




Animal Oversight

IACUC Researcher Manual



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Accessing Cayuse

To access Cayuse, go to: <https://jmu.app.cayuse.com/>

It will redirect you to Duo:

JAMES MADISON UNIVERSITY

Log in to Cayuse Research Suite
- Live

ATTENTION:

- **Duo two-factor authentication is now required** for this and many other JMU systems. See [here](#) for a complete list.
- **If you have not yet enrolled with Duo**, find instructions [here](#). For assistance, contact the IT Help Desk at 540-568-3555, or email helpdesk@jmu.edu

JMU eID

Password

Log in

Protect Your Privacy!

Be sure to log out of this system by completely closing your web browser when finished. If you do not, someone else could use your web browser to login as you.

- **Windows users:** Close all web browser windows.
- **Mac users:** Quit your web browser

You will be brought to the My Tasks dashboard. Under Products, click on Animal Oversight:

The screenshot shows the 'My Tasks' dashboard in the Cayuse platform. The top navigation bar includes the 'cayuse platform Home' logo and a 'Products' dropdown menu. The dropdown menu is open, showing the following options: Home, Human Ethics, Animal Oversight, Outside Interests, and Hazard Safety. A purple arrow points to the 'Animal Oversight' option. Below the navigation bar, there are filter buttons for 'Assigned to Me', 'Created by Me', 'Open', and 'All'. A table header is visible with columns: Task, Task Type, From, Assigned To, Created, and Last Activated. The table content shows 'No Saved Tasks'.

You will be taken to your Researcher Staff Members dashboard:

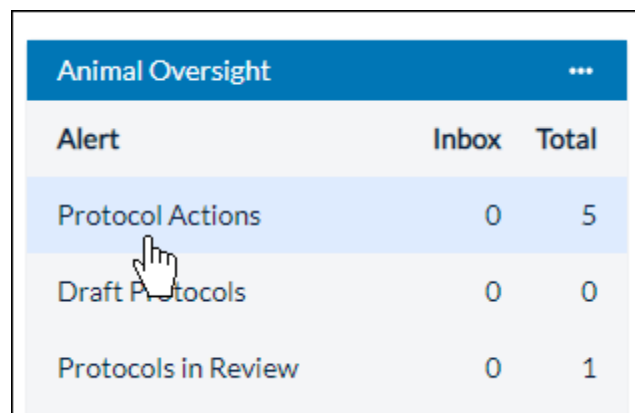
The screenshot shows the 'Researcher Staff Members' dashboard in the Cayuse Animal Oversight system. The top navigation bar includes the 'cayuse Animal Oversight' logo, 'Site: JMU', 'Role: Researcher Staff Members', 'PI Group: [redacted]', and 'Products' dropdown menu. The dashboard is divided into two main sections. On the left, there is a table titled 'Animal Oversight' with columns: Alert, Inbox, and Total. The table contains the following data:

Alert	Inbox	Total
Protocol Actions	0	1
Draft Protocols	6	6
Protocols in Review	1	5
Continuing Reviews		

On the right, there is a section titled 'Protocol Actions' with a help icon. Below the title, there are five buttons: '+ Start a New Protocol Application', 'Copy Protocol to New Document', 'Start an Amendment', 'Protocol Versions Preview', and 'Register'. At the bottom, there is a search bar with 'Find' and a refresh icon, and a pagination control showing 'Page 1 of 1' and 'View 1 - 1 of 1'.

