

Animal Oversight & Hazard Safety
Researcher Manual



Introduction	2
Navigating the Animal Oversight and Hazard Safety Homepages	2
Alerts	4
Protocol Actions Alert	5
Creating a New Protocol	6
Filling Out Your Protocol	6
Animal Oversight Options Page	7
Tips on Navigation	8
Tabs	10
Required Questions	10
Text Fields	11
Radio Buttons	11
Check Boxes	11
Drop-Down Menus	11
Add From List	12
Add New	12
Edit	12
Delete or Remove	13
Best Practices for Completing the Protocol Form	13
Understanding Dictionaries	13
Personnel	14
Submitting Your Protocol	15
Revising Your Protocol	16
Copying an Approved Protocol	17
Amending a Protocol	18
Protocol Renewals (Continuing and De Novo Review)	18
Continuing Review	20
De Novo Review	21
Transferring a Protocol to Another Researcher	23
Viewing the Register for a Protocol (Animal Oversight)	24
Searches	24
Animal Oversight Searches	25
Hazard Safety Searches	26
Running Searches	26
Reports	27
Animal Oversight Reports	29
Hazard Safety Reports	29
Running Reports	29

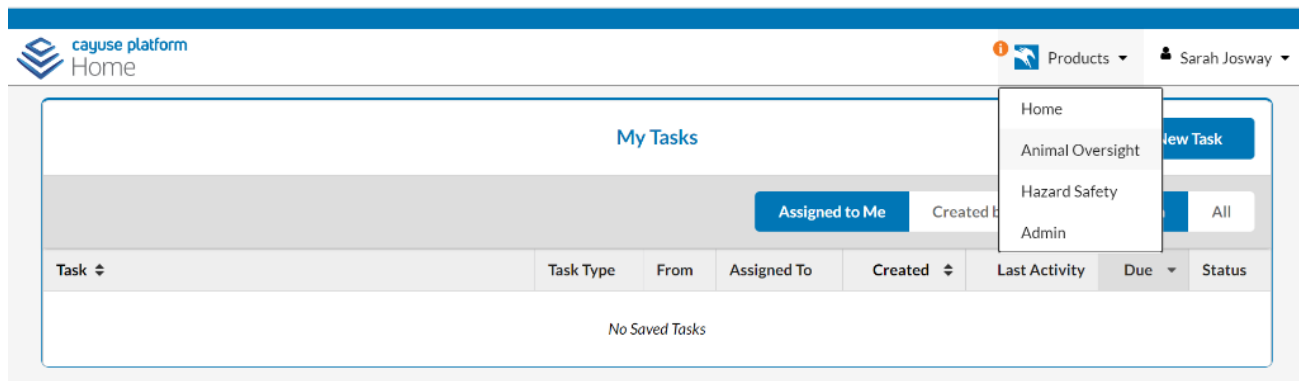
Introduction

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.

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

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.

Animal Oversight

Alert	Inbox	Total
Protocol Actions	0	15
Draft Protocols	17	17
Protocols in Review	0	6
Continuing Reviews	7	7
Continuations in Review	0	6
De Novo Reviews	1	1
Draft Amendment	4	4
Transfer Ownership	1	1

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	Expiration Date
Josway, Sarah	2021-0004	test	12/31/2020	12/31/2022	12/31/2023
Josway, Sarah	2021-0007	NEw	11/29/2020	11/29/2021	11/29/2023
Josway, Sarah	2021-0010	New 1	12/01/2020	12/01/2021	12/01/2023
Josway, Sarah	2022-0019	CR test	02/28/2021	02/28/2023	02/28/2024

Hazard Safety

Alert	Inbox	Total
Protocol Actions	0	15
Draft Protocols	21	21
Protocols in Review	0	4
De Novo Reviews	0	0
Continuing Reviews	8	8
Draft IBC Amendments	0	0
Continuations in Review		

+ Start a New IBC Application

Copy IBC Protocol to New Protocol

Start IBC Amendment

IBC Versions Preview

PI	Protocol #	Version	Protocol Title	Appro
Josway, Sarah	IBC-00000016	3	Regression - Review test	03/29
Josway, Sarah	IBC-00000019	2	De Novo Approve	04/01
Josway, Sarah	IBC-00000022	2	De Novo Pending	04/23
Josway, Sarah	IBC-00000023	2	De Novo Defer	04/15

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.

The screenshot shows two panels of the 'Protocol Actions' alert. The top panel is for 'Animal Oversight' and the bottom panel is for 'Hazard Safety'. Both panels have a table with columns 'Alert', 'Inbox', and 'Total'. The 'Alert' column shows 'Protocol Actions' with 0 in the 'Inbox' and 15 in the 'Total'. To the right of each table is a row of action buttons. For 'Animal Oversight', the buttons are: '+ Start a New Protocol Application', 'Copy Protocol to New Document', 'Start an Amendment', 'Protocol Versions Preview', and 'Register'. For 'Hazard Safety', the buttons are: '+ Start a New IBC Application', 'Copy IBC Protocol to New Protocol', 'Start IBC Amendment', and 'IBC Versions Preview'. At the bottom of the 'Hazard Safety' panel, there is a search bar and a pagination bar showing 'Page 1 of 1' and '20' items.

- **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.

