protocols forms.*

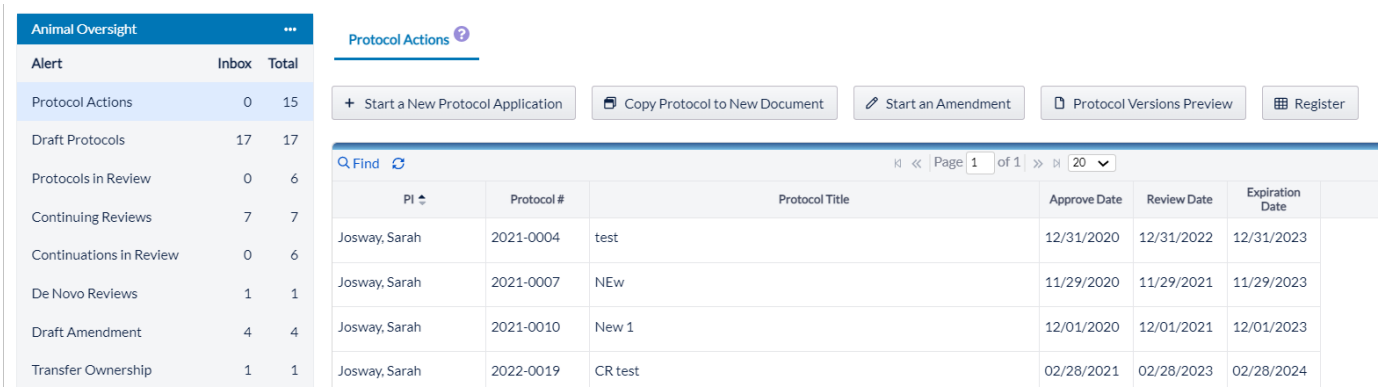


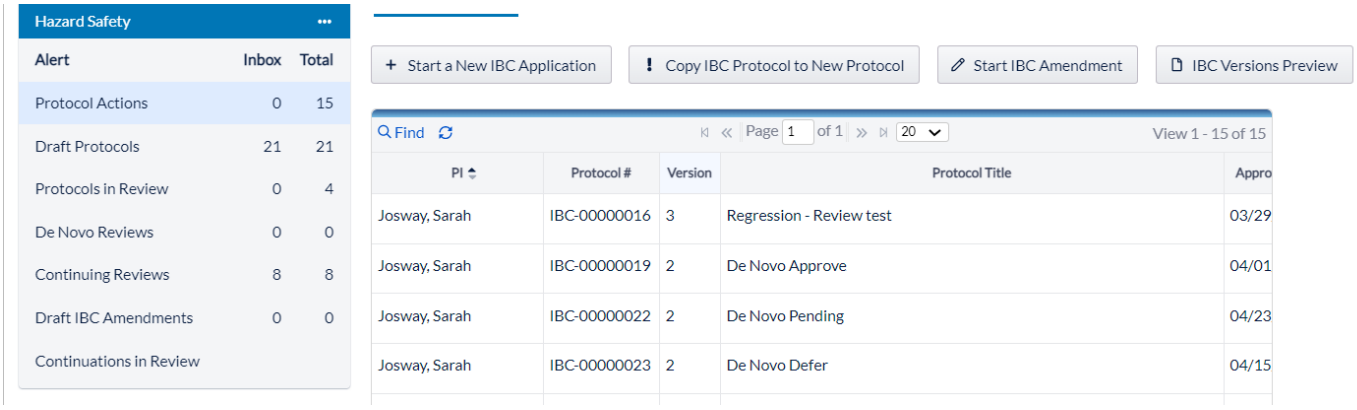
Confirm that the Researcher Staff Members/PI role is selected. If you are a member of a lab, ensure the correct PI is selected in the PI group dropdown menu.



Alerts

In Cayuse Animal Oversight or Hazard Safety, the left-hand menu contains different sections for alerts regarding your protocols. You can refer to these alerts to understand where your protocols are within the review and renewal process.





Protocol Actions: Approved protocols

Draft Protocols: Protocols that have been started but not yet submitted for review

Protocols in Review:

- This alert displays the workflow process, showing both the sender and recipient of the protocol.
- If a submission 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.
- This tab will display submissions that have been sent back from the IACUC or IBC with revisions requested.

De Novo Reviews: Protocols that are due for De Novo Review. Action required.

Continuing Reviews: Protocols that are due for Continuing Review. Action required. Note, some institutions turn this functionality off.

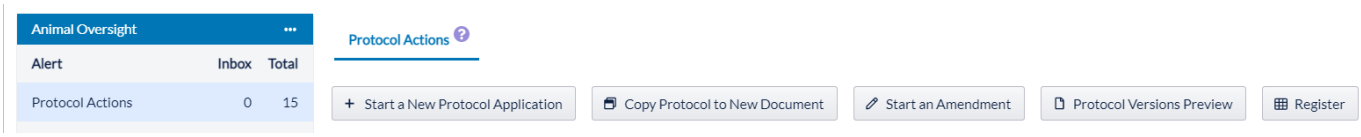
Draft IBC Amendments: Amendments that have been started but not yet submitted for review

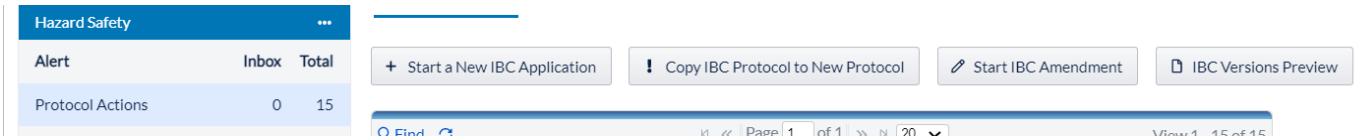
Continuations in Review: Continuing Reviews that have been submitted for review but are not yet approved. Note, some institutions turn this functionality off.

Transfer Ownership: Transfer of ownership requests submitted for review but not yet approved

Protocol Actions Alert

This alert displays all approved protocols. This alert also allows the user to take the following actions.

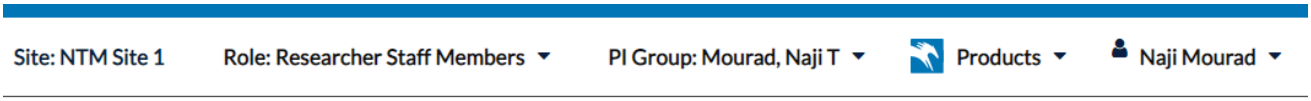




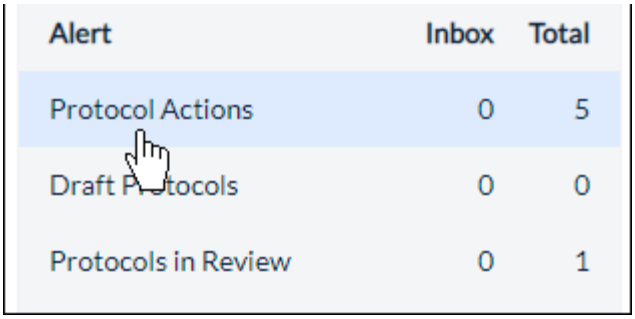
- ***Start a New Protocol Application:*** Creates a new protocol draft
- ***Copy Protocol to a New Document:*** When the user selects an approved protocol and clicks this button, the application creates a copy of the protocol and gives it a new protocol number. The new protocol is in Draft state and can be edited and submitted for committee review.
- ***Start an Amendment:*** When the user selects an approved protocol and clicks this button, the application generates an amendment by creating a new version of the approved protocol which the user can edit and submit for review
- ***Protocol Versions Preview:*** When the user selects an approved protocol and clicks this button, the application will display all versions of the protocol
- ***Register*** (Animal Oversight only)*:* When the user selects an approved protocol and clicks this button, Animal Oversight will display all animal transactions such as credits or debits (e.g., animal purchases or weaned animals).

Creating a New Protocol

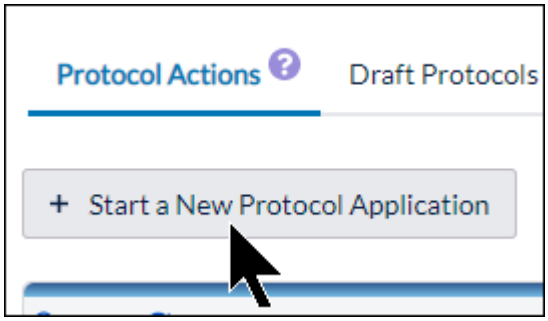
Confirm that the Researcher Staff Members/PI role is selected. If you are a member of multiple labs, please confirm that the correct PI Group is selected.



Within Animal Oversight or Hazard Safety, a new protocol can be started from the Protocol Actions inbox.



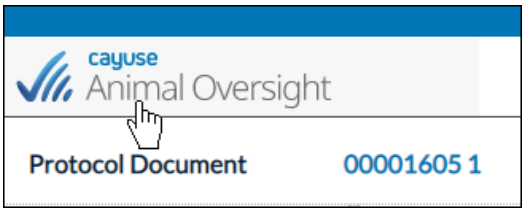
1. Click **Start a New Protocol Application**.



2. Click **Start New Application**.

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

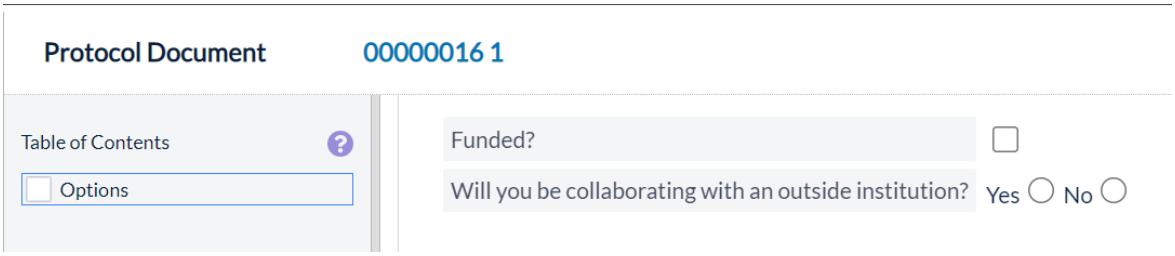
Please Note: You can exit the protocol document at any time and continue working on it later by clicking the application logo in the top left corner. The Protocol will be saved in the Draft Protocols tab.



Filling Out Your Protocol

After you create the protocol draft, you will be directed to an Options page. Selections on this page will build the rest of the protocol form. You can always return to this page by clicking the page in the Table of Contents to make edits. Please note that the screenshots below may differ from your protocol form.

