

Cayuse

Adding Personnel to Protocol

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.

The screenshot shows the Cayuse Animal Oversight dashboard. At the top, there is a navigation bar with the Cayuse logo, site name (AppState), role (Researcher Staff Members), PI Group (Mathes, Shante), and product (Products). Below the navigation bar, there is a sidebar menu with options like Alert, Protocol Actions, Draft Protocols, etc. The main content area shows a grid of protocols with columns for PI, Protocol #, Protocol Title, Approve Date, Review Date, and Expiration Date. The first protocol is highlighted in blue.

Alert	Inbox	Total
Protocol Actions	0	2
Draft Protocols	6	6
Protocols in Review	0	3
Continuing Reviews		
Continuations in Review	0	1
De Novo Reviews		
Draft Amendment	0	0
Transfer Ownership	1	1

PI	Protocol #	Protocol Title	Approve Date	Review Date	Expiration Date
Mathes, Shante	2022-0050	Real title (Old protocol number)	05/31/2021	05/31/2022	05/31/2024
Mathes, Shante	2022-0059	Spidermonkeys	05/13/2022	05/13/2023	05/13/2025

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

The screenshot shows the 'Submit a Protocol Amendment' form in Cayuse. The form is titled 'Amendment' and shows the protocol details: Protocol Number (2022-0059), Protocol Year (1), Protocol Title (Spidermonkeys), Approve Date (05/13/2022), Expiration Date (05/13/2025), and Full Name (Mathes, Shante). The 'Reason for Change' field is filled with 'Adding additional personnel'. There is a green 'Go' button next to the text input field. At the bottom, there is an 'Amend Protocol' button.

Submit a Protocol Amendment 2022-0059 1

Please enter the reason for this amendment. When completed, click Amend Protocol button. You will be presented with the protocol document in its entirety. Make your changes as desired and submit to the IACUC office when completed.

Amendment

Protocol Number	2022-0059
Protocol Year	1
Protocol Title	Spidermonkeys
Approve Date	05/13/2022
Expiration Date	05/13/2025
Full Name	Mathes, Shante
Reason for Change	Adding additional personnel

Amend Protocol

- 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”.

Animal Oversight | Site: AppState | Role: Researcher Staff Members | PI Group: Mathes, Shante | Products | Shante Mathes | Appalachian STATE UNIVERSITY

Start an Application for a New Protocol | 2022-0059 3

Table of Contents: Options, Protocol Overview, Use Type(s), Personnel, Databases Searched, Endpoints & Assurance, Submit Protocol, Attachments, Cancel Draft Protocol, Preview Protocol, Amendment Reason

All staff working on an IACUC protocol must complete the following requirements:

- CITI training: No animal work under this protocol may be initiated until all personnel have completed requirements.
- OHS form: Please return completed forms to IACUC@appstate.edu for review. <https://researchprotections.appstate.edu/animals-iacuc/iacuc-forms>

Research can not be initiated until all required trainings have been completed. See this link for required trainings: <https://researchprotections.appstate.edu/animals-iacuc/iacuc-training>

Instructions:
For new protocols, all names currently listed on this page must be selected and edited to address additional questions. To add new staff to this protocol, click Add Personnel.

Add from my List: If you are the PI, you may click Add From My List to narrow the options to items previously approved on your other IACUC protocols. If you do not have other approved IACUC protocols, please use the Add button for new entries.

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

Name	Business Role	Phone	Email	Organization	Department
<input type="checkbox"/> Mathes, Shante			mathessc@appstate.edu		
<input type="checkbox"/> Paxton, Debra			paxtonda@appstate.edu	test	test2

Page 1 of 1 | 100 | View 1 - 2 of 2

Previous page | Next page

Attach File

- 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.

Start an Application for a New Protocol | 2022-0059 3

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Research can not be initiated until all required trainings have been completed. See this link for required trainings: <https://researchprotections.appstate.edu/animals-iacuc/iacuc-training>

Instructions:
For new protocols, all names currently listed on this page must be selected and edited to address additional questions. To add new staff to this protocol, click Add Personnel.

Add from my List: If you are the PI, you may click Add From My List to narrow the options to items previously approved on your other IACUC protocols. If you do not have other approved IACUC protocols, please use the Add button for new entries.

Personnel Info | Personnel Activities | Training Profile

Role on Protocol: [Dropdown]

Last Name, First Name:
- Search for personnel by typing the last name.
- If the name does not display in the list, please send the name and email address to the IACUC office.*

Organization Department: [Dropdown]

Email: [Text Field]

Office Phone: [Text Field]

Cell Phone: [Text Field]

Alternate Phone: [Text Field]

Home Phone: [Text Field]

Emergency Contact?:

Copy on all Emails?:

Save changes | Cancel changes

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

Start an Application for a New Protocol 2022-0059 3

Table of Contents: Options, Protocol Overview, Use Types, Personnel, Databases Searched, Endpoints & Assurance, Submit Protocol, Attachments, Cancel Draft Protocol, Preview Protocol, Amendment Reason

Personnel List

Name all research personnel working on the project, even if they are an observer or only using the data for analysis

All staff working on an IACUC protocol must complete the following requirements:

- CITI training: No animal work under this protocol may be initiated until all personnel have completed required CITI training. The PI is responsible for ensuring that all staff are compliant with training requirements.
- CHS form: Please return completed forms to IACUC@appstate.edu for review. <https://researchprotections.appstate.edu/animals-iacuc/iacuc-forms>

Research can not be initiated until all required trainings have been completed. See this link for required trainings: <https://researchprotections.appstate.edu/animals-iacuc/iacuc-training>

Instructions:
For new protocols, all names currently listed on this page must be selected and edited to address additional questions. To add new staff to this protocol, click Add Personnel.

Add from my List: If you are the PI, you may click Add From My List to narrow the options to items previously approved on your other IACUC protocols. If you do not have other approved IACUC protocols, please use the Add button for new entries.

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

Name	Business Role	Phone	Email	Organization	Department
<input type="checkbox"/> Mathes, Shante			mathessc@appstate.edu		Nc
<input type="checkbox"/> Paxton, Debra			paxtonda@appstate.edu	test	test2 Nc
<input checked="" type="checkbox"/> Gabriels, Dennis			gabrieisd@appstate.edu	test	test2 Nc

Page 1 of 1 | View 1 - 3 of 3

Previous page Next page

Attach File

File	Description	Created On	Created At
<input type="checkbox"/> Delete			

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.

Cayuse Animal Oversight Site: AppState Role: Researcher Staff Members PI Group: Mathes, Shante Products Shante Mathes Appalachian

Start an Application for a New Protocol 2022-0059 3

Table of Contents: Options, Protocol Overview, Use Types, Personnel, Databases Searched, Endpoints & Assurance, Submit Protocol, Attachments, Cancel Draft Protocol, Preview Protocol, Amendment Reason

Submit Protocol

After you complete each page and click Save, a green check mark will appear next to the page. When all pages have a green check mark, you will be able to submit for IACUC review.

Please note that only the PI can officially submit for IACUC review. If you are not the PI, the PI will receive an email when you click the submit button. The email will indicate that a draft is ready for PI submission.

- Preview Protocol: To preview your protocol or to save a PDF, please click Preview Protocol from the Table of Contents on the lower left side of the screen.
- Attachments: Please click the Attachments page on the lower left of the Table of Contents to check the list of attachments.
- Cancel Draft Protocol: If the study is no longer active, or a submission is no longer required, you can cancel this submission by going to the Cancel button in the TOC on the left side of the page.

Submit New Protocol

Previous page Submit Protocol

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>