Site: NTM Site 1

Role: Researcher Staff Members ▾

PI Group: Mourad, Naji T ▾

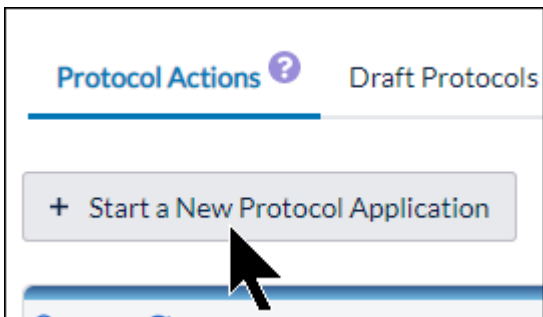
 Products ▾

 Naji Mourad ▾

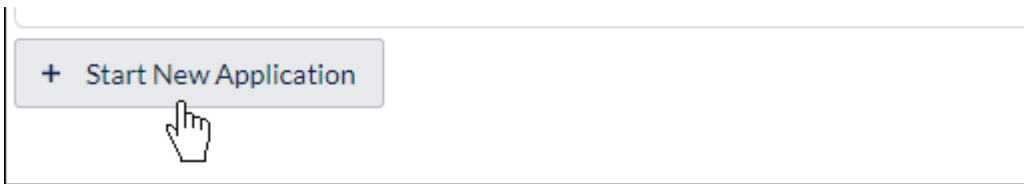
Within Animal Oversight or Hazard Safety, a new protocol can be started from the Protocol Actions inbox.

Alert	Inbox	Total
Protocol Actions	0	5
Draft Protocols	0	0
Protocols in Review	0	1

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



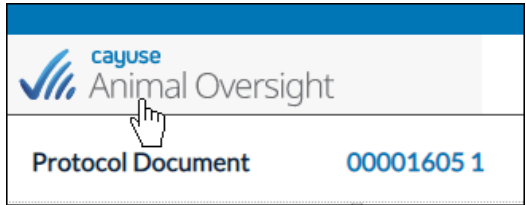
2. Click **Start New Application**.



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

Protocol Document 00000016 1

Table of Contents ?

- Options

Funded? ☐

Will you be collaborating with an outside institution? Yes ☐ No ☒

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**.

Protocol Species Grid ?

To add a species:

- Click the *Add* button on the bottom of the grid.
- Select the species from the picklist then place check marks in each column as applicable.
- Save the species selection by clicking the *Save* button on the bottom of the grid.
- Then save the page by clicking the *Save* button below the grid.

Species	Breeding?	Procedures?	Restraint?	Surgery?	Drugs?
+ Add					
Edit					
Delete					
Find					
Page 1 of 0					

Add new row

>> Next page

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.

Species	Breeding?	Procedures?	Restraint?	Surgery?
Mouse	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Save **Cancel**

Page 1 of 0

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

Species	Breeding?
Mouse	No

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

[Save changes](#)
[Cancel changes](#)

Hazard Safety Options Page

Start a New IBC Application
IBC-00000053 1

Table of Contents
Options

Choose Options
Funding Sources

Indicate which options are applicable to this IBC protocol.

Recombinant and Synthetic Nucleic Acid Molecules (e.g., bacterial/mammalian expression plasmids, replication incompetent viral vectors, chemically synthesized nucleic acid molecules)
Yes ☐ No ☐

Animals (e.g., introduction of biologicals/chemicals into animals, work with transgenic animals, etc.)
Yes ☐ No ☐

Tissues and Cell Lines (e.g., blood, fluids, tissues, primary/established cell lines)
Yes ☐ No ☐

Microorganisms/Potentially Infectious Material (e.g., viruses, bacteria, yeast, fungi, parasites, prions)
Yes ☐ No ☐

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.

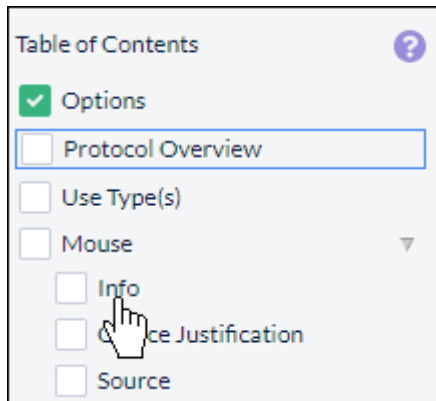
Table of Contents
?

☒ Options
☐ Protocol Overview
☐ Funding
☐ Use Type(s)
☐ Personnel
☐ Databases Searched
☐ Endpoints
Submit Protocol

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

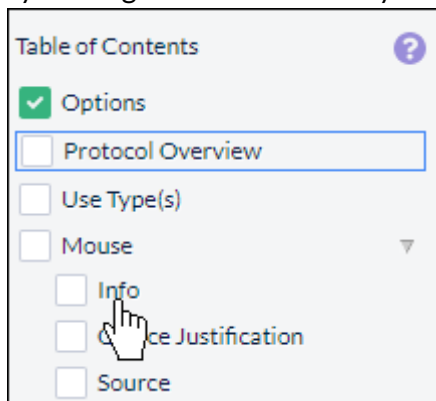
<< Previous page
Next page >>

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.



