

Animal Oversight & Hazard Safety Researcher Manual



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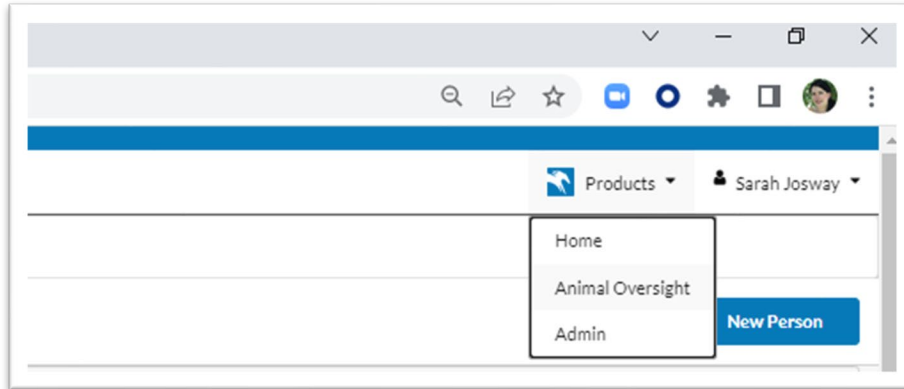
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Introduction

In the Cayuse Animal Oversight and Hazard Safety applications, researchers will be able to draft, submit, amend, and renew IACUC and IBC protocols. Researchers will be able to easily track the progress of their submissions throughout the review process. The applications will notify researchers of actions items via email. The applications will also highlight submissions requiring action under the Inbox column of the mailbox, discussed in the next section

Navigating the Animal Oversight and Hazard Safety Homepages

To access the Animal Oversight or Hazard Safety applications from the Cayuse platform, select the applicable product from the dropdown menu. If you do not see the product or application you are looking for, please contact your administrative team for assistance with access. Once you are in Hazard Safety or Animal Oversight, follow the steps below to review the Homepage and Mailbox Alerts.



Confirm that the Researcher Staff Members/PI role is selected. If you are a member of a lab, ensure the correct PI is select in the PI group dropdown menu.



In Cayuse Animal Oversight or Hazard Safety, 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

Protocol Actions: Approved protocols

Actions that can be performed from this alert

- *Start a New Protocol Application:* allows the user to create a new protocol
- *Copy Protocol to a New Document:* Creates a copy of the protocol and gives it a new protocol number. The new protocol is in Draft state and can be edited and submitted for committee review.
- *Start an Amendment:* Creates an amendment by creating a new version of the approved protocol which the user can edit and submit for review
- *Protocol Versions Preview:* Allows the user to view all versions of the protocol
- *Register:* Allows the user to see credits or debits to the animal numbers register

Draft Protocols: Protocols that have been started but not yet submitted for review

Protocols in Review:

- This alert displays the workflow process, showing both the sender and recipient of the protocol.
- If a submission 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.
- This tab will display submissions that have been sent back from the IACUC or IBC with revisions requested.

De Novo Reviews: Protocols that are due for De Novo Review. Action required.

Continuing Reviews: Protocols that are due for Continuing Review. Action required. Note, some institutions turn this functionality off.

Draft IBC Amendments: Amendments that have been started but not yet submitted for review

Continuations in Review: Continuing Reviews that have been submitted for review but are not yet approved

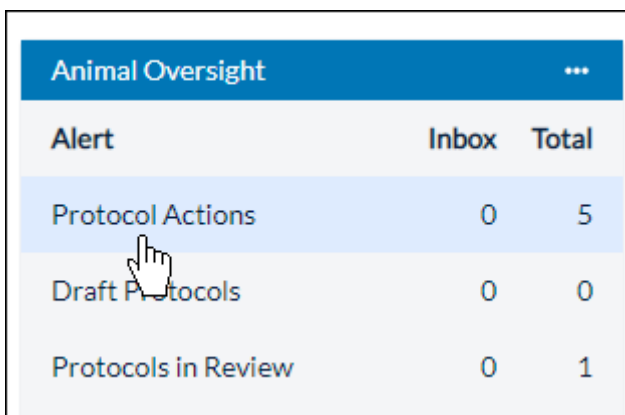
Transfer Ownership: Transfer of ownership requests submitted for review but not yet approved

Creating a New Protocol

Confirm that the Researcher Staff Members/PI role is selected. If you are a member of multiple labs, please confirm that the correct PI Group is selected.