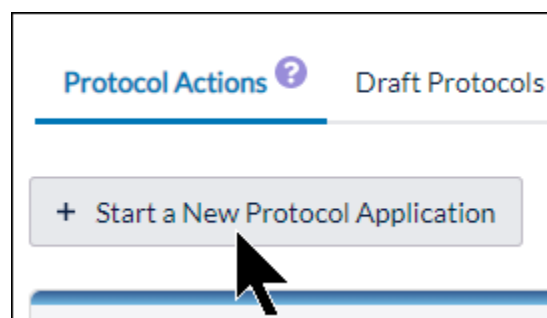
Starting and submitting your protocol

Within IACUC, 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

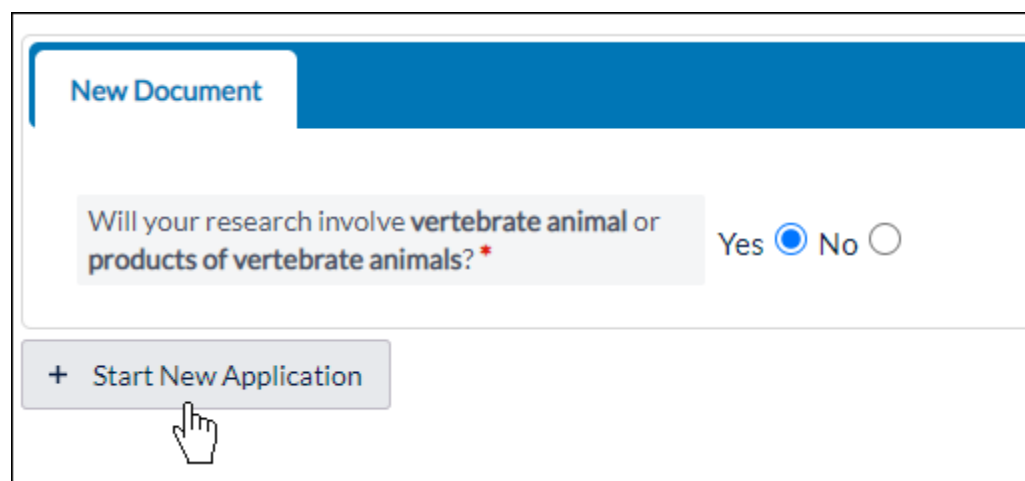
Beneath Protocol Actions, click **Start a New Protocol Application**.



On the new page, click **Yes** next to **Will your research involve vertebrate animals or products of vertebrate animals?**

Clicking **No** will take you back to the homepage.

Click **Start New Application**.

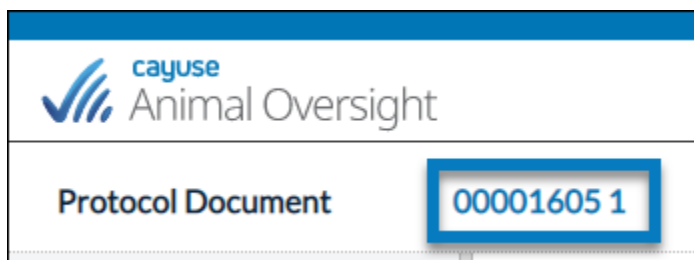


New Document

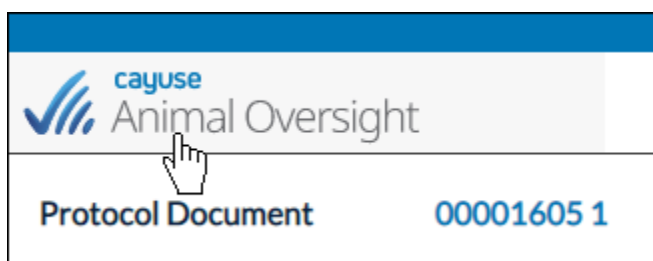
Will your research involve **vertebrate animal or products of vertebrate animals?** * Yes No

+ Start New Application

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



Please Note: You can exit the protocol document at any time and continue working on it later by clicking **Animal Oversight** in the top left-hand corner. The Protocol will be saved in the Draft Protocols tab and you will be taken back to your dashboard.



Completing Your Table of Contents Options

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

Protocol Introduction

Choose Options

- Funded?
- Will you be collaborating with an outside institution? Yes No
- Will field studies be conducted? Yes No
- Will animals be moved through public access areas or taken outside of the vivarium? Yes No

The Options section is the first section in the protocol's Table of Contents. 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?
<div style="display: flex; justify-content: space-between; align-items: center;"> + Add Edit Delete Find Page 1 of 0 </div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 10px;"> Add new row >> Next page </div>					

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"/>

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

You can navigate to any section by clicking on the section name within the Table of Contents.

Protocol Document

00000036 1

Table of Contents

- Options
- Protocol Overview
- Funding
- Use Type(s)
- Mouse (mus Musculus)
 - Info
 - Choice Justification
 - Source
 - Enrichment/Social Housing
 - Quarantine/Stabilization
 - Use Locations
 - Strains
 - Procedures/Exceptions
 - Animal Numbers
 - Methodology

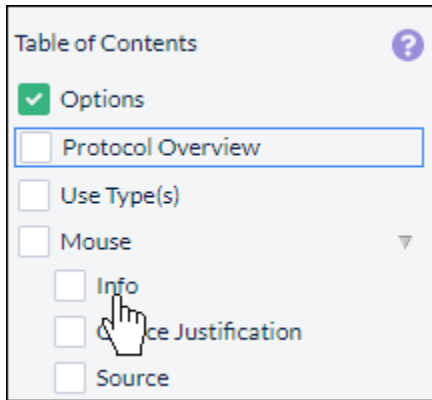
Protocol Overview

Protocol Information

Title
Enter title for this Protocol *

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

A green check in the box next to a section means that all required fields within the section have been filled out. All sections must have a check mark before you can submit the protocol.



The image shows a 'Table of Contents' form with a question mark icon in the top right corner. The form contains several sections, each with a checkbox:

- Options
- Protocol Overview
- Use Type(s)
- Mouse
- Info
- Evidence Justification
- Source

A mouse cursor is pointing at the 'Info' checkbox.