The screenshot shows a sidebar titled "Table of Contents" with a question mark icon in the top right corner. The sidebar contains a list of options, each with a checkbox. The "Options" option is checked with a green checkmark. The other options are "Protocol Overview", "Use Type(s)", "Mouse", "Info", "Ice Justification", and "Source". A hand cursor is pointing at the "Info" checkbox.

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.



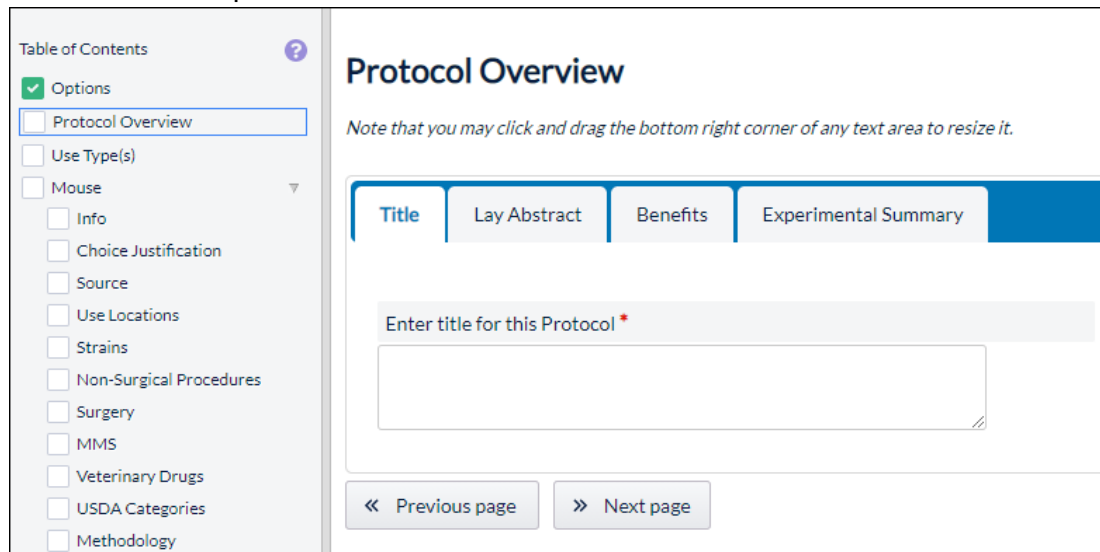
This screenshot is identical to the one above, showing the "Table of Contents" sidebar with the "Info" checkbox being highlighted by a hand cursor.

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.

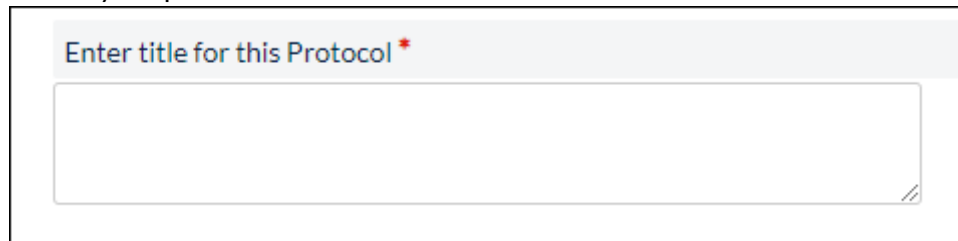
Tabs

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

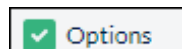


Required Questions

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

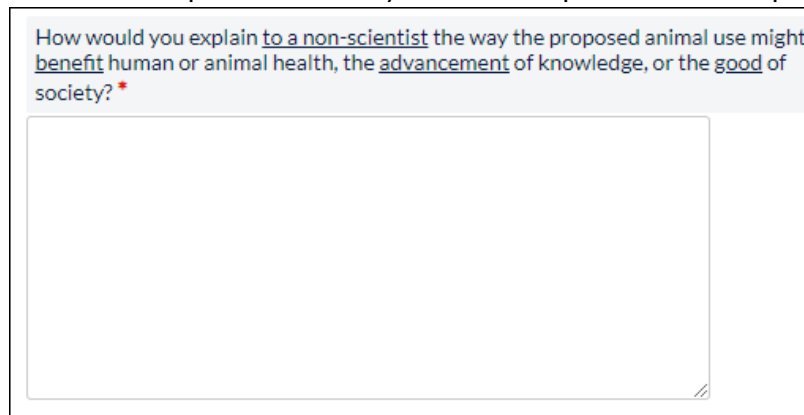


If all required questions are answered within a section, a green checkmark will appear next to the section within the table of contents.

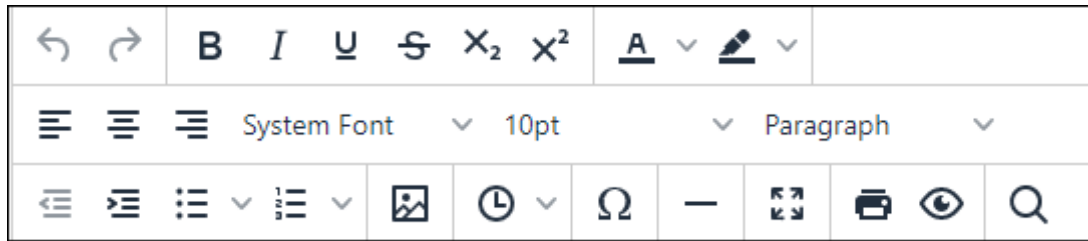


Text Fields

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.

