



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

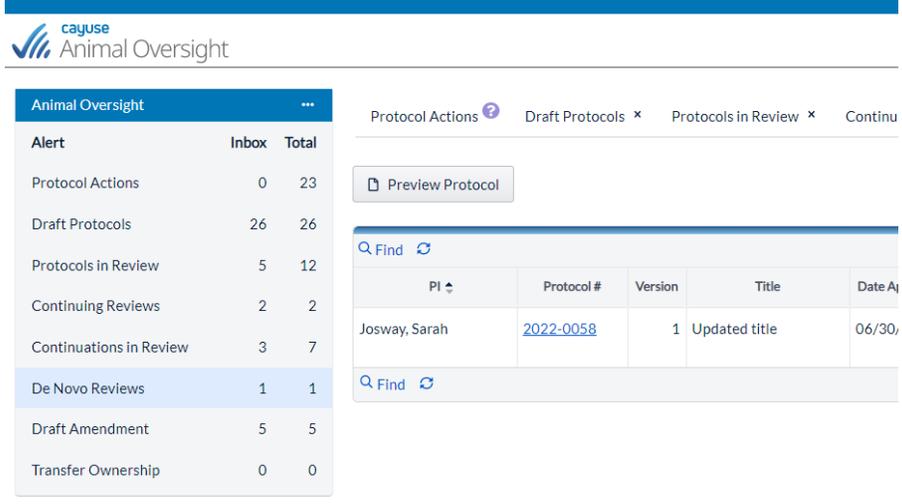
Chrome, Safari, and Firefox

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

1. Log into the Cayuse system using your AppState credentials. <https://appstate.app.cayuse.com/>
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



4. **If your protocol is due for the De Novo renewal:** It 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.



- 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.



cayuse Animal Oversight Site: AppState Role: Researcher Staff Members PI Group: J

Animal Oversight Protocol Actions Draft Protocols x

Alert	Inbox	Total
Protocol Actions	0	14
Draft Protocols	16	16
Protocols in Review	0	7
Continuing Reviews		
Continuations in Review	0	6
De Novo Reviews		

+ Start a New Protocol Application Copy Protocol to New Document Start an Amendment Protocol Versions P

PI	Protocol #	Protocol Title	Review P
Josway, Sarah	2021-0004	test	12/31/20
Josway, Sarah	2021-0007	NEw	11/29/2020 11/29/20
Josway, Sarah	2021-0010	New 1	11/01/2020 11/01/20

Find Highlight a protocol and click this button to start a new amendment on this protocol. If an amendment is already started, you may find it under the Draft Amendments tab

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.

Table of Contents

- Options
- Protocol Overview
- Use Type(s)
- Personnel
- Databases Searched
- Endpoints & Assurance
- Submit Protocol
- Attachments
- Cancel Draft Protocol
- Preview Protocol
- Amendment Reason

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.



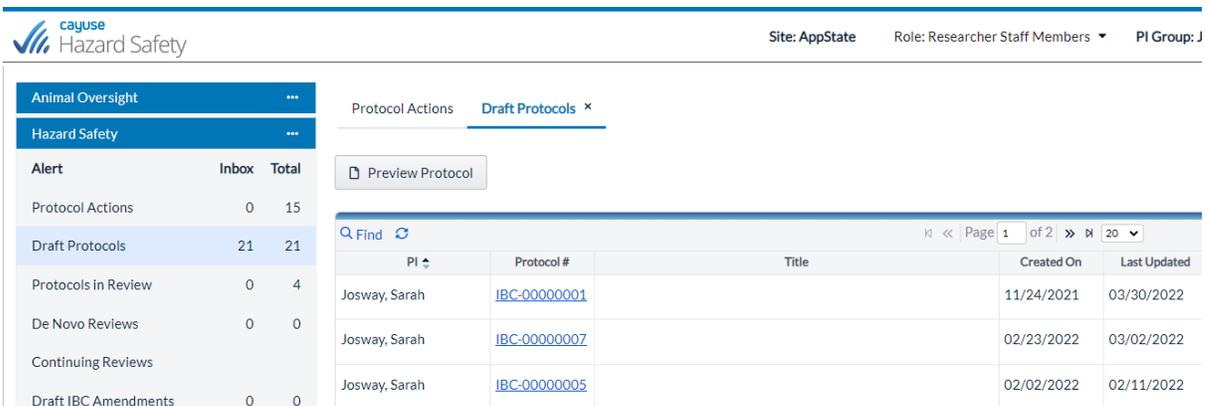
- Work through each page of the form transferring your details over. If there is a required question with a red asterisk, you may be prompted to answer it before moving forward. After each page is completed and saved, you will see a green check mark appear at the name of the page in the table of contents. 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

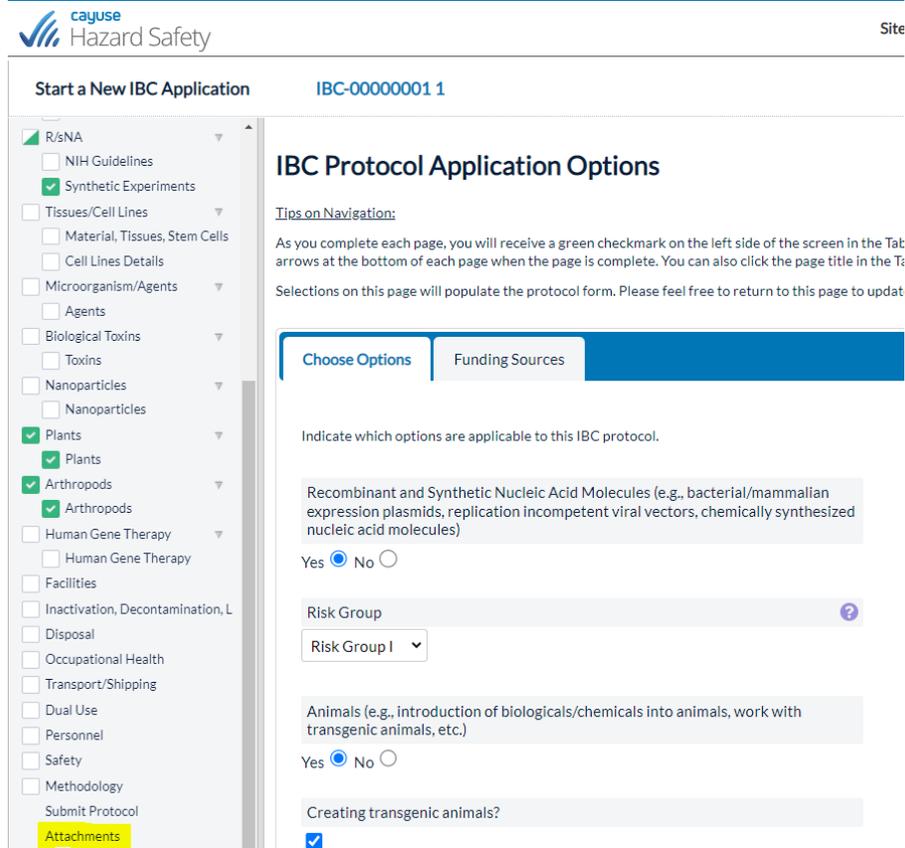
- Log into the Cayuse system using your AppState credentials. <https://appstate.app.cayuse.com/>
- Select Hazard Safety from the Product dropdown list in the top right corner.
- Confirm that the Role dropdown list displays ‘Researcher Staff Members.’ This will allow you access to both the Animal Oversight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



- 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.



- 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.



6. 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 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>.