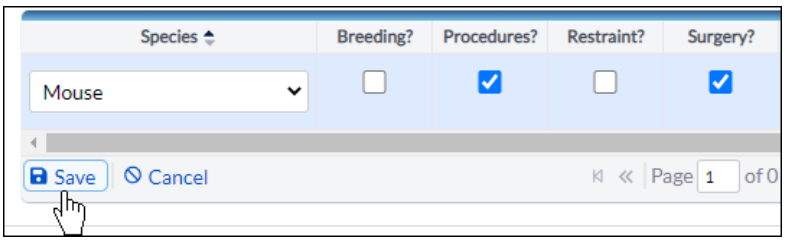
Animal Oversight Options Page



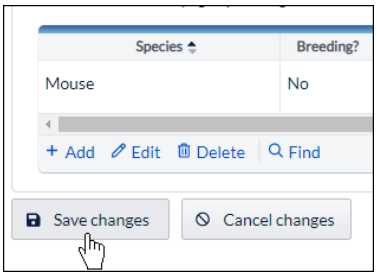
The Options section is the first section in the protocol's Table of Contents.

(Animal Oversight) You will also need to update your Protocol Species Grid by clicking **Add**.

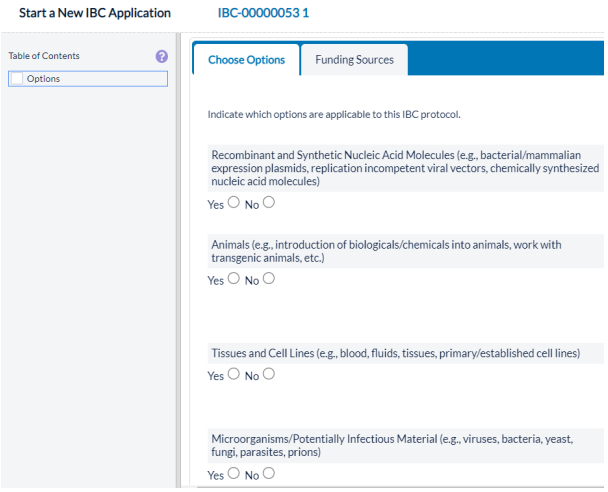
Select your species from the dropdown, select which procedures the animal will undergo, and click **Save**. You can do this for multiple species within a protocol.



When you click **Save**, the selections made in the Options page determine which sections are added to the Table of Contents.

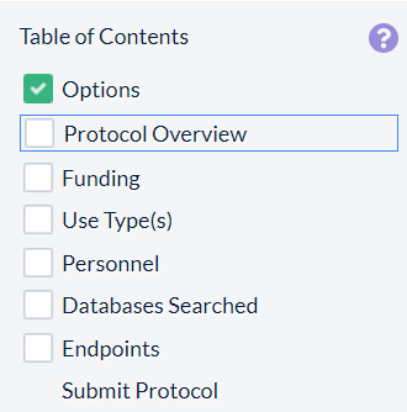


Hazard Safety Options Page



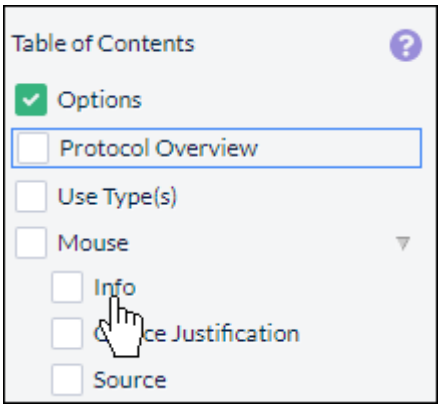
Tips on Navigation

As you complete each page, you will receive a green checkmark on the left side of the screen in the Table of Contents. When all pages have green checkmarks, PIs will be able to submit the protocol for review. If you are in the PI's lab group, clicking the Submit button will send the PI a message asking them to review the draft and submit for review.

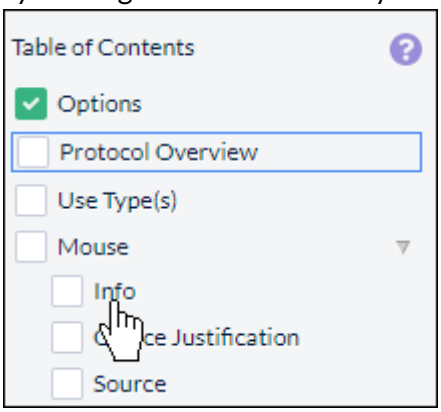


To navigate between pages, you can use the navigation arrows at the bottom of each page when the page is complete.

You can also click the page title in the Table of Contents. Some pages have attachment grids at the bottom of the page. Please feel free to attach any relevant documentation to those pages.



Once you've completed all of your options for your table of contents, you can begin filling out your protocol by clicking on sections within your table of contents.

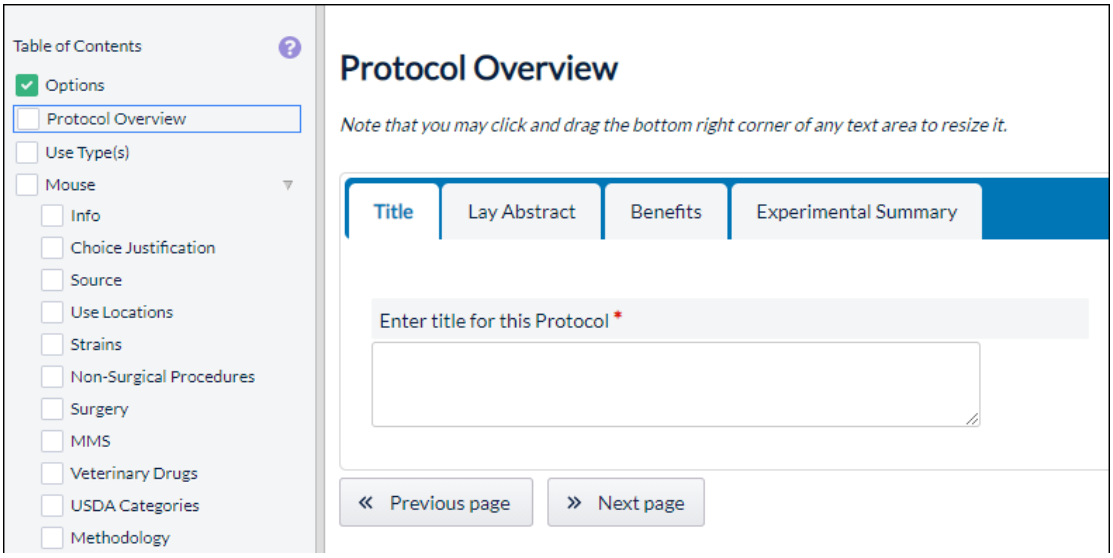


Please note: Many aspects of your protocol form are configurable by your institution. If you have an inquiry regarding the questions, contact the administrator at your institution.

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

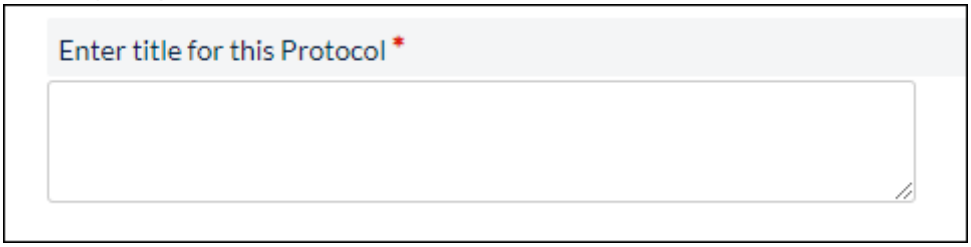
Tabs

Different pages may have multiple tabs with required questions you will need to fill out before a section can be marked as complete.



Required Questions

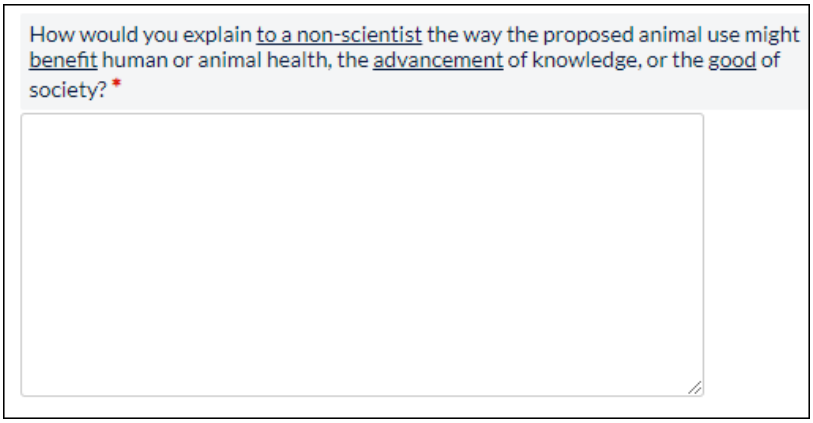
Required questions have a red dotted border around them. These questions must be answered before you submit your protocol.



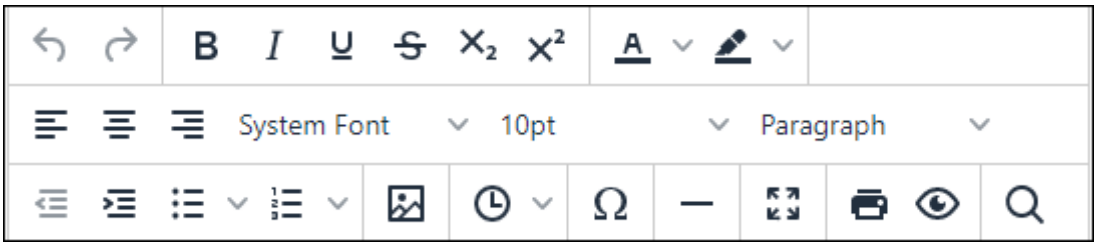
If all required questions are answered within a section, a green checkmark will appear next to the section within the table of contents.

Text Fields

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

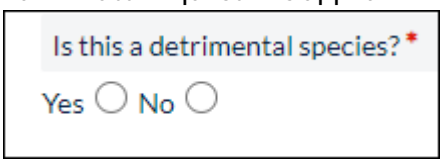


If the text field has a toolbox, then you will be able to input rich text, such as bolded or italicized text, custom alignment, or bullet points.