Is this a detrimental species? *

Yes ☐ No ☐

Check Boxes

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

Research Type (Basic, Applied, Field) *

▼

Teaching (e.g., instruction, training)
☒

Testing (e.g., toxicology)
☐

Surveillance (e.g., sentinels)?
☒

Other?
☐

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.

Use Type(s)

Which of the following describe the type of animal use proposed

Research Type (Basic, Applied, Field) *

▼

Teaching (e.g., instruction, training)
☒

Testing (e.g., toxicology)
☐

Surveillance (e.g., sentinels)?
☒

Other?
☐

☒ Applied
☒ Basic
☐ Field

☒ Save changes
☐ Cancel changes

Add From List

Choose a strain from the pick list. If the strain you want is not on the list, click the **Add Strain** button.

+ Add from my List of Strains **+ Add Strain**

Strain	Age
[Refresh Icon]	

<< Previous page **>> Next page**

Reference: [The Guide](#) (p. 76, p. 21)

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.

Choose a strain from the pick list. If the strain you want is not on the list, click the **Add Strain** button.

+ Add from my List of Strains **+ Add Strain**

Strain	Age
[Refresh Icon]	

<< Previous page **>> Next page**

Reference: [The Guide](#) (p. 76, p. 21)

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.

+ Add from my List of Strains
+ Add Strain
Edit Strain

Strain	Age	Phenotype
BALB/c	28 days	

Refresh
Page 1 of 1

Delete or Remove

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

Choose a strain from the pick list. If the strain you want is not on the pick list, enter it in the other field.

+ Add from my List of Strains
+ Add Strain
Edit Strain
Remove Strain

Strain	Age	Phenotype	Weight
BALB/c	28 days		

Refresh
Page 1 of 1
20

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

IBC-00001227 1

Personnel ⓘ

List all personnel associated with the protocol.

+ Add from my Personnel list + Add Personnel Edit Personnel Delete Personnel

Name	Role	Department	Email Id	Office Phone	Emergency Contact?	Degrees	Years of Exp.
Mourad, Naji T	Executive		sarah.josway@cayuse.co	510-468-0849	No		

« « Page 1 of 1 » » 20 View 1 - 1 of 1

« Previous page » Next page

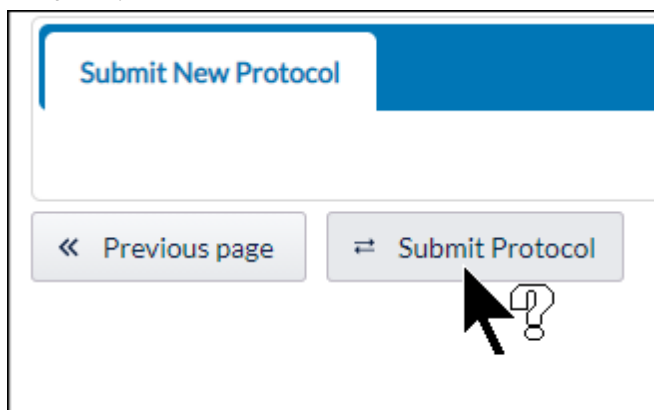
All personnel must register by contacting the Office before they can be added to a protocol. If you would like a person listed on your protocol to have access to your protocol, ask the office to add them to your **PI Group**. On the personnel page, you will automatically see the name of the PI and the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





The screenshot shows a blue button labeled 'Submit New Protocol' at the top. Below it, there are two buttons: '« Previous page' and 'Submit Protocol'. A mouse cursor is pointing at the 'Submit Protocol' button, which has a question mark icon next to it.

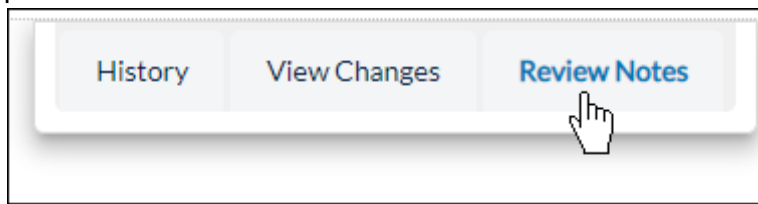
If a section is missing a green checkmark, it means that you still need to answer a required question. If you try submitting without answering all the required questions, you will see this message:

Revising Your Protocol

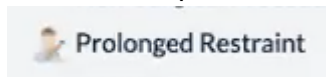
If a protocol is returned with recommendations from reviewers, the PI will receive an email notification. The PI can re-open the protocol by clicking on the protocol number within the email, or within Protocols in Review Alerts.

Find 		
PI 	Protocol No	Protocol Title
Trey Jehan	000015	Transgenic Core Breeding Protocol
Trey Jehan	000015	Functional connectivity during the development of chronic nerve constriction injury in mice

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.

HistoryView ChangesReview Notes

Review Notes

Please state a method for animal identification. Since this study involves a USDA covered species it must be easily identified. In the procedures section it states you will be doing ear tattoos, please include that method here.

Review Rebuttal☐

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.

Animal Oversight		
Alert	Inbox	Total
Protocol Actions	0	5
Draft Protocols	0	0
Protocols in Review	0	2

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


Protocol Actions ?