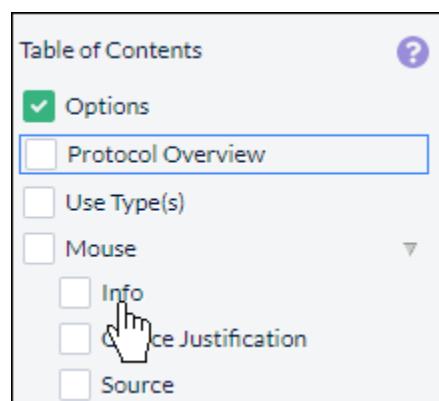
Default Sections

The default sections within all protocols are as follows:

- Options
- Protocol Overview
- Use Type(s)
- Personnel
- Databases Searched
- Endpoints

Filling Out Your Protocol

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



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

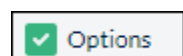
Tabs

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.



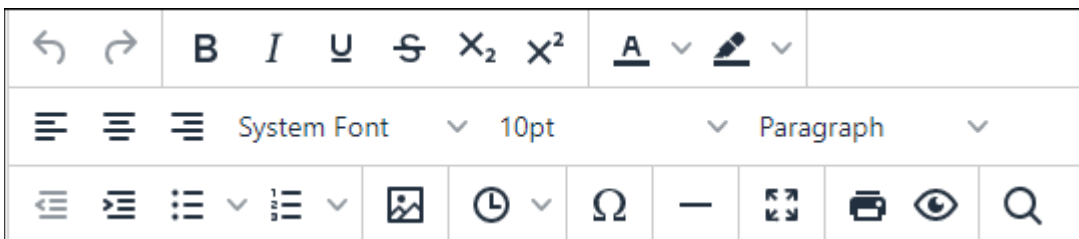
Text Fields

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

Scientific Goals

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

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.

Enrichment

Will animals be socially housed?

The *Guide* states on p. 64 that *Single housing of social species should be the exception and justified based on experimental requirements or veterinary-related concerns about animal well-being.* *

Yes No

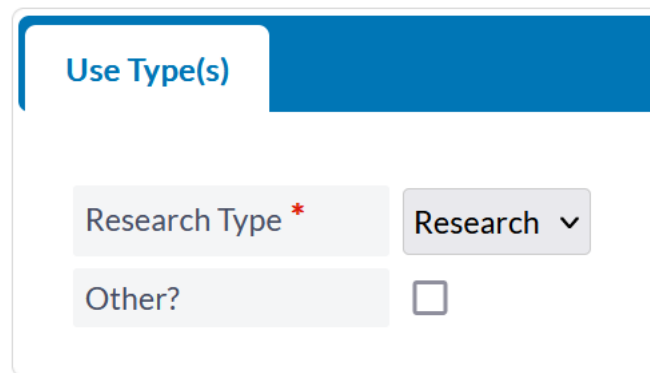
Will environment enrichment be provided? *

Yes No

Check Boxes

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

Type of Animal Use



Use Type(s)

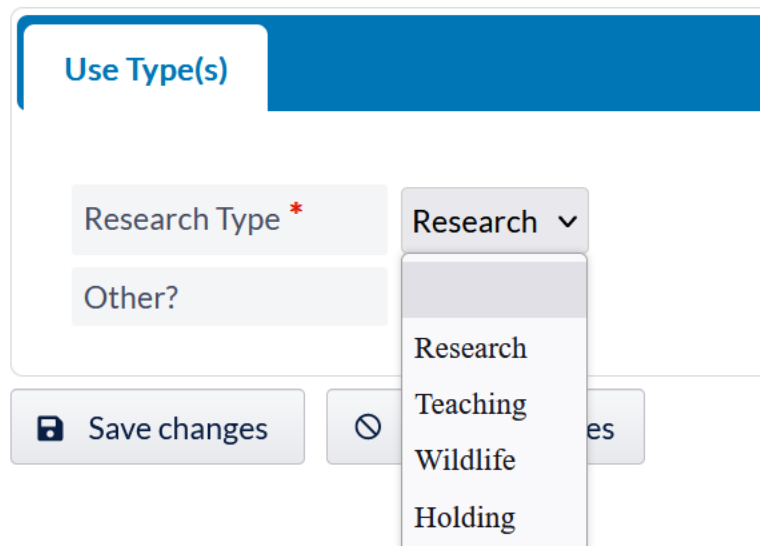
Research Type * Research ▾

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.

