

Overview

Welcome to your new Cayuse system! This guide provides information on how to transfer a protocol to your new Cayuse system. Your IACUC and IBC program has created protocol shells for you that have critical information about your protocol. This guide will walk you through how to move the details of your currently approved protocol into the system.

Supported Browsers

Chrome, Safari, and Firefox

Protocol Transfer for IACUC Protocols (For Biosafety researchers, skip to the IBC section)

- Log into the Cayuse system using your AppState credentials. https://appstate.app.cayuse.com/ 1.
- 2. Select Animal Oversight from the Product dropdown list in the top right corner.
- 3. Confirm that the Role dropdown list displays 'Researcher Staff Members.' This will allow you access to both the Animal Oversight and Hazard Safety Applications

Site: AppState	Role: Researcher Staff Members 💌	PI Group: Josway, Sarah	💦 Products 💌	Å Sarah Joswa
Site: AppState	Role: Researcher Staff Members 🔻	PI Group: Josway, Sarah	Products 🔻	 Sarah Josy

4. If your protocol is due for the De Novo renewal: Tt will display in the De Novo Reviews Alert. Please follow these instructions. If your protocol is not displaying in the De Novo Reviews alert, skip to number 5.

Animal Oversight		•••	Protocol Actions 📀	Draft Protocols	х р	rotocols in Review ×	Continu
Alert	Inbox	Total					
Protocol Actions	0	23	Preview Protocol				
Draft Protocols	26	26					
Protocols in Review	5	12	Q Find 2				
Continuing Pauloura	2	2	PI 🜩	Protocol #	Version	Title	Date A
Continuing Reviews	2	2	Josway, Sarah	2022-0058	1	Updated title	06/30
Continuations in Review	3	7					
De Novo Reviews	1	1	Q Find 2				
Draft Amendment	5	5					
Transfer Ownership	0	0					

- Click the hyperlink to access the De Novo renewal form. Follow the instructions to complete the form. If you choose to renew your protocol, the Cayuse application will open the protocol shell for you to edit. As this is a De Novo renewal, you can incorporate any details that are still applicable from your currently approved protocol and add new details as needed for the next three years of the project. Submit the De Novo renewal for review.
- 5. If the protocol is not due for De Novo renewal: The Protocol Actions alert will display your approved protocol shells created by the IACUC leadership team. Click the protocol from the Protocol Actions to select it and then click the 'Start an Amendment' button.





Animal Oversight ····			Protocol Actions	Protocol Actions ② Draft Protocols ×					
Alert	Inbox	Total							
Protocol Actions	0	14	+ Start a New Pro	cocol Application	Copy Protocol to New Document	🖉 Start an Amendment	Protocol	Versions F	
Draft Protocols	16	16							
Protocols in Review	0	7	Q Find C	Q Find 2			Highlight a protocol and click this button		
Trotocols in Review	0	1	PI 🌩	Protocol #	Protocol Tit	le protocol. If an amendme	nt is already	Review	
Continuing Reviews			Josway, Sarah	2021-0004	test	Amendments tab	Inder the Draft	12/31/2	
Continuations in Review	0	6							
De Novo Reviews			Josway, Sarah	2021-0007	NEw		11/29/2020	11/2	
			Jonway Carab	2021-0010	Now 1		12/01/2020	12/01	

In the Reason for Change, write 'Protocol Transfer.'

Amendment	
Protocol Number	2021-0041
Protocol Year	1
Protocol Title	Regression Test - Create Protocol
Approve Date	11/18/2021
Expiration Date	11/18/2024
Full Name	Haren, Hari
Reason for Change *	
Amend Protocol	

6. The Cayuse application will display the protocol shell. Please click on the Attachments page in the Table of Contents. Open the attached documents from your currently approved protocol. You will transfer these details into the Cayuse form.