Draft Protocols ×

Protocols in Review ×

Draft Amendment ×

+ Start a New Protocol Application

 Copy Protocol to New Document

Highlight a protocol to start a new protocol copy of the selected

Q Find ↺

PI ↕	Protocol #	Protocol Title
Trey Jehan	00001543	Transgenic Core Breeding Protocol
Trey Jehan	00001545	Gnotobiotic Core Breeding Protocol

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.

Animal Oversight		
Alert	Inbox	Total
Protocol Actions	0	5
Draft Protocols	0	0
Protocols in Review	0	2

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

Protocol Actions ?

Draft Protocols ×

Protocols in Review ×

Draft Amendment ×

+ Start a New Protocol Application

Copy Protocol to New Document

Start an Amendment

Find

⌕ <<

PI	Protocol #	Protocol Title
Trey Jehan	00001543	Transgenic Core Breeding Protocol
Trey Jehan	00001545	Gnotobiotic Core Breeding Protocol

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

Approve Date	09/01/2020
Expiration Date	09/01/2023
Full Name	Trey Jehan
Reason for Change *	Subject quantity needs adjustment

Amend Protocol

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

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

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.

Continuing Review

2022-0021 1

Table of Contents

- Continuing Review
- Preview Protocol

Continuing Review

This is the annual renewal of your IACUC protocol. Please answer the questions on the Progress Report tab, uncheck staff from the Personnel tab to remove them from your protocol, and submit. As a reminder, any updates to the protocol including adding staff or updating agents must be done via an amendment to the protocol.

Info

Progress Report

Protocol Number

2022-0021

Principal Investigator

Phillips, Shelley

Title

Test

Date of Initial Approval

04/22/2021

Department

Organization

Email

shelley.phillips@cayuse.com

Phone

Species	USDA Category	Total # Approved	Balance	Approve Date
Mouse (Mus musculus)	E	100	100	04/22/2021

Find

Page 1 of 1

20

View 1 - 1 of 1

Fund Source	Fund Title	Grant Number	Currently Funded	Sponsored Project #
National Institutes of Health	New Title		No	

Find

Page 1 of 1

10

View 1 - 1 of 1

2022-0010 1

De Novo Review Form

Progress Report. Provide a brief update on the progress made in achieving the specific aims of the protocol and describe any adverse events or exposures that occurred over the past year. *

Please choose De Novo Review Action

- If you want to close your protocol, please choose "Lapse upon expiration."

- If you choose "Protocol will be renewed," the protocol will be reviewed as if it is a new submission.

1. Complete the page and click Save.
2. Then click 'Start De Novo Review' at the bottom of the page. The system will open the currently approved protocol for editing. The system will prompt you to edit the details of each page to receive the green checkmark.
3. Please feel free to edit the form as needed to update information and include new work and justification for changes in animal numbers. **If no edits are needed, simply click in a text box or open a grid entry and resave to get the green checkmark.**
4. After all pages have green checkmarks, please submit for review. *

▼

- 22 | Page

Protocol Form 2000-00907

Table of Contents

- ☒ 0. Protocol Introduction
- ☒ 1. Protocol Overview
- ☐ 4. Use of Hazardous Agents
- ☐ Bird- Finch
- ☐ 5.1 Species Justification
- ☐ 5.2 Species Source

1 Proc

Complete

Title

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

Table of Contents

- ☒ Options
- ☒ Overview and Assurance
- ☒ Use Type(s)
- ☒ Personnel
- ☒ Literature Searches
- ☒ Endpoints
- ☐ Submit Protocol
- ☐ Attachments
- ☐ Cancel Draft Protocol
- ☐ Preview Protocol

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.

+ Add from my Personnel List + Add Personnel Edit Personnel Delete Personnel

Name	Business Role	Phone	Email
Mourad, Naji I	Executive		john.farley@cayuse.com
Josway, Sarah	IACUC Staff		sarah.josway@cayuse.com

Page 1 of 1 100

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**.

Alert	Inbox	To	Action
Protocol Actions	0		Transfer Ownership of Protocol to Another Researcher
Draft Protocols	0		Reports
Protocols in Review	0		Protocol Reports
Continuing Reviews			AAALAC Compliance Reports
			Protocol Contact Reports

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**.

Transfer Information

Person to Transfer To *

Abby Tenant

Reason for Change *

Trey leaving institution

Show Protocols to Transfer

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

Transfer Information

Person to Transfer To *

Abby Tenant

Reason for Change *

Trey leaving institution

✓ Finish Transfer Request

⊗ Cancel

✓	Protocol No	Protocol Version	Protocol Title	Approve Date	E
✓	00001543	4	Transgenic Core Breeding Protocol	09/30/2020	09/
✓	00001545	5	Gnotobiotic Core Breeding Protocol	09/01/2020	09/
✓	00001550	4	Undergraduate Student Training Protocol	11/30/2020	11/

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**.