Type of Animal Use



Use Type(s)

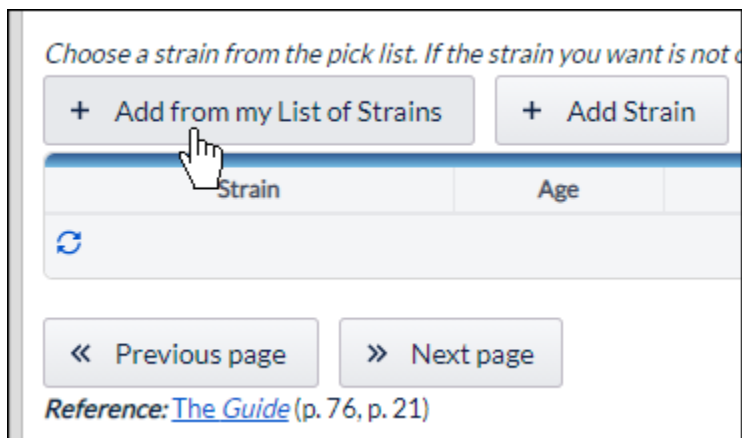
Research Type * Research ▾

Other?

Research
Teaching
Wildlife
Holding

Save changes

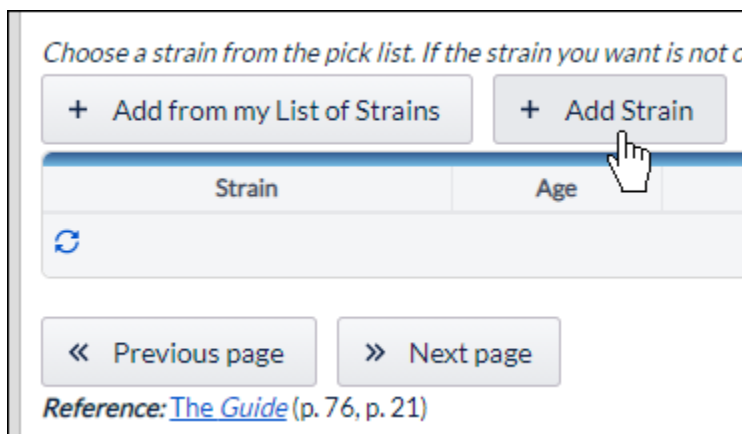
Add From List



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.

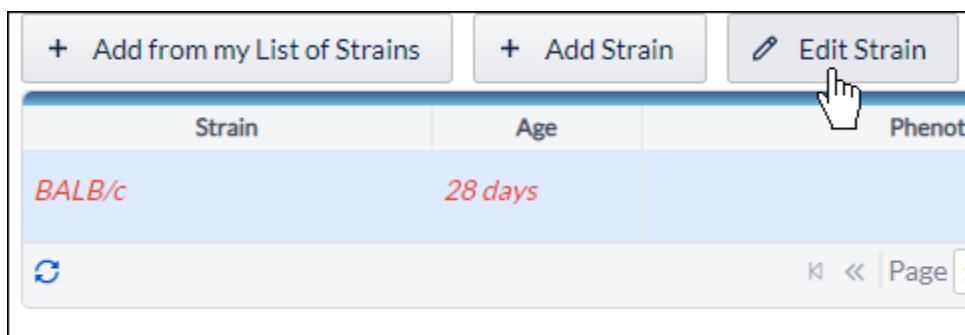
Add New

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**.

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		

 ⏪ << Page 1 of 1 >> ⏩ 20 ▾

Academic Unit Head Approval

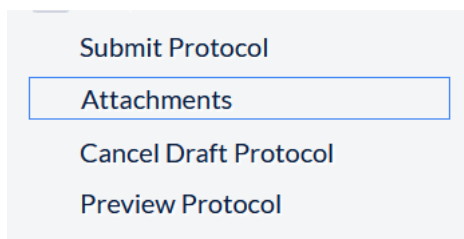
Before you submit your protocol, complete the Academic Unit Head Approval form available on the ORI website: <https://www.jmu.edu/researchintegrity/iacuc/forms/academic-unit-head-approval.docx>.

research and/or teaching, including PHS policies, USDA regulations, all federal, state, and local laws and regulations.

- I certify that all individuals working on this protocol will read and understand the approved procedures described in this protocol, prior to initiating any animal work on this project.
- I certify that all individuals working on this protocol will read and understand the approved procedures described in all future modifications to this protocol, prior to initiating any work covered by the modification.
- I certify that all personnel will be made aware of the various health hazards they may encounter while working on this protocol, complete applicable training, and will be trained on the appropriate steps to mitigate any risks.
- I certify that all personnel will be provided with sufficient time to obtain the training necessary for their participation in this project.
- I certify that all animals will be lawfully acquired and that the animal activities approved in this protocol will not begin until required permits and committee approvals are obtained.
- I certify that the committee will be notified regarding any unexpected study results or incidents that cause more than slight or momentary pain or distress to animals, including unexpected morbidity and mortality.
- I understand that failure to comply with any of the above conditions is a matter of non-compliance and can result in approval delays and/or suspension of any or all animal-related activities associated with this protocol.

Please download the [Academic Unit Head Approval](#) form. Complete this form with your academic unit head and then upload it under the attachments section.

Once obtained, upload it to the Attachments section.



