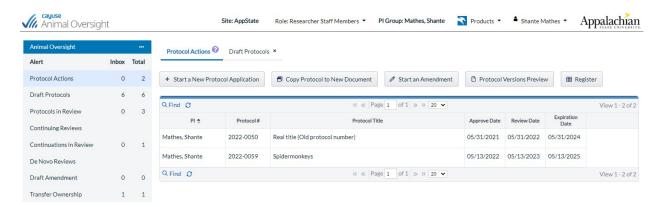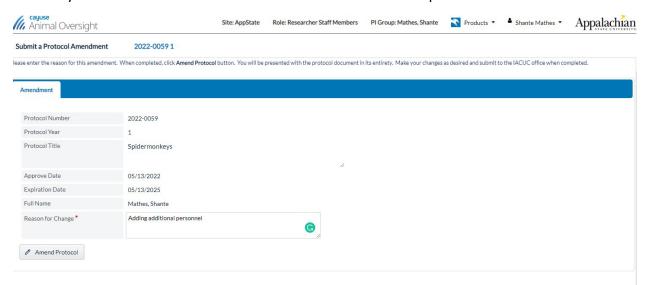# Cayuse

Overview

This guide is to show researchers how to add personnel to an already approved protocol. Researchers will need to complete this process via an amendment in Cayuse.
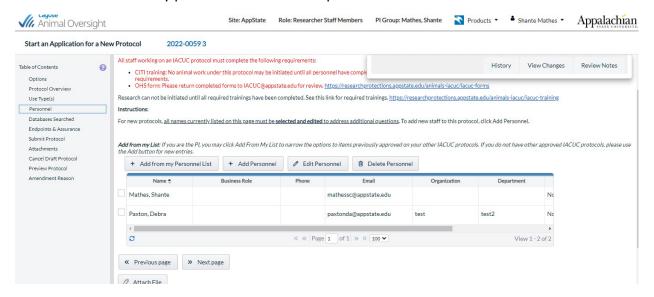
Adding personnel

1. Log into Cayuse and navigate to your dashboard. Confirm that you are under the correct view which should be your researcher role and the correct product (Animal Oversight or Hazard Safety).
2. Highlight your protocol by clicking on it in the grid listing all your protocols so that highlights blue. Click "start an amendment" at the top of the protocol grid.
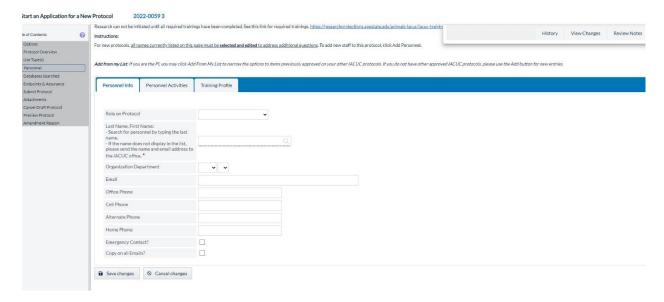

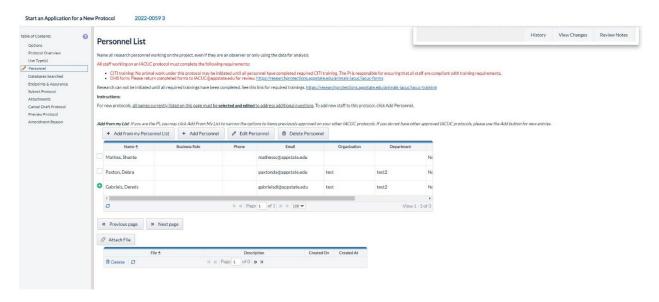3. Add your reason for the amendment in the box "addition of personnel"

4. Once your protocol is open, navigate to the "Personnel" part in the table of contents on the left side. Note: Read the instructions above the personnel grid to determine if you need to select "add from my personnel list" or "Add personnel".
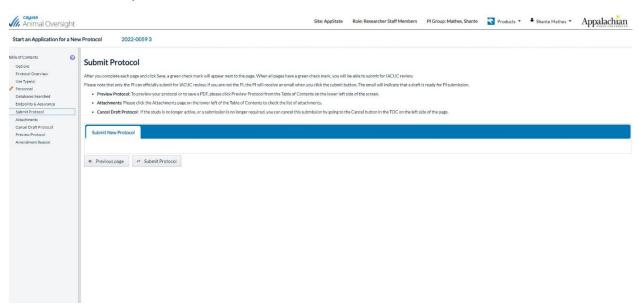

5. After selecting "add personnel" the screen for adding will appear. Select the persons role on the protocol and search for them using the instructions on the screen. If you can not locate your personnel through the search, please contact the IACUC/IBC Administrator (IACUC@appstate.edu or IBC@appstate.edu) for assistance. Once you've completed the required information in this section (red asterisk), click "Save Changes" at the bottom of the page.

6. Once the new personnel are added, they will appear in the table.

7. Once you have added all the new personnel needed for your protocol, return to the table of contents on the left and select "submit protocol" for your protocol to be processed administratively.

In addition to adding personnel in Cayuse, please remember that each program has a training requirement. Your amendment will not be processed until the new personnel have satisfied the training and/or health risk form requirements for their program:

IACUC: https://researchprotections.appstate.edu/animals-iacuc/iacuc-training

IBC: https://researchprotections.appstate.edu/biosafety-ibc/biosafety-training