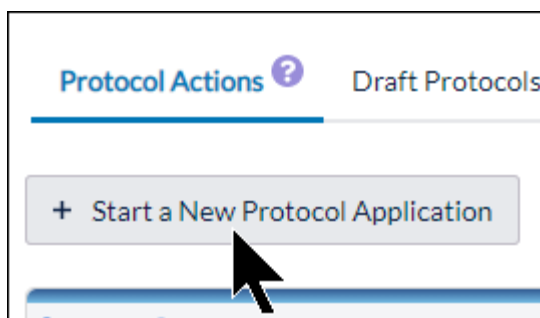
Site: NTM Site 1 Role: Researcher Staff Members ▾ PI Group: Mourad, Naji T ▾ Products ▾ Naji Mourad ▾

Within Animal Oversight or Hazard Safety, a new protocol can be started from the Protocol Actions inbox.



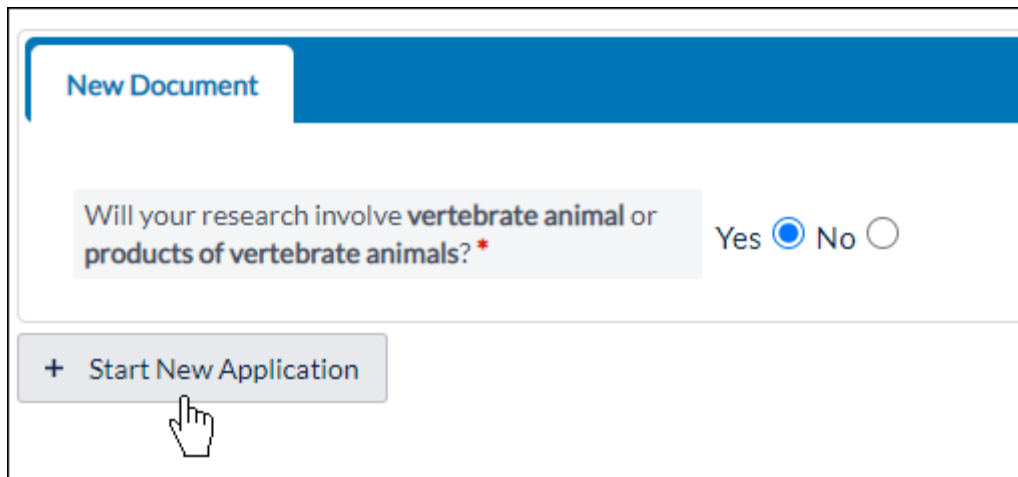
Alert	Inbox	Total
Protocol Actions	0	5
Draft Protocols	0	0
Protocols in Review	0	1

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



2. (For Animal Oversight) 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.