Submit Protocol

Attachments

Cancel Draft Protocol

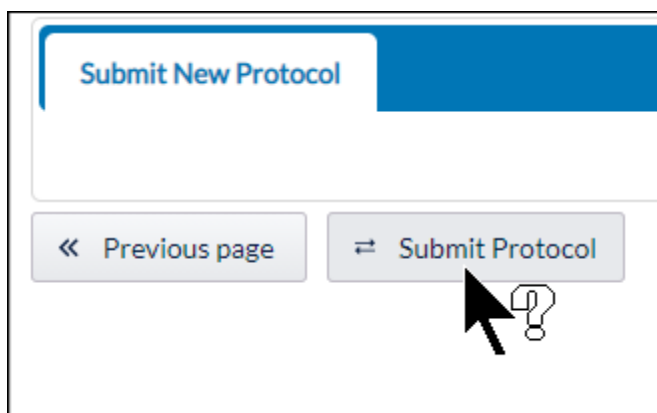
Preview Protocol

Important Note: ORI will obtain the Attending Veterinarian's verification once the protocol has been submitted.

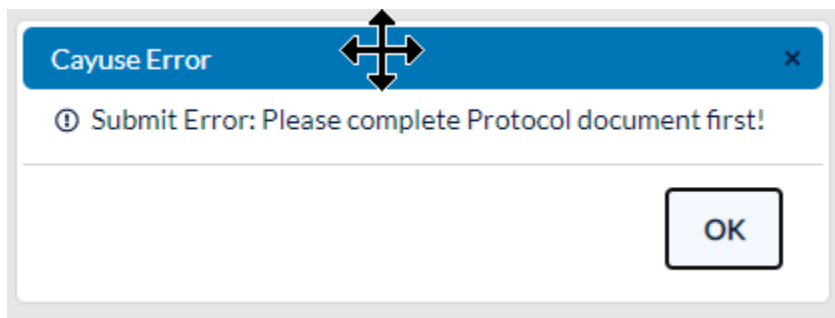
Submitting Your Protocol

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

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 IACUC office for review and approval, and the protocol will appear in your Protocols in Review inbox.

Protocols in Review	0	2
Continuing Reviews		
Continuations in Review		
De Novo Reviews		
Draft Amendment	2	2
Transfer Ownership	0	0

Find		
Submitted	PI	Protocol #
▼ De Novo - 1 Protocol(s) Submitted		
09/28/2020	Trey Jehan	00001561
▼ New - 1 Protocol(s) Submitted		
12/17/2020	Trey Jehan	00001605

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

Protocols in Review			Q Find 		
	0	2	Submitted	PI	Protocol #
Continuing Reviews 			▼ De Novo - 1 Protocol(s) Submitted		
Continuations in Review			09/28/2020	Trey Jehan	00001561
De Novo Reviews			▼ New - 1 Protocol(s) Submitted		
Draft Amendment	2	2	12/17/2020	Trey Jehan	00001605
Transfer Ownership	0	0			

Important Note: ORI will route to the Attending Veterinarian for verification before it is assigned to the IACUC for review.

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**.

The screenshot shows the 'Protocol Actions' interface. At the top, there are tabs for 'Protocol Actions', 'Draft Protocols', 'Protocols in Review', and 'Draft Amendment'. Below the tabs are two buttons: '+ Start a New Protocol Application' and 'Copy Protocol to New Document'. A mouse cursor is pointing at the 'Copy Protocol to New Document' button, which has a question mark icon next to it. A tooltip is visible next to the button, stating: 'Highlight a protocol to start a new protocol copy of the selected'. Below the buttons is a search bar with 'Find' and a refresh icon. Below the search bar is a table with the following data:

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**.

The screenshot shows the 'Protocol Actions' interface. At the top, there are tabs for 'Draft Protocols', 'Protocols in Review', and 'Draft Amendment'. Below the tabs are three buttons: 'Start a New Protocol Application', 'Copy Protocol to New Document', and 'Start an Amendment'. A mouse cursor is clicking on the 'Start an Amendment' button. Below the buttons is a search bar with 'Find' and a refresh icon. Below the search bar is a table with columns 'PI', 'Protocol #', and 'Protocol Title'. The table contains two rows of data:

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**.

The screenshot shows the 'Amend Protocol' form. It contains the following fields:

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

At the bottom of the form is a button labeled 'Amend Protocol' with a pencil icon. A mouse cursor is clicking on this button.