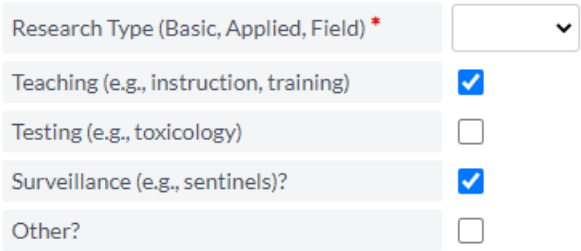
Radio Buttons

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



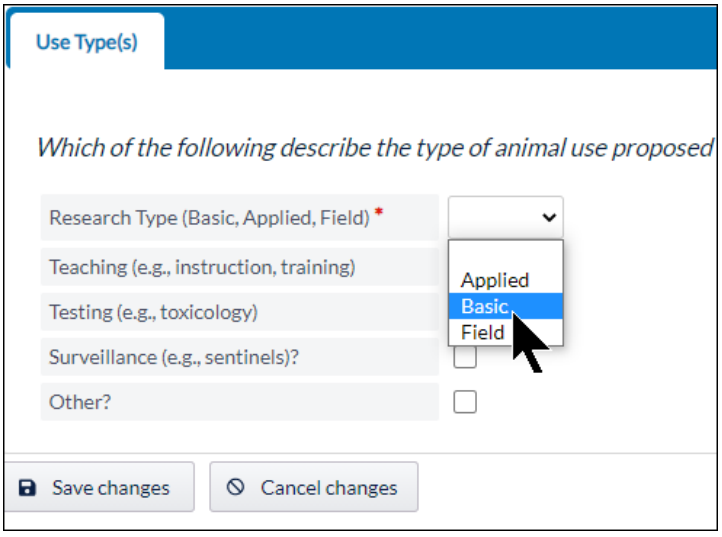
Check Boxes

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

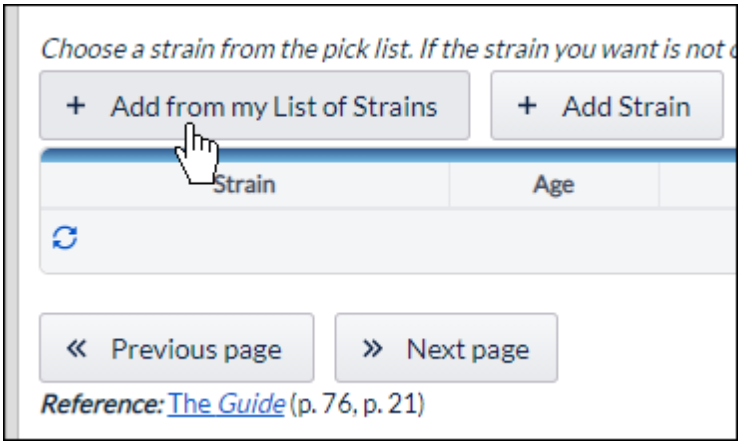


Drop-Down Menus

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



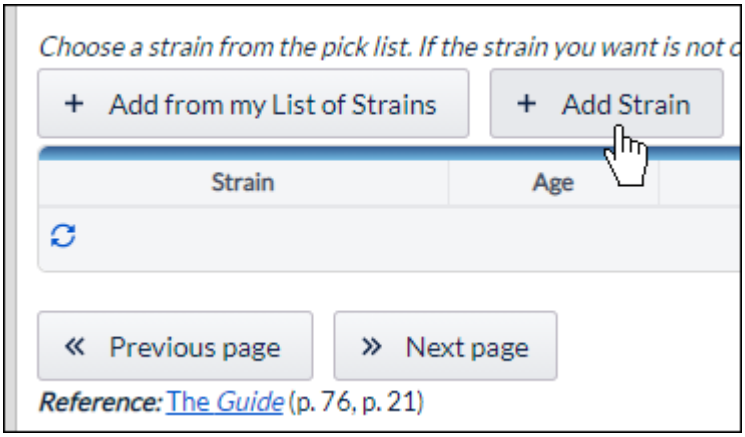
Add From List



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

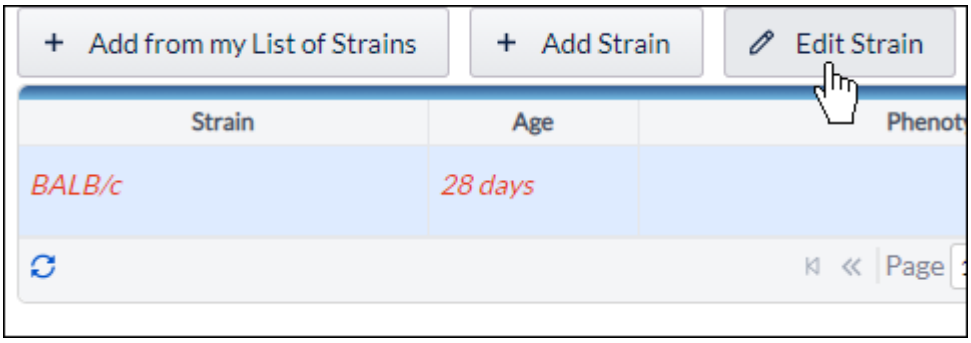
Add New

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



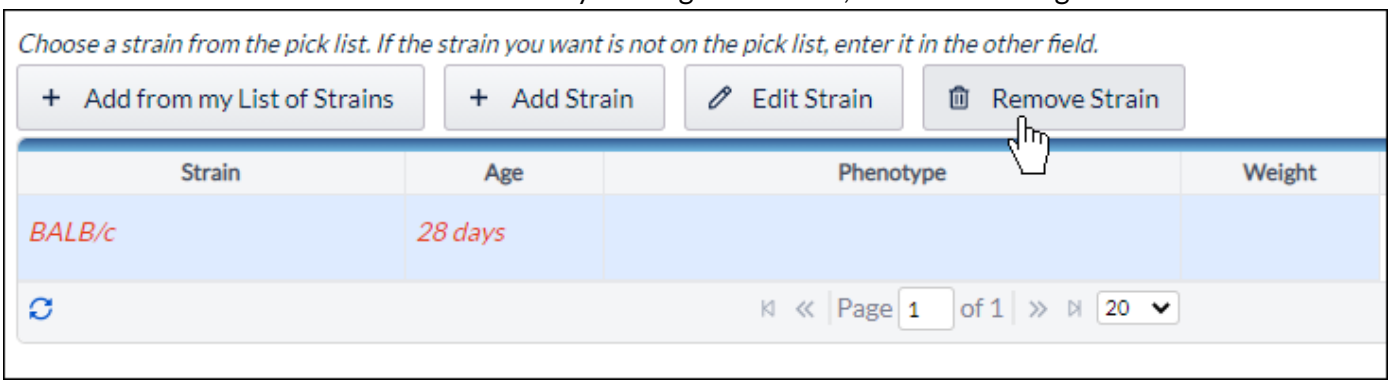
Edit

When adding from a list or adding new data, you can edit the data by clicking on the list item, and then clicking **Edit**. The list item will show up as red if it needs your attention.



Delete or Remove

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

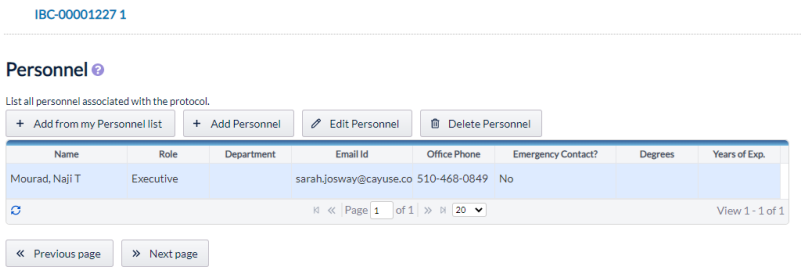


Best Practices for Completing the Protocol Form

Understanding Dictionaries

The IACUC and IBC forms use dictionary lists to manage the options available for selection throughout the protocol forms. These lists are maintained by the office. If you cannot find an item, please contact the office for assistance:

Personnel



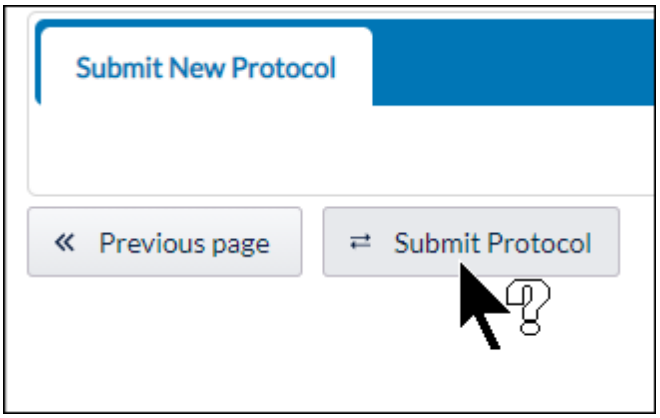
All personnel must register by contacting the Office before they can be added to a protocol. If you would like a person listed on your protocol to have access to your protocol, ask the office to add them to your ***PI Group***. On the personnel page, you will automatically see the name of the PI and the name of the person who created the protocol.

Using Tables or Grids

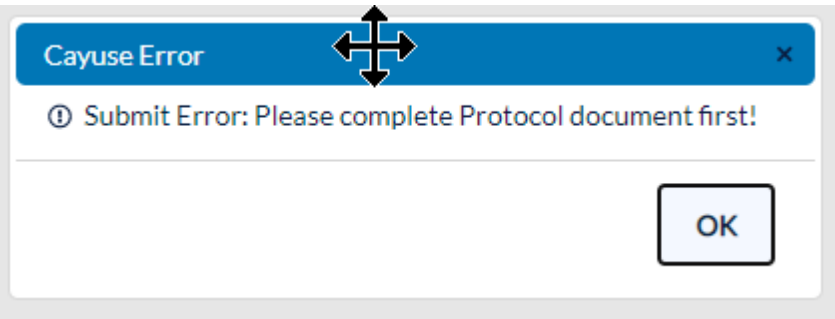
Some sections allow you to enter information that is displayed in a table. Items added often have *hidden* questions. To open a row in a grid, click on the row and click **Edit**.

Submitting Your Protocol

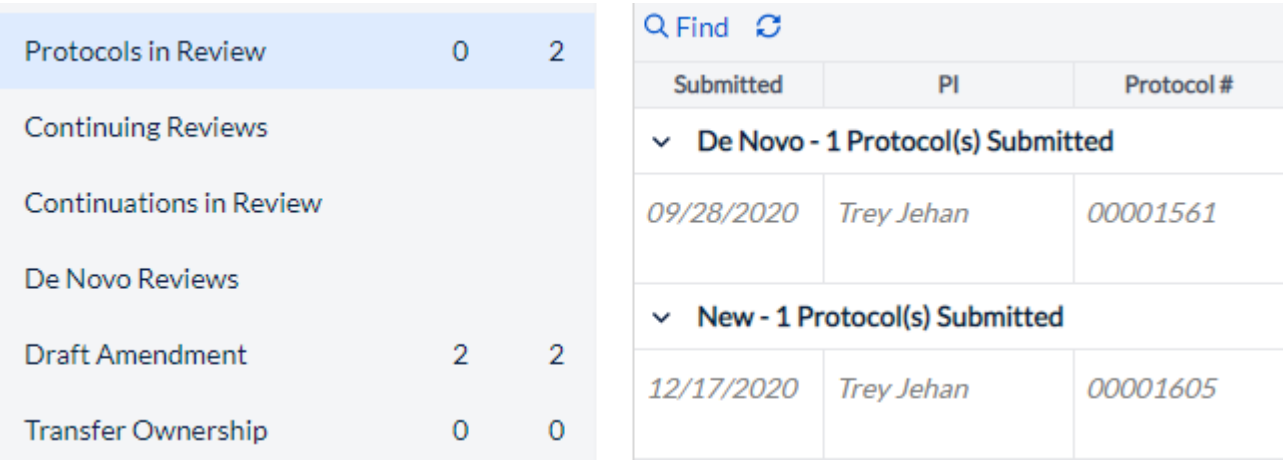
To submit your protocol, click on **Submit Protocol** within your table of contents, and then click **Submit Protocol**.