Alert	Inbox	Total
Protocol Actions	0	5
Draft Protocols	0	0
Protocols in Review	0	1

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


Copy Protocol to New Document	Start an Amendment	Protocol Versions Preview	Register
Page 1 of 1			
Protocol Title	Approve Date	Review Date	Expiration Date
Transgenic Core Breeding Protocol	09/30/2020	09/30/2021	09/30/2023
Gnotobiotic Core Breeding Protocol	09/01/2020	09/01/2021	09/01/2023
Undergraduate Student Training Protocol	11/30/2020	11/30/2021	11/30/2023

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

Register Summary			
PI	Protocol	Version	Approved
Trey Jehan	00001543	4	09/30/2020
Find			

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

Register Transactions

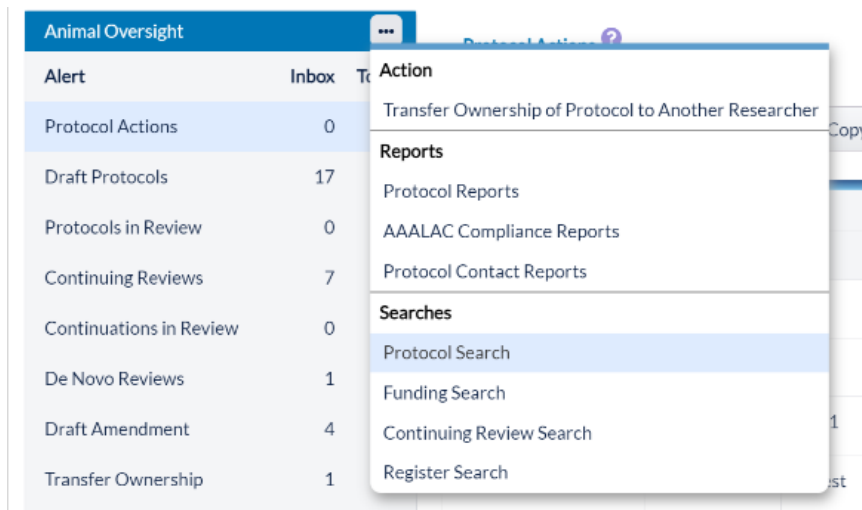
Protocol 	Version	Species	Pain Level	Trans Date	Trans Time	Effective Date
00001543	4	Mouse	B	09/22/2020	12:09:38	09/30/2020
00001543	4	Mouse	B	09/01/2020	17:03:52.01	09/30/2020
00001543	4	Mouse	B	11/10/2020	20:53:58	11/10/2020
00001543	4	Mouse	B	11/18/2020	21:38:26	11/18/2020
00001543	4	Mouse	B	09/15/2020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