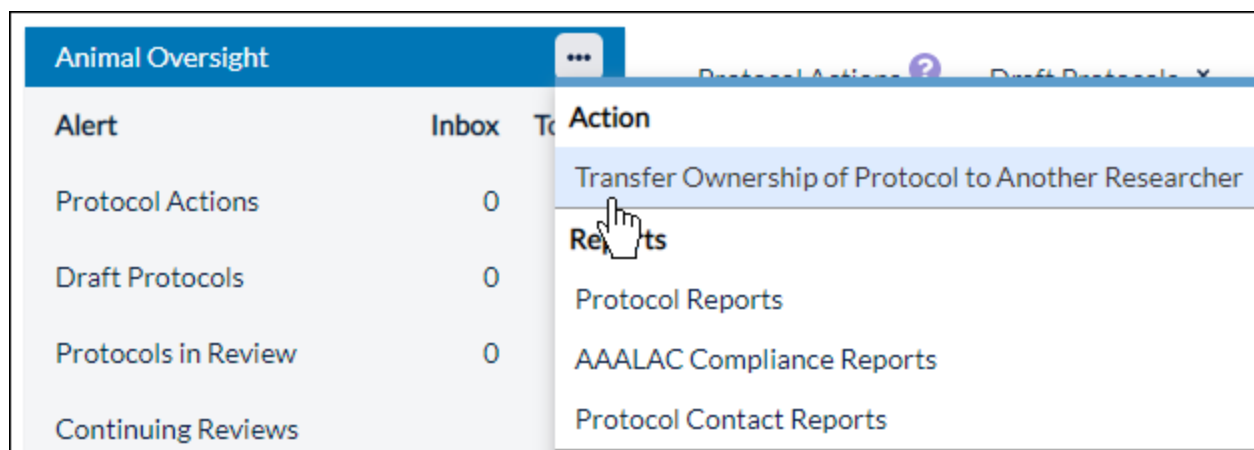
You will be redirected to the protocol draft. When you are finished with your amendment, you can re-submit your protocol.

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

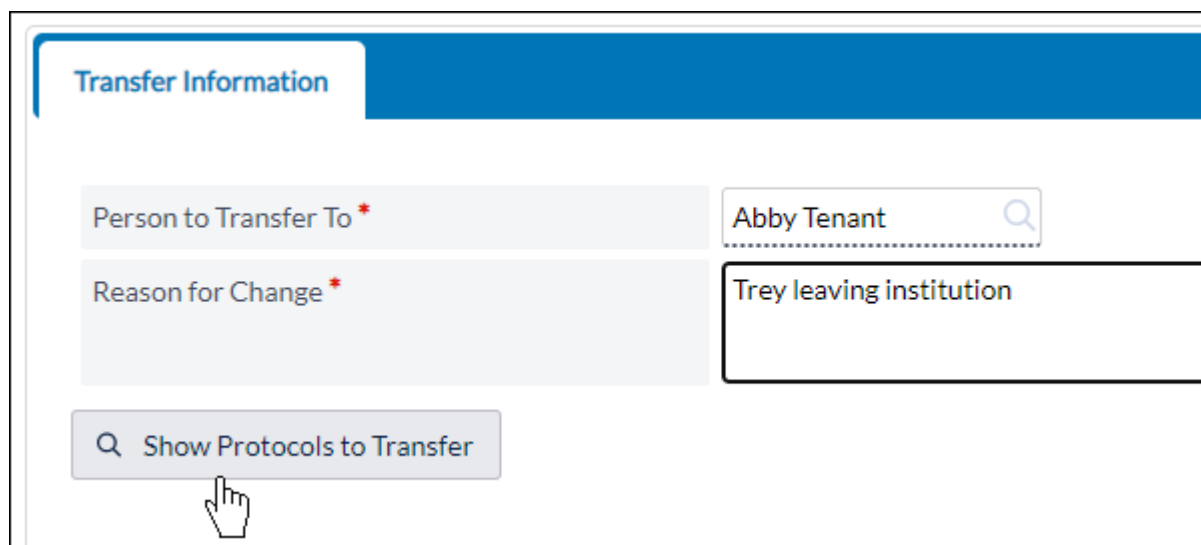
Transferring a Protocol

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



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

A screenshot of a web application form titled "Transfer Information". The form has two main input fields. The first field is labeled "Person to Transfer To" with a red asterisk, and it contains the text "Abby Tenant" next to a search icon. The second field is labeled "Reason for Change" with a red asterisk, and it contains the text "Trey leaving institution". Below these fields is a button labeled "Show Protocols to Transfer" with a search icon. A hand cursor is pointing at the button.

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
<input checked="" type="checkbox"/>	00001543	4	Transgenic Core Breeding Protocol	09/30/2020	09/
<input checked="" type="checkbox"/>	00001545	5	Gnotobiotic Core Breeding Protocol	09/01/2020	09/
<input checked="" type="checkbox"/>	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 IACUC office.

Understanding Alerts in Animal Oversight

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

Animal Oversight		
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

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 appears in italics, it means the protocol hasn't yet been submitted to the PI.

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

Continuing Review

This alert shows protocols that have come up for the first year review.

Continuations in Review

This alert shows first year review protocols that are in review by the IACUC committee.

De Novo Reviews

This alert will show protocols up for their three year review.