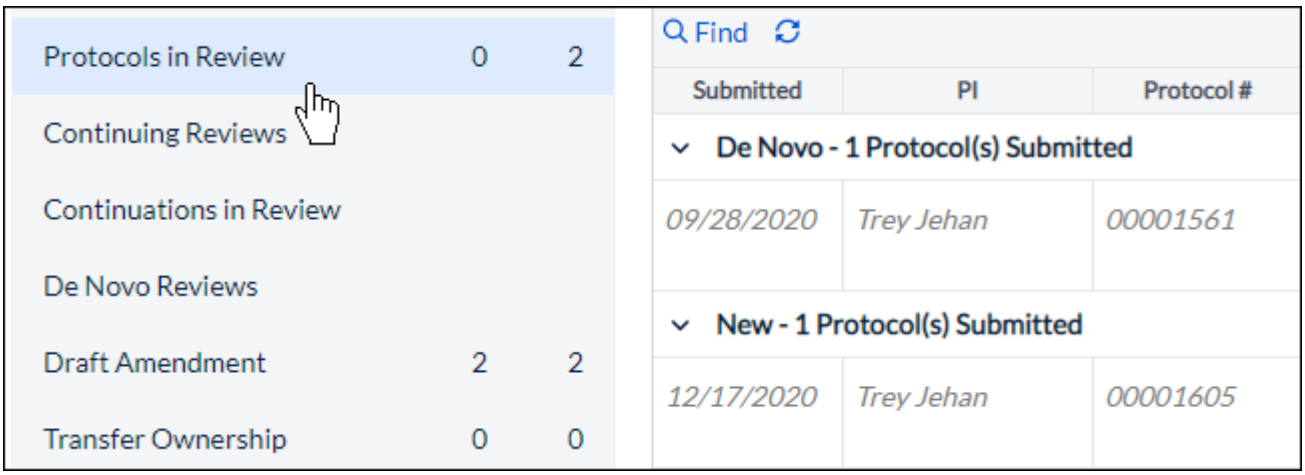
If a section is missing a green checkmark, it means that you still need to answer a required question. If you try submitting without answering all the required questions, you will see this message:



If you filled out everything correctly, you will return to the dashboard and your protocol will now be routed to the office for review and approval, and the protocol will appear in your Protocols in Review inbox.

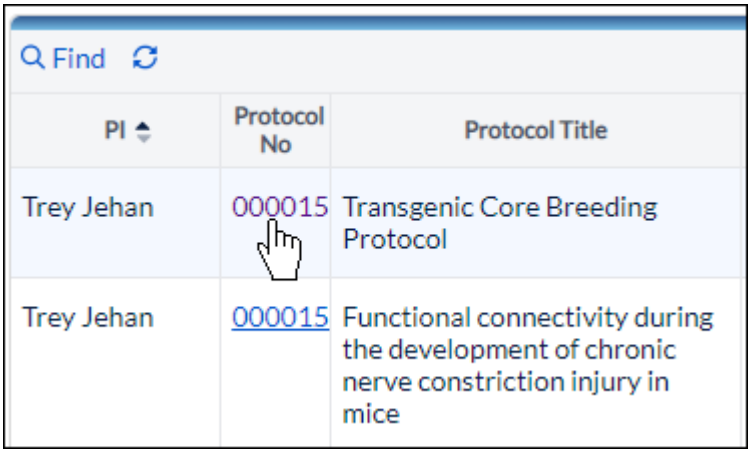


When your protocol has been reviewed and approved, it will appear in your Protocol Actions inbox.

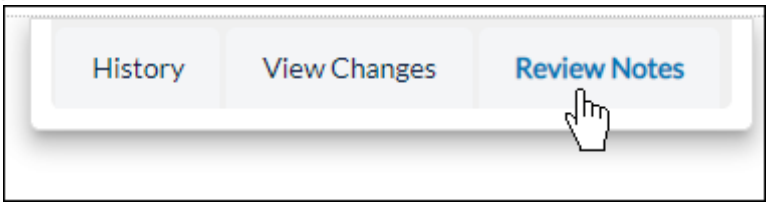


Revising Your Protocol

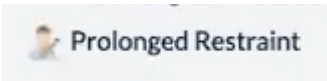
If a protocol is returned with recommendations from reviewers, the PI will receive an email notification. The PI can re-open the protocol by clicking on the protocol number within the email, or within Protocols in Review Alerts.



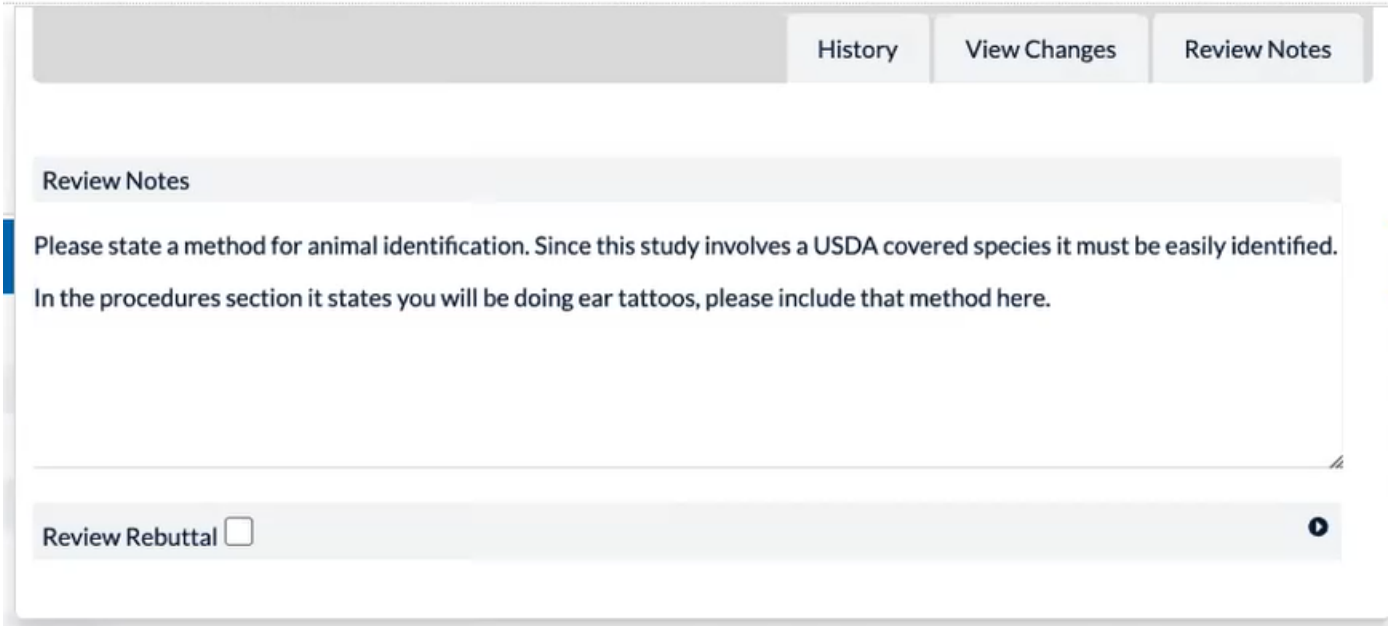
Within the protocol, the reviewer pane will be displayed on the right-hand side. Click on a tab to expand the pane.



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



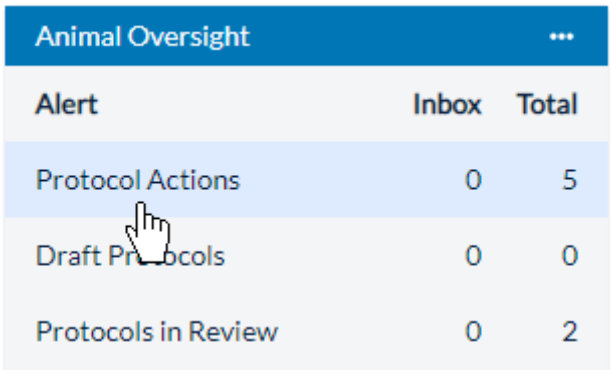
Within each section requiring review, you can make a revision to your protocol, respond to the reviewer with a rebuttal, or both. To make a rebuttal, click the checkbox next to **Review Rebuttal**, and type your response.



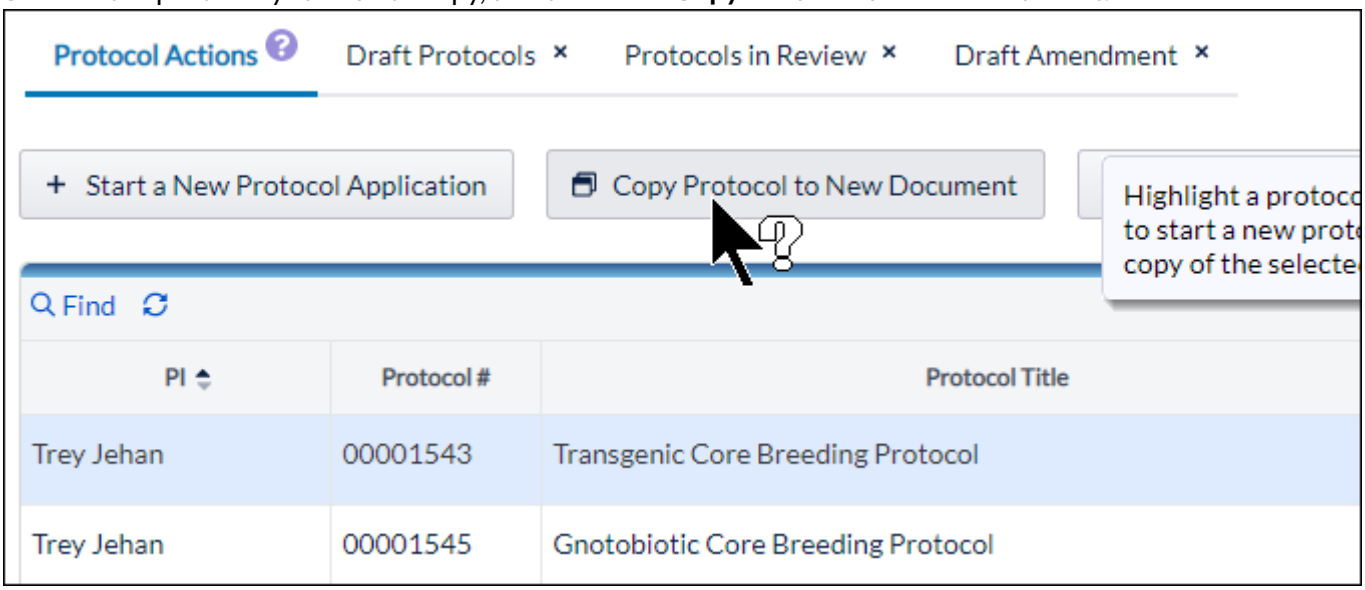
When you are finished revising your protocol, click **Submit Protocol**, and click **Submit**.