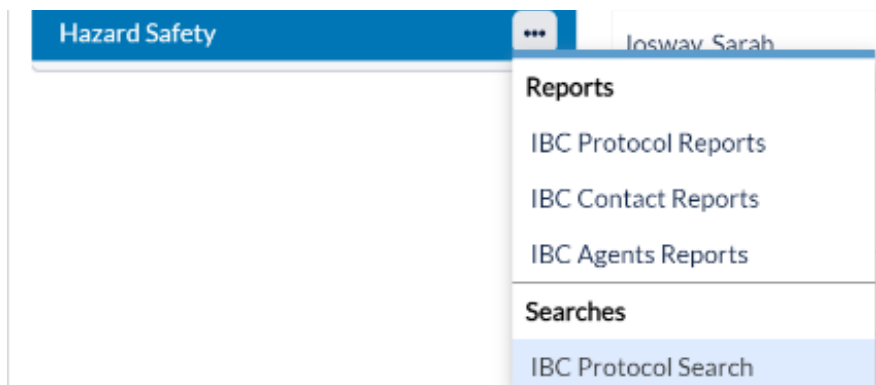
Animal Oversight Searches

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



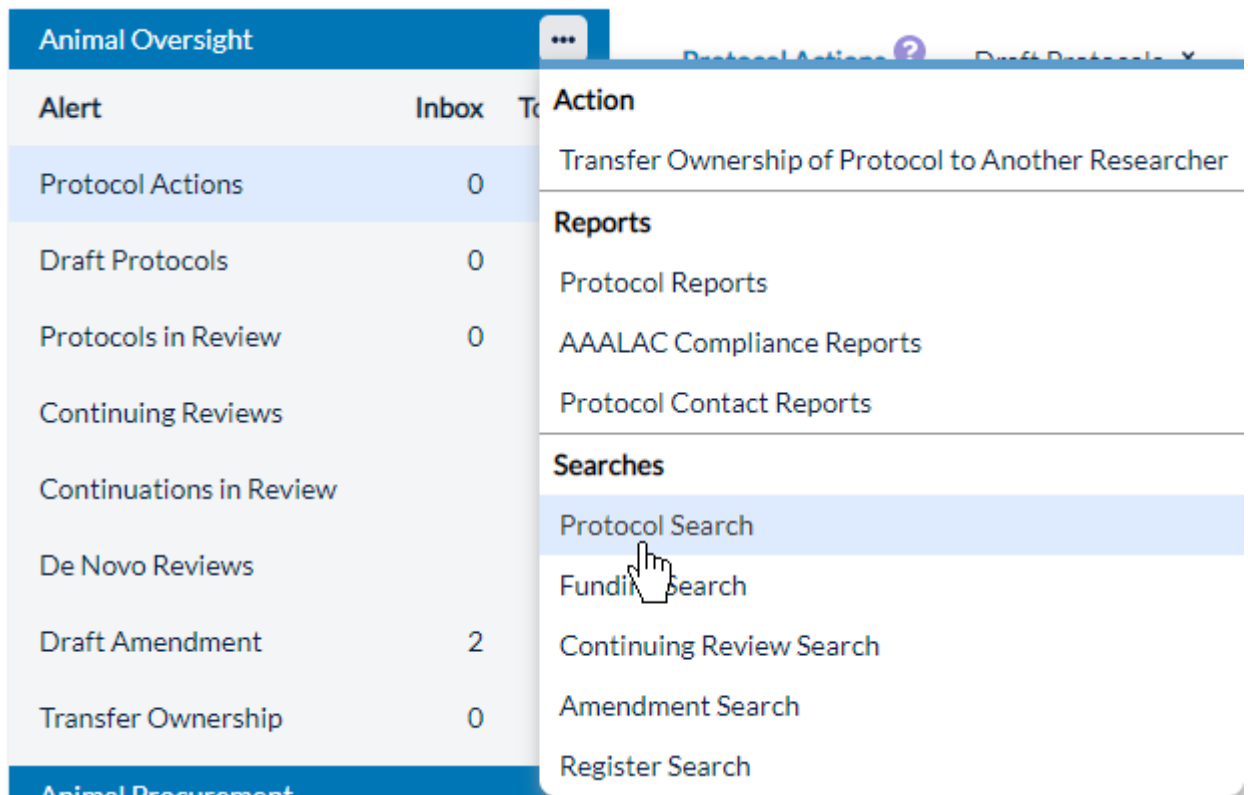
Hazard Safety Searches

- IBC Protocol Search
- Continuing Review Search

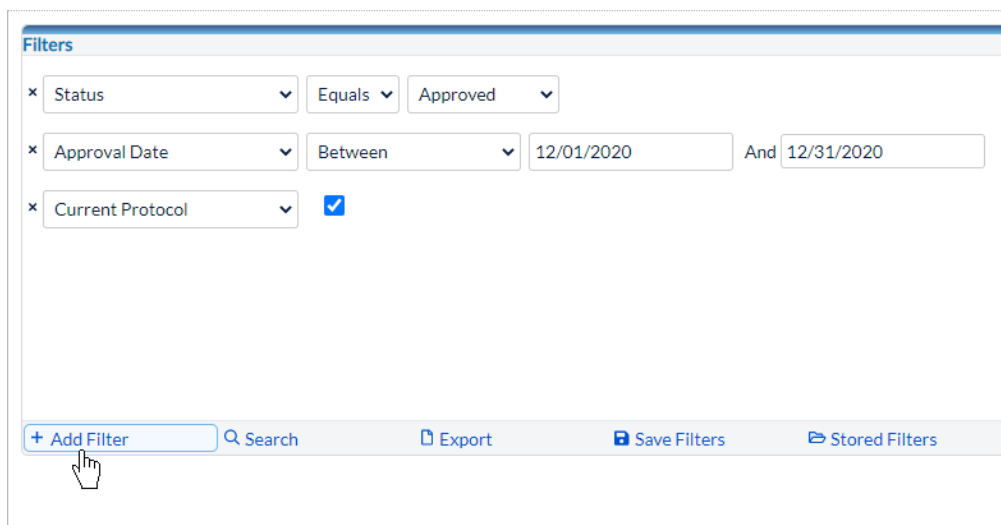


Running Searches

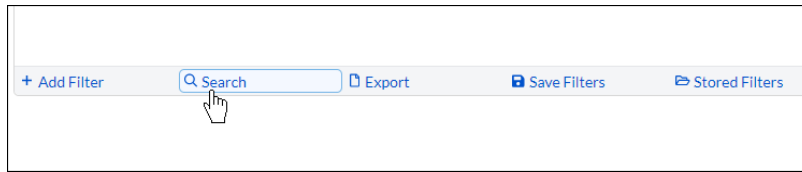
- Click the menu next to the Animal Oversight or Hazard Safety header in the left-hand menu.
- Click on the type of search you wish to run.



- 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.



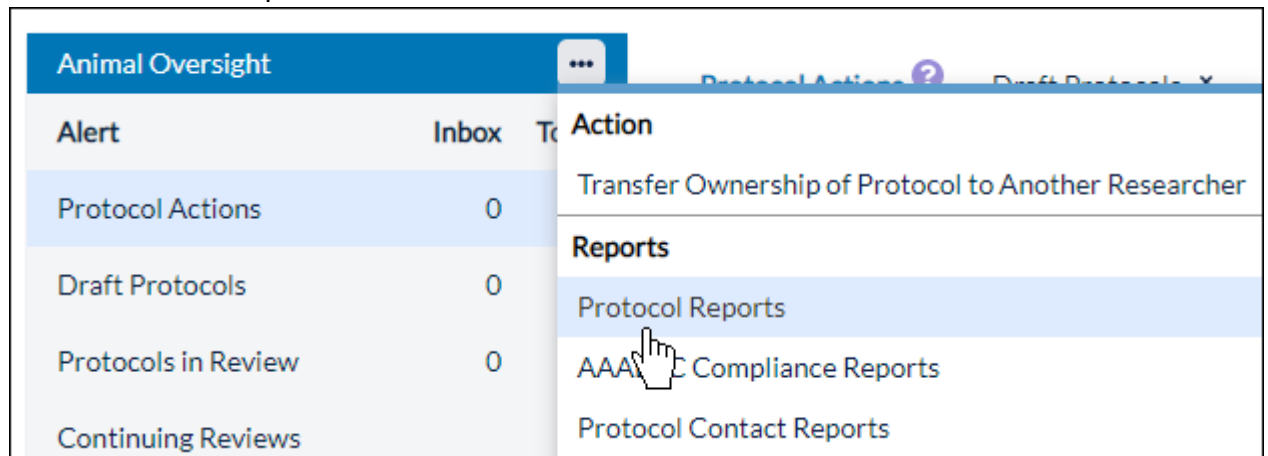
You can also **Export** the report to a .CSV, **Recall Filters**, or **Save Filters** for later.