Draft Amendment

This alert will show draft amendments.

Transfer Ownership

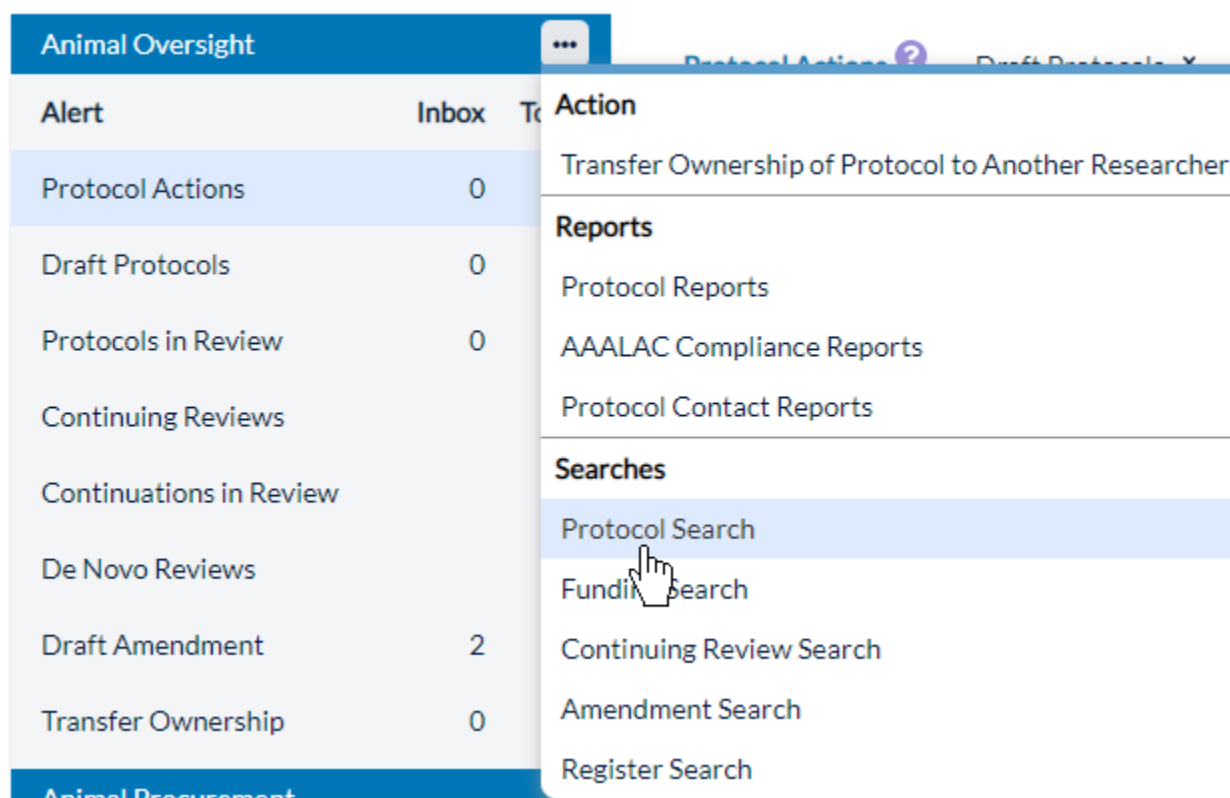
This alert shows all protocols where the transfer of ownership is pending.

Running a Search in Animal Oversight

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

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

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



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

Filters

- × Status ▾ Equals ▾ Approved ▾
- × Approval Date ▾ Between ▾ 12/01/2020 And 12/31/2020
- × Current Protocol ▾

+ Add Filter Search Export Save Filters Stored Filters

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

+ Add Filter Search Export Save Filters Stored Filters

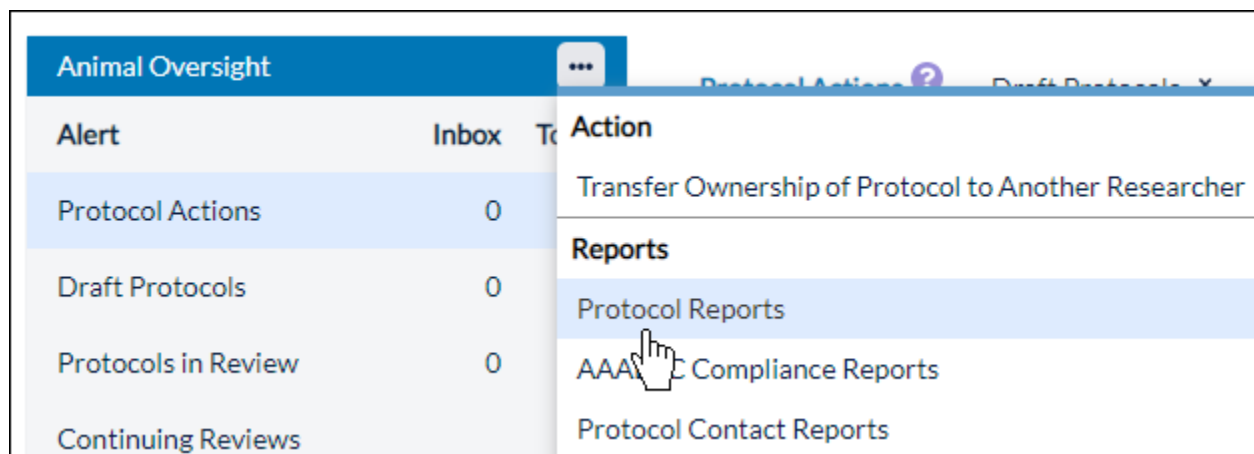
You can also **Export** the report to a .CSV, **Recall Filters**, or **Save Filters** for later.