Copying an Approved Protocol

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



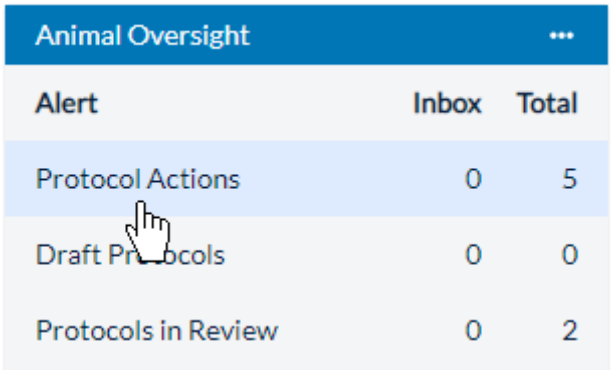
Click on the protocol you wish to copy, and then click **Copy Protocol to New Document**.



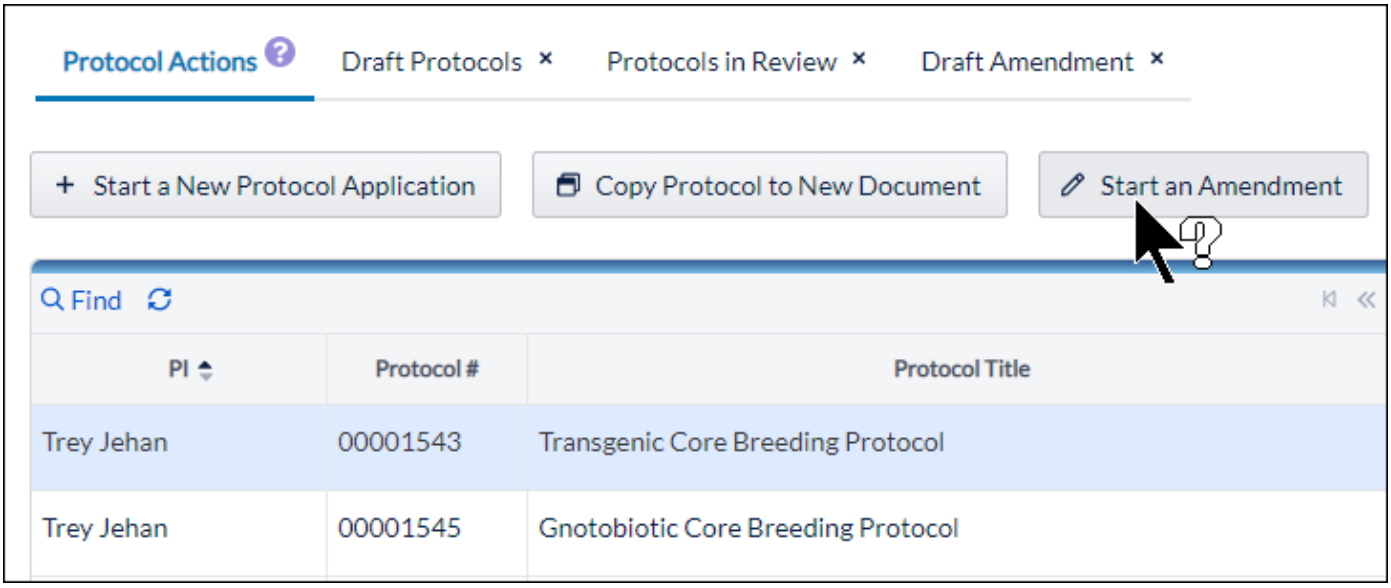
You will be directed to your new protocol application.

Amending a Protocol

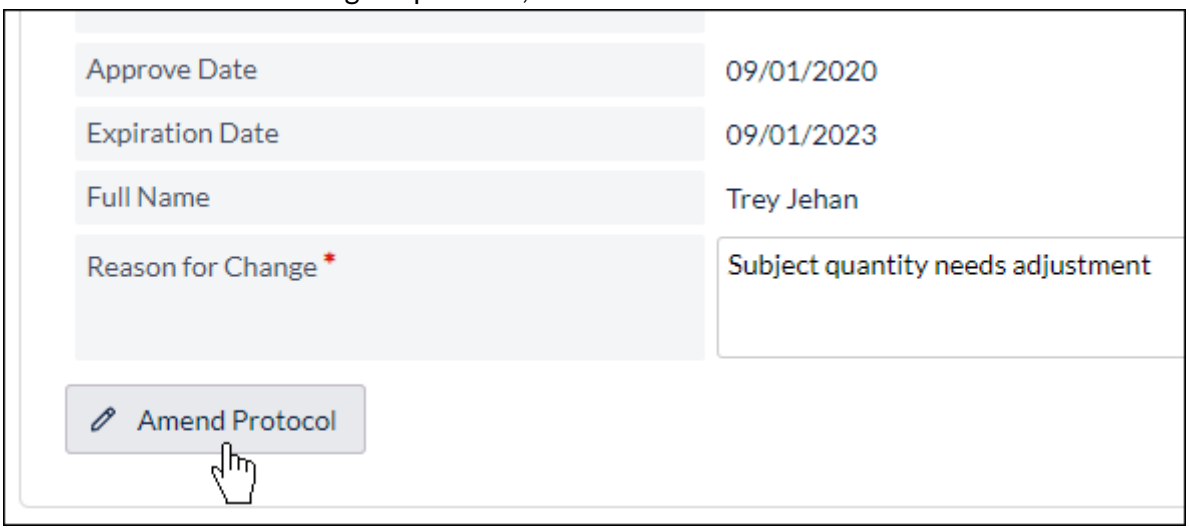
If you need to amend a protocol, you can do so from the Protocol Actions inbox.



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



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



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

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

Protocol Renewals (Continuing and De Novo Review)

Depending on the institution, IACUC and IBC protocols may undergo continuing or De Novo renewals at specific intervals. Your administrative team will define the renewal timeline. When a protocol is coming due for continuing or De Novo renewal, the Cayuse system will send you an email with the renewal information. The protocols will display in the Continuing Reviews or De Novo Reviews Alerts in the Homepage of the application. Please be sure to submit the review early to allow the IACUC or IBC team to review it before any deadlines or expiration dates.

Note: While a protocol is due for De Novo review, amendments may not be available.

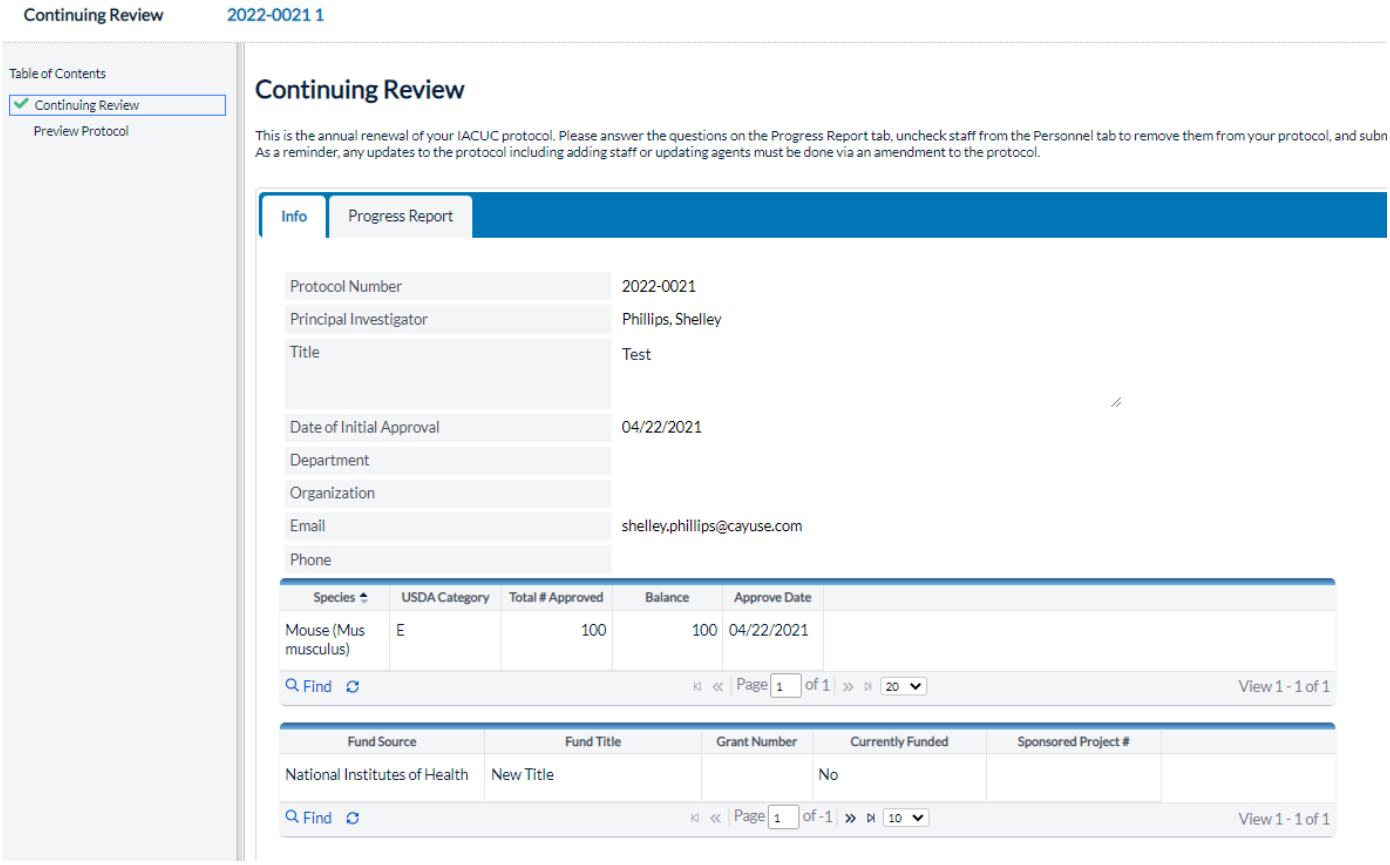
Alert	Inbox	Total
Protocol Actions	0	5
Draft Protocols	0	0
Protocols in Review	0	2
Continuing Reviews		
Continuations in Review		
De Novo Reviews		
Draft Amendment	2	2
Transfer Ownership	0	0