- 7. Transfer the details from your currently approved protocol into the Cayuse form:
 - Tips
- You are encouraged to copy and paste from your approved documents into the Cayuse form.
- Incorporate changes that have been previously approved via past amendments directly into the details of the form.
- Please do not change any details from your currently approved form. If you need to amend your protocol, you can do so after this transfer amendment is approved by the IACUC team.
- Click on the Options page in the Table of Contents. Carefully read each question and answer the questions to match the details in your currently approved form.
- In the Species Grid at the bottom of the page click Add to select a species. Then check off the applicable attributes. These checks will open relevant pages after you click Save. You may add multiple species.



8. Work through each page of the form transferring your details over. If there is a required question with a red asterisk, you may be prompted to answer it before moving forward. After each page is completed and saved, you will see a green check mark appear at the name of the page in the table of contents. After all pages have the green check mark, you will be able to submit the transfer for review on the Submit Protocol page.

Protocol Transfer for IBC Protocols

- 1. Log into the Cayuse system using your AppState credentials. <u>https://appstate.app.cayuse.com/</u>
- 2. Select Hazard Safety from the Product dropdown list in the top right corner.
- 3. Confirm that the Role dropdown list displays 'Researcher Staff Members.' This will allow you access to both the Animal Oversight and Hazard Safety Applications

Site: AppState	Role: Researcher Staff Members 🔹	PI Group: Josway, Sarah	💦 Products 💌	Sarah Joswa

4. If the Animal Oversight logo is displayed in the top left corner of your screen, select Hazard Safety from the Products dropdown menu. Click on the Draft Protocols alert from your homepage. This alert will display your protocol shells created by the IBC leadership team. Click the hyperlinked protocol number to open the draft.

Hazard Safety					Site: A	ppState Role: Research	er Staff Members	PI Group: J
Animal Oversight •••		Protocol Actions Draft Protocols ×						
Hazard Safety		•••	-		-			
Alert	Inbox	Total	Preview Protocol					
Protocol Actions	0	15						
Draft Protocols	21	21	Q Find <i>C</i>			ki « Pag	ge 1 of 2 » 🕅	20 🗸
			PI 🗢	Protocol #	Title	9	Created On	Last Updated
Protocols in Review	0	4	Josway, Sarah	IBC-0000001			11/24/2021	03/30/2022
De Novo Reviews	0	0	Josway, Sarah	IBC-00000007			02/23/2022	03/02/2022
Continuing Reviews								
Draft IBC Amendments	0	0	Josway, Sarah	IBC-00000005			02/02/2022	02/11/2022

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Mi Hazard Safety	Sit
Start a New IBC Applicat	n IBC-00000011
R/sNA VIH Guidelines	IBC Protocol Application Options
Tissues/Cell Lines	Tips on Navigation: As you complete each page, you will receive a green checkmark on the left side of the screen in the Tr arrows at the bottom of each page when the page is complete. You can also click the page title in the
Microorganism/Agents	Selections on this page will populate the protocol form. Please feel free to return to this page to upda
Biological Toxins v Toxins v Nanoparticles v	Choose Options Funding Sources
Nanoparticles Plants Plants	Indicate which options are applicable to this IBC protocol.
Arthropods Arthropods Human Gene Therapy	Recombinant and Synthetic Nucleic Acid Molecules (e.g., bacterial/mammalian expression plasmids, replication incompetent viral vectors, chemically synthesized nucleic acid molecules)
Human Gene Therapy Facilities	Yes 🖲 No 🔿
Inactivation, Decontamination, Disposal Occupational Health Transport/Shipping	Risk Group 2
Dual Use Personnel	Animals (e.g., introduction of biologicals/chemicals into animals, work with transgenic animals, etc.)
Safety Methodology	Yes 🖲 No 🔿
Submit Protocol Attachments	Creating transgenic animals?

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- Please do not change any details from your currently approved form. If you need to amend your protocol, you can do so after this transfer amendment is approved by the IBC team.
- Click on the Options page in the Table of Contents. Carefully read each question and answer the questions to match the details in your currently approved form.
- 7. Work through each page of the form transferring your details over. If there is a required question with a red asterisk, you may be prompted to answer it before moving forward. After each page is completed and saved, you will see a green check mark appear at the name of the page in the table of contents. After all pages have the green check mark, you will be able to submit the transfer for review on the Submit Protocol page.

For more support, check out the guides at https://support.cayuse.com.