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.

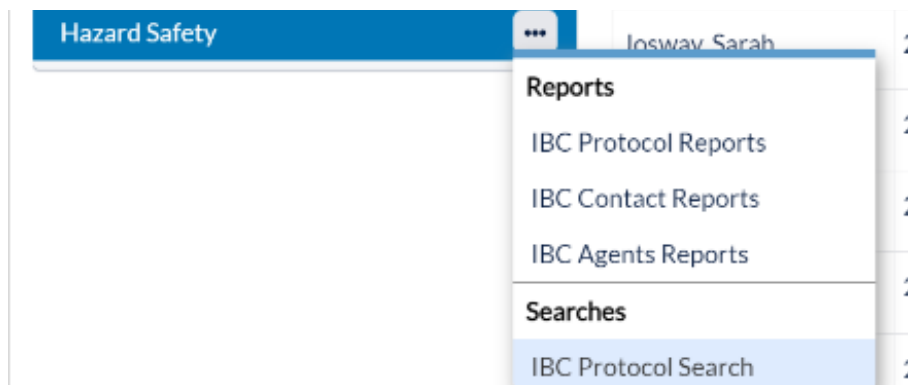
Animal Oversight Reports

- Protocol Reports
- AAALAC Reports
- Protocol Contact Reports



Hazard Safety Reports

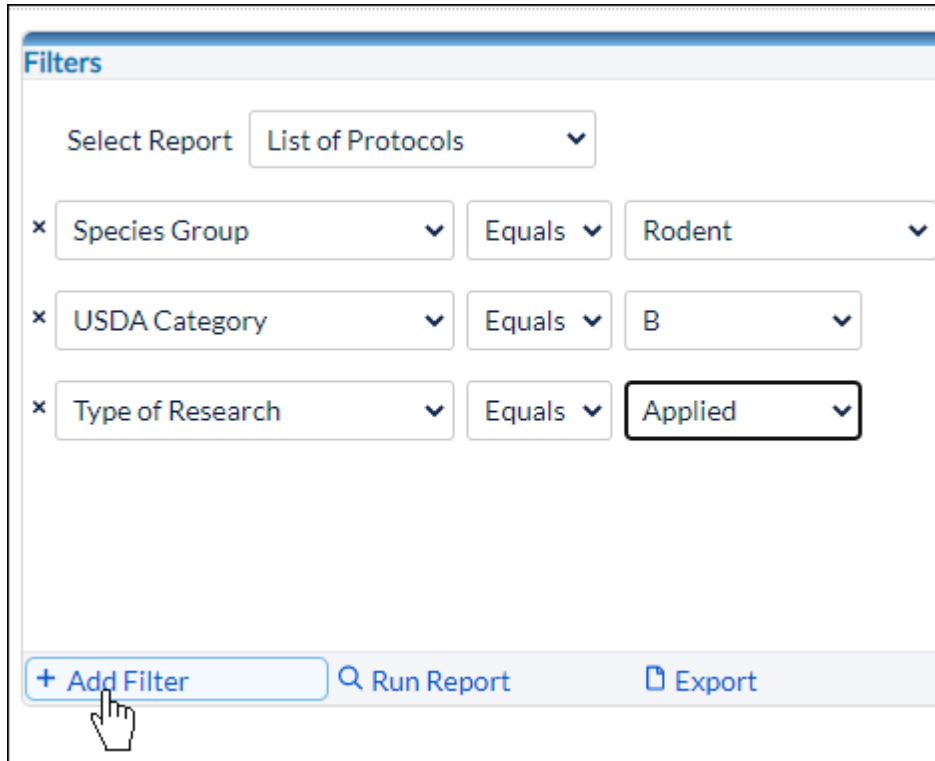
- IBC Protocol Reports
- IBC Contacts Reports
- IBC Agents Reports



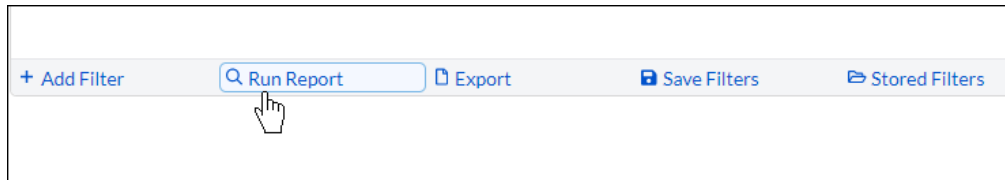
Running Reports

- 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.