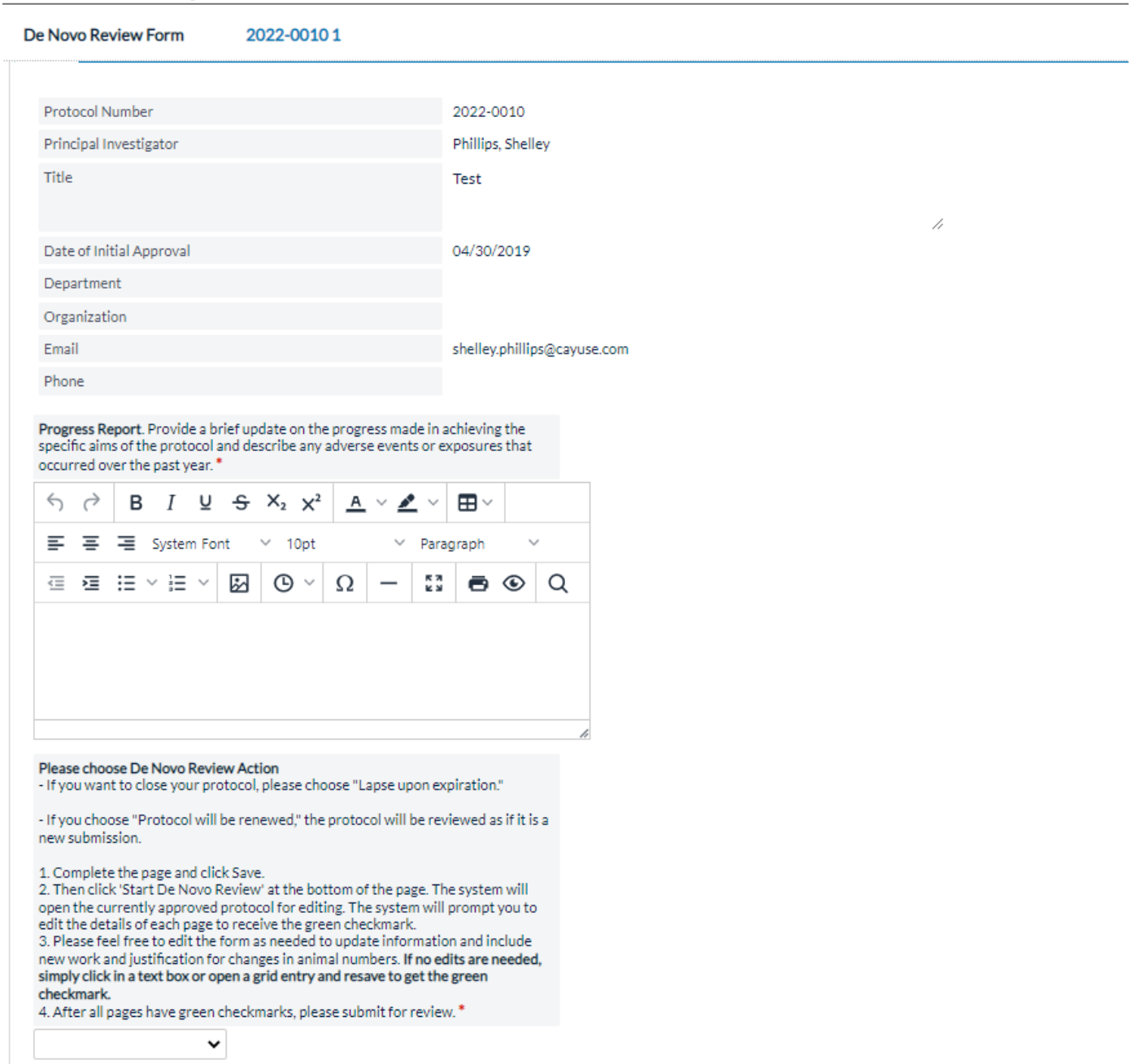
Continuing Review

- From the Continuing Reviews alert, click on ***the protocol number*** to open the Continuing Review form. Review the details on the Info tab. Click the Progress Report tab and complete the information.

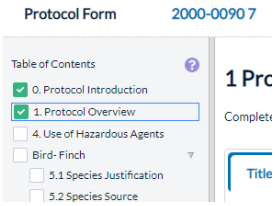
- If the protocol will be continued, you may have the opportunity to remove personnel from the protocol on the Personnel tab. **It is important to note that any other changes to the protocol (adding staff, agents or procedures) must be done via the amendment process.**

- After all questions are completed, submit to the IACUC or IBC office for review.

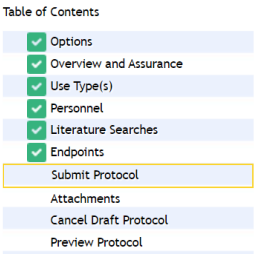




- From the De Novo Reviews alert, click on ***the protocol number*** and then complete the form.
    - Select either ***Protocol will be renewed*** or ***Lapse upon expiration***.
        - If the protocol will be renewed, enter a progress report and click save. Next click start De Novo Review.
        - If the protocol will lapse, select the animal disposition, save and then submit the progress report.
- If the protocol will be renewed, a new version will be created with all of the protocol content. The new version will be in the draft protocols alert and open for editing. Open the draft and review each page. Some programs require that researchers perform new literature searches for De Novo renewals. Please ask your administrators if you have specific questions about the renewal requirements at your institution.
- In the De Novo protocol draft, each page will need to be reviewed and ***saved*** to get a green checkmark. All pages are available for editing in the De Novo renewal draft.



Once all pages have a green checkmark, the De Novo Review can be submitted.



Best Practices for Completing the De Novo Protocol Form

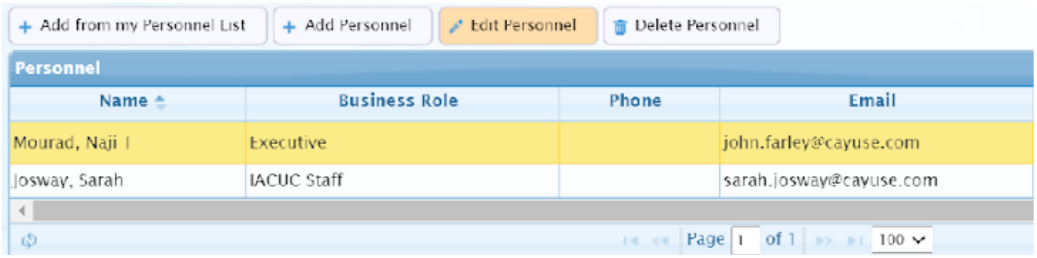
Pages without Tables

Click in any text area to place the page into the ***Edit*** view. The buttons at the bottom of the page will say Save and Cancel when in the edit view.

If no changes are needed on a page, you can confirm the details of the page by moving a radio yes/no button from yes to no or unchecking and rechecking a text box and clicking Save.

Tables or Grids

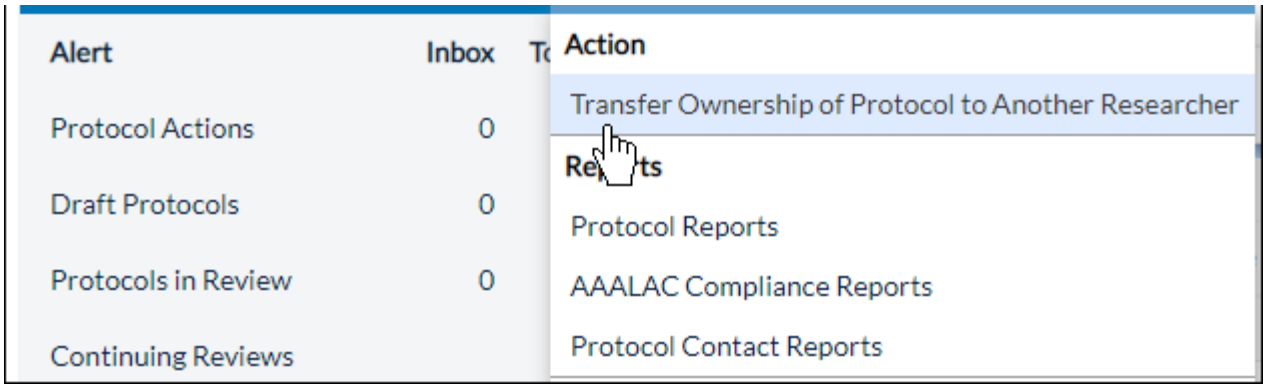
Highlight each entry and click ***Edit*** to view the details. Review the entry, edit as needed, and save to get the green checkmark.



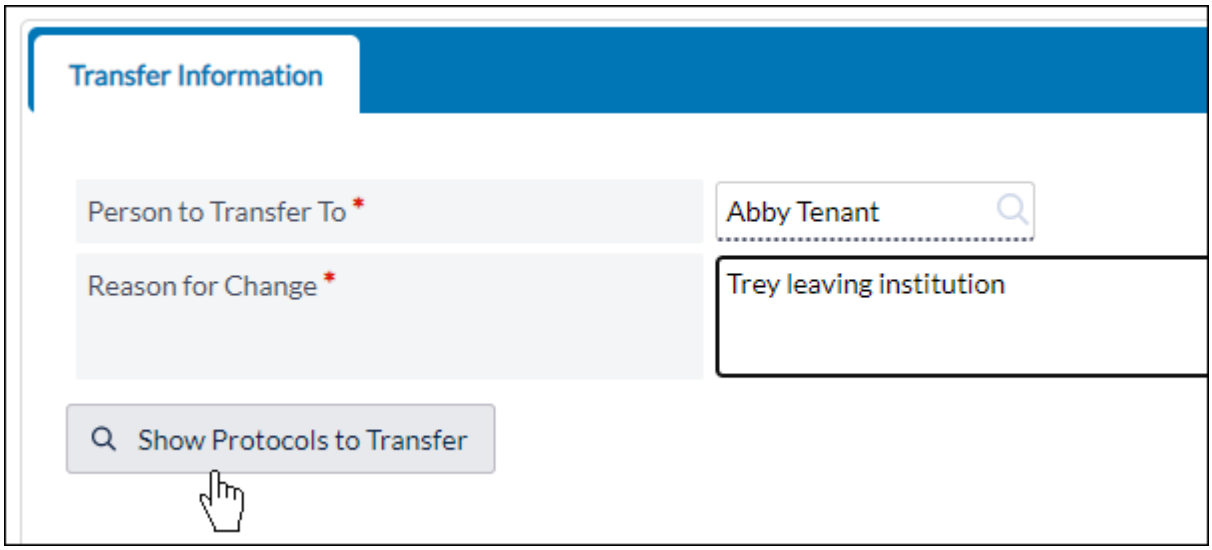
Transferring a Protocol to Another Researcher