Running Reports in Animal Oversight

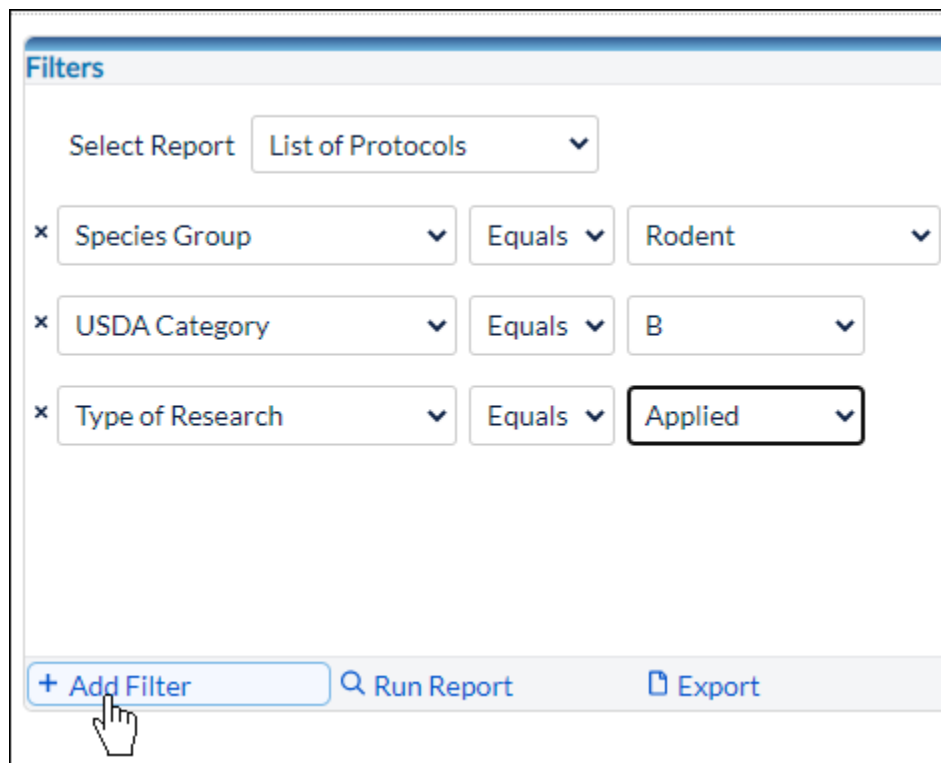
At some point, you may need to run reports in Animal Oversight. You can run three different kinds of reports:

- Protocol Reports
- AAALAC Reports
- Protocol Contact Reports

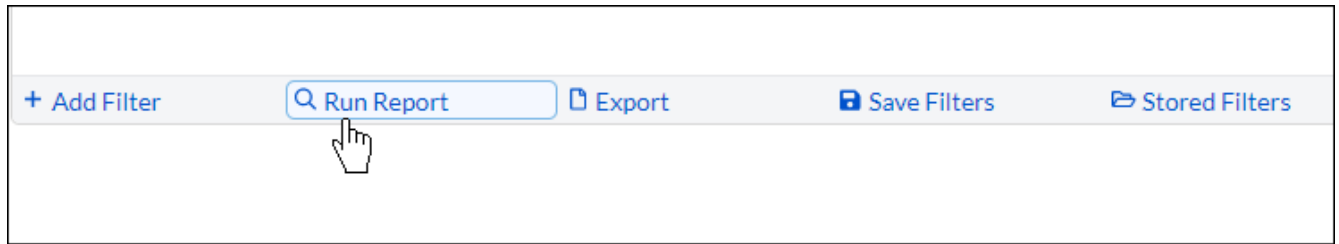
1. Click the menu next to the Animal Oversight header in the left-hand menu.
2. Click on the type of report you wish to run.



3. On the Protocol Reports Filters page, select the type of report you wish to run.
4. Select any filters by which you wish to limit the report. If you need to add additional filters, click **Add Filter**.



- 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.