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

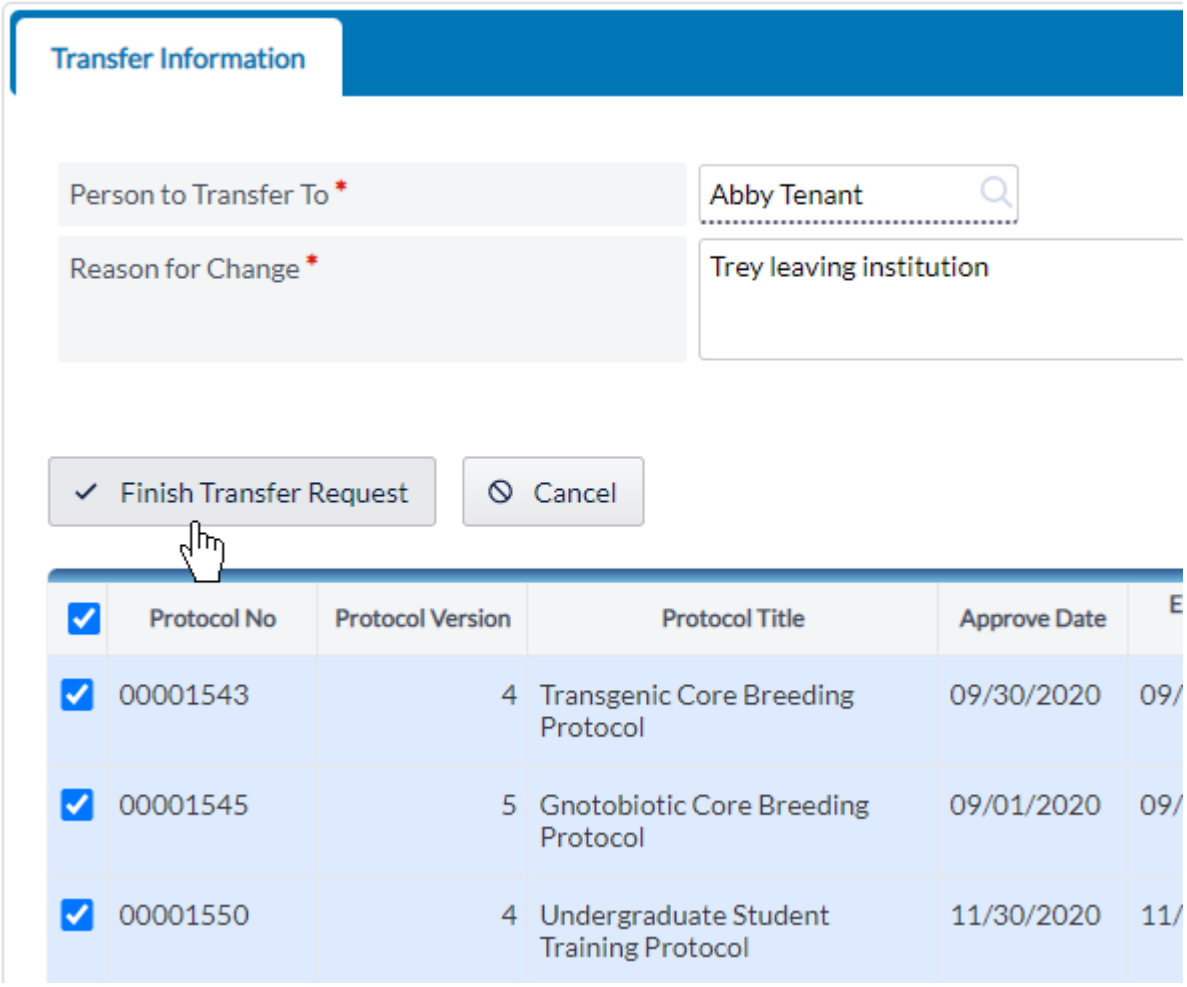
1. Click on the menu next to Animal Oversight or Hazard Safety.
2. Click **Transfer Ownership of Protocol to Another Researcher**.



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



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

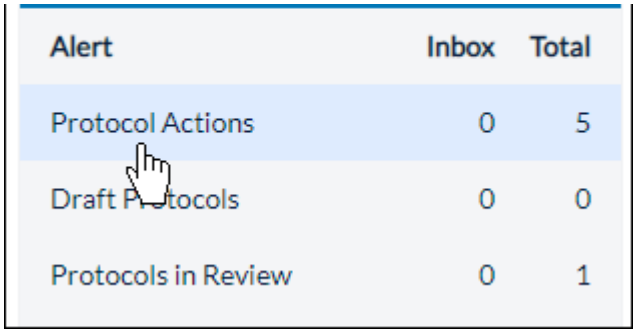


The protocol will remain in the Transfer Ownership inbox beneath the alerts on your dashboard until the transfer has been approved by the office.

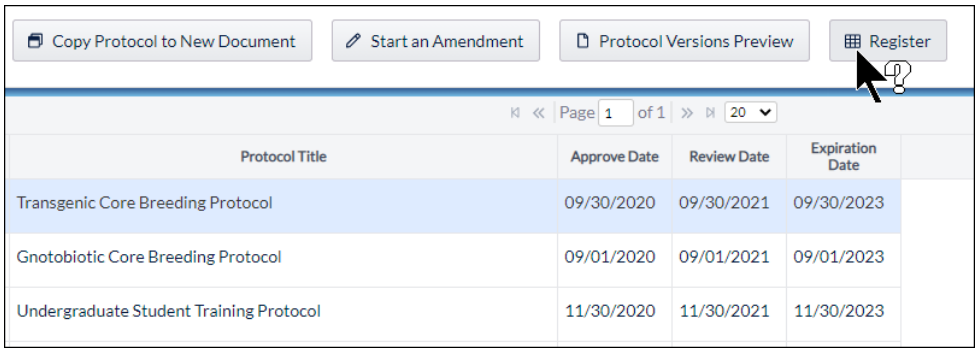
Viewing the Register for a Protocol (Animal Oversight)

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

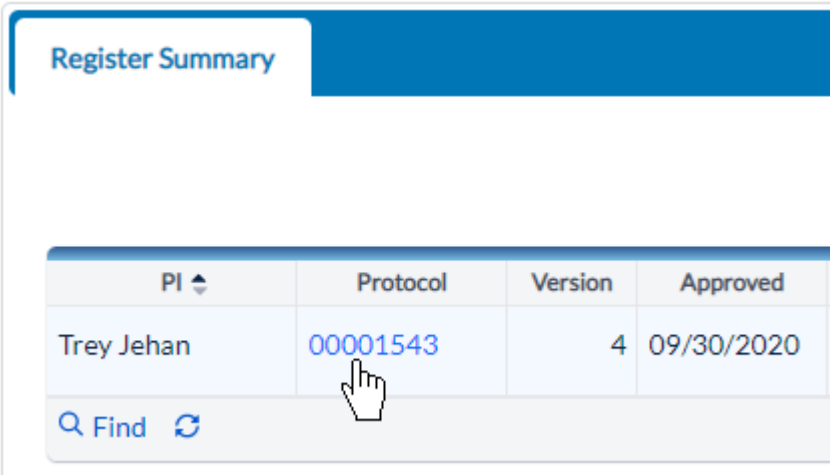
1. In the left-hand menu, click on **Protocol Actions**.



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



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



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

Register Transactions

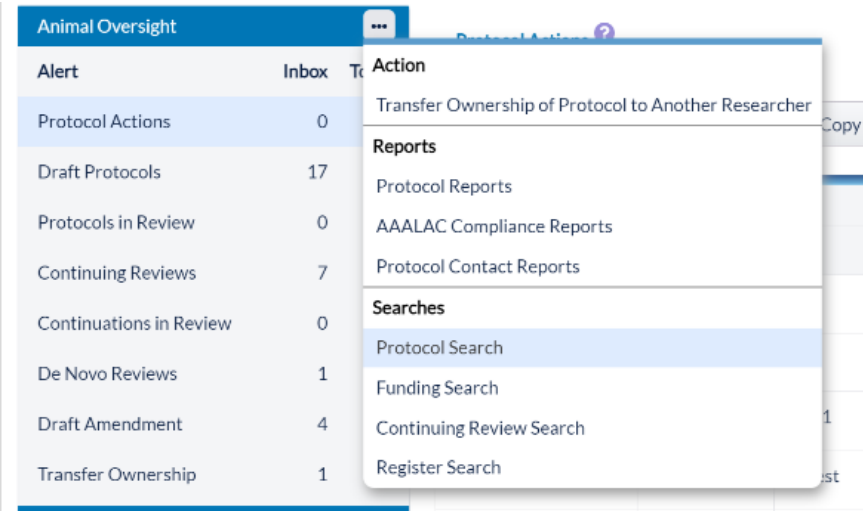
Protocol	Version	Species	Pain Level	Trans Date	Trans Time	Effective Date
00001543	4	Mouse	B	09/22/2020	12:09:38	09/30/2020
00001543	4	Mouse	B	09/01/2020	17:03:52.01	09/30/2020
00001543	4	Mouse	B	11/10/2020	20:53:58	11/10/2020
00001543	4	Mouse	B	11/18/2020	21:38:26	11/18/2020
00001543	4	Mouse	B	09/15/2020	06:52:57	09/15/2020

Searches

Animal Oversight or Hazard Safety offer built in searches. Please note that depending on how your site was set up, the options may differ from the screenshots below.

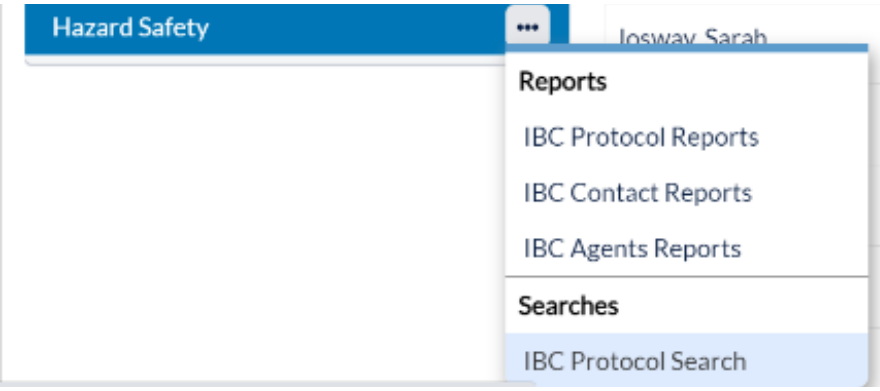
Animal Oversight Searches

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



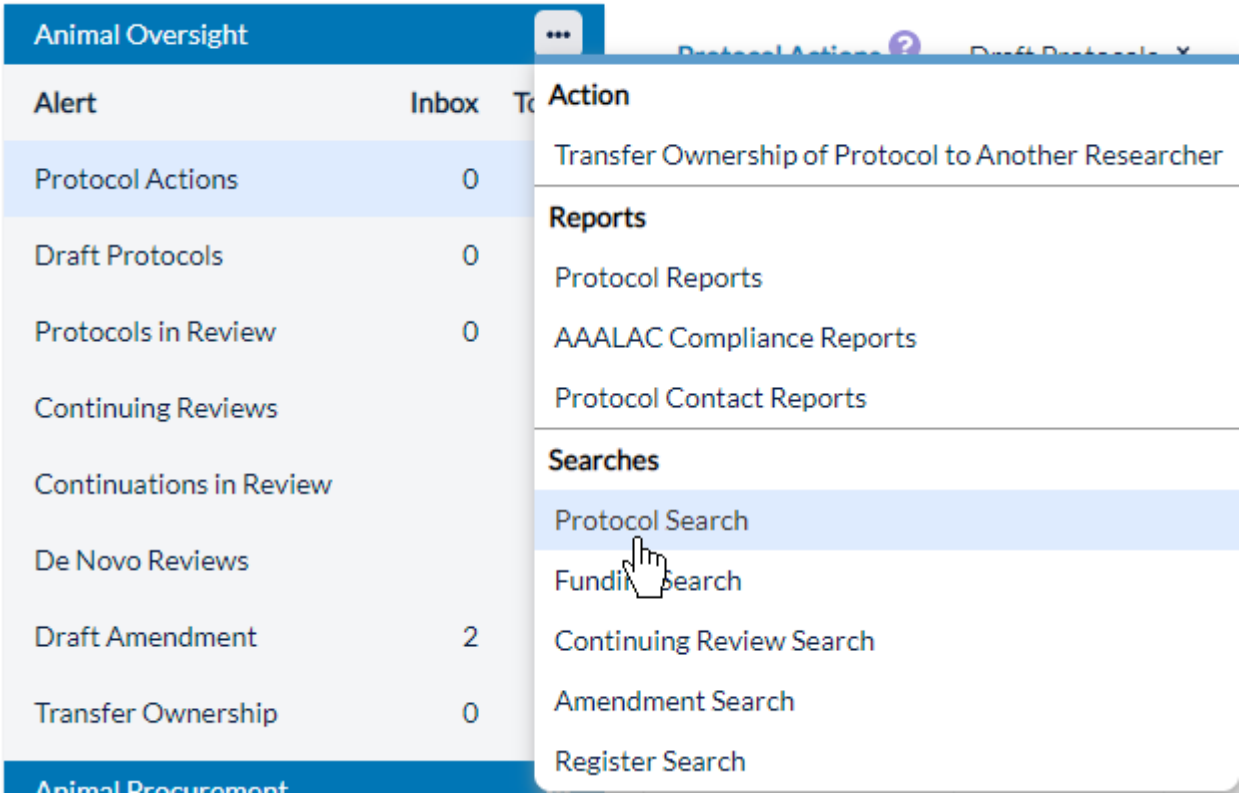
Hazard Safety Searches

- IBC Protocol Search
- Continuing Review Search

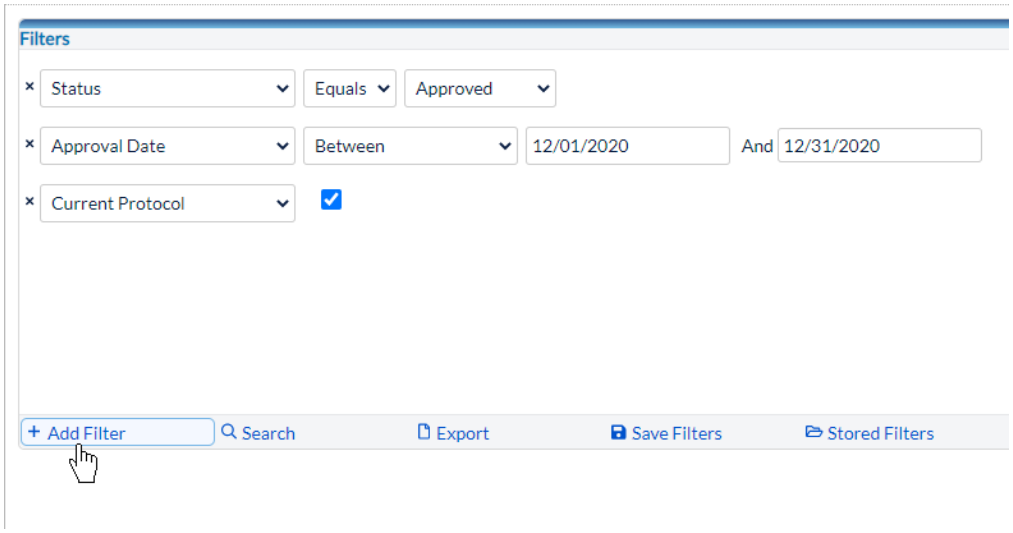


Running Searches

- Click the menu next to the Animal Oversight or Hazard Safety header in the left-hand menu.
- Click on the type of search you wish to run.



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



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

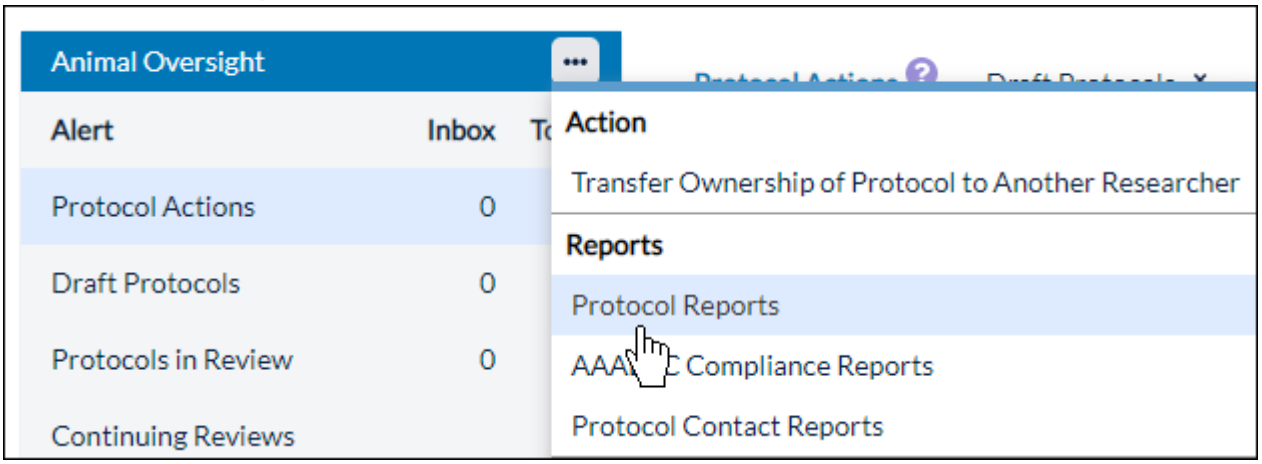
You can also **Export** the report to a .CSV, **Recall Filters**, or **Save Filters** for later.

Reports

Animal Oversight or Hazard Safety offer built in reports. Please note that depending on how your site was set up, the options may differ from the screenshots below.

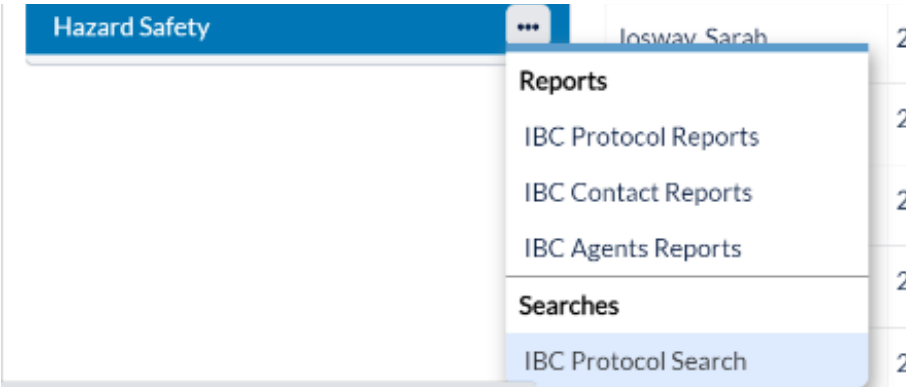
Animal Oversight Reports

- Protocol Reports
- AAALAC Reports
- Protocol Contact Reports



Hazard Safety Reports

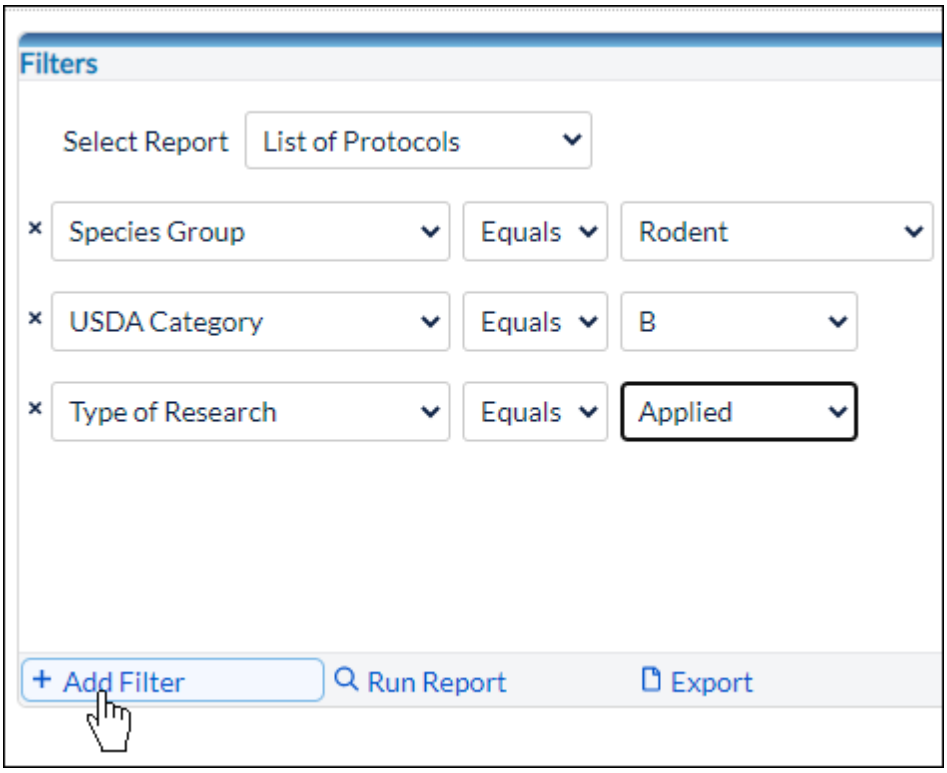
- IBC Protocol Reports
- IBC Contacts Reports
- IBC Agents Reports



Running Reports

- Click the menu next to the Animal Oversight or Hazard Safety header in the left-hand menu.
- Click on the type of report you wish to run.
- On the Protocol Reports Filters page, select the type of report you wish to run.

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



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

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