3. Click **Start New Application**.

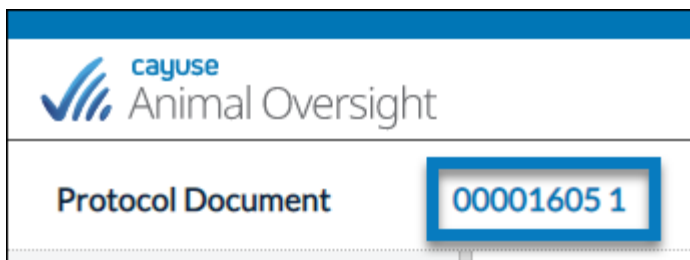


New Document

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

+ Start New Application

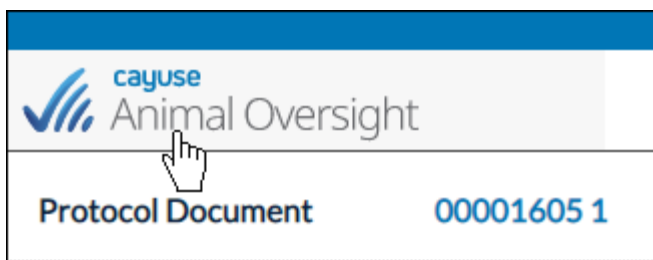
The Protocol Introduction Options will generate. Cayuse IACUC will generate the protocol number automatically, which is available at the top left-hand side of the page.



cayuse Animal Oversight

Protocol Document 00001605 1

Please Note: You can exit the protocol document at any time and continue working on it later by clicking **Home** in the top right-hand corner. The Protocol will be saved in the Draft Protocols tab.



cayuse Animal Oversight

Protocol Document 00001605 1

Filling Out Your Protocol

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

Choose Options

Federal/Foundation funded?	<input type="checkbox"/>
Internally funded?	<input type="checkbox"/>
Private/Commercially funded?	<input type="checkbox"/>
Other funding source?	<input type="checkbox"/>
Will you be using tissues from animals not on this protocol?	Yes <input type="radio"/> No <input type="radio"/>
Will you be using human tissues?	Yes <input type="radio"/> No <input type="radio"/>
Will antibodies be specifically generated for this study?	Yes <input type="radio"/> No <input type="radio"/>
Will you be collaborating with colleagues within institution?	Yes <input type="radio"/> No <input type="radio"/>
Will you be collaborating with an outside institution?	Yes <input type="radio"/> No <input type="radio"/>
Will field studies be conducted?	Yes <input type="radio"/> No <input type="radio"/>
Will animals be housed outside central housing facilities for more than 12 hours?	Yes <input type="radio"/> No <input type="radio"/>
Will animals be moved through public access areas?	Yes <input type="radio"/> No <input type="radio"/>
Will human clinical areas be used	Yes <input type="radio"/> No <input type="radio"/>

(Animal Oversight only) 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?
<input type="button" value="+ Add"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Find"/>					

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"/>

Save Cancel 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

+ Add Edit Delete Find

Save changes Cancel changes

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

Table of Contents ?

Options

Protocol Overview

Use Type(s)

Mouse ▼

- Info
- Choice Justification
- Source
- Use Locations
- Strains
- Non-Surgical Procedures
- Surgery
- MMS
- Veterinary Drugs
- USDA Categories
- Methodology
- Unrelieved Pain or Distress
- 3Rs
- Adverse Consequences
- SOP Exemptions

Personnel

Databases Searched

Endpoints

Submit Protocol

Attachments

Cancel Draft Protocol

Preview Protocol

Protocol Overview

Note that you may click and drag the bottom right corner of any text area to resize it.

Title

Lay Abstract

Benefits

Experimental Summary

Enter title for this Protocol *

« Previous page

» Next page

References

1. [U.S. Government Principle II](#)
2. [The Guide \(p. 25\)](#)

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](#).

Table of Contents ?

Options

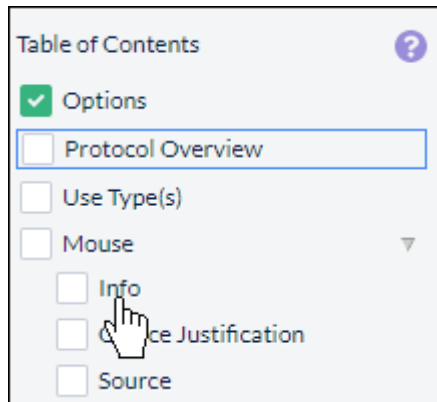
Protocol Overview

Use Type(s)

Mouse ▼

- Info
- Choice Justification
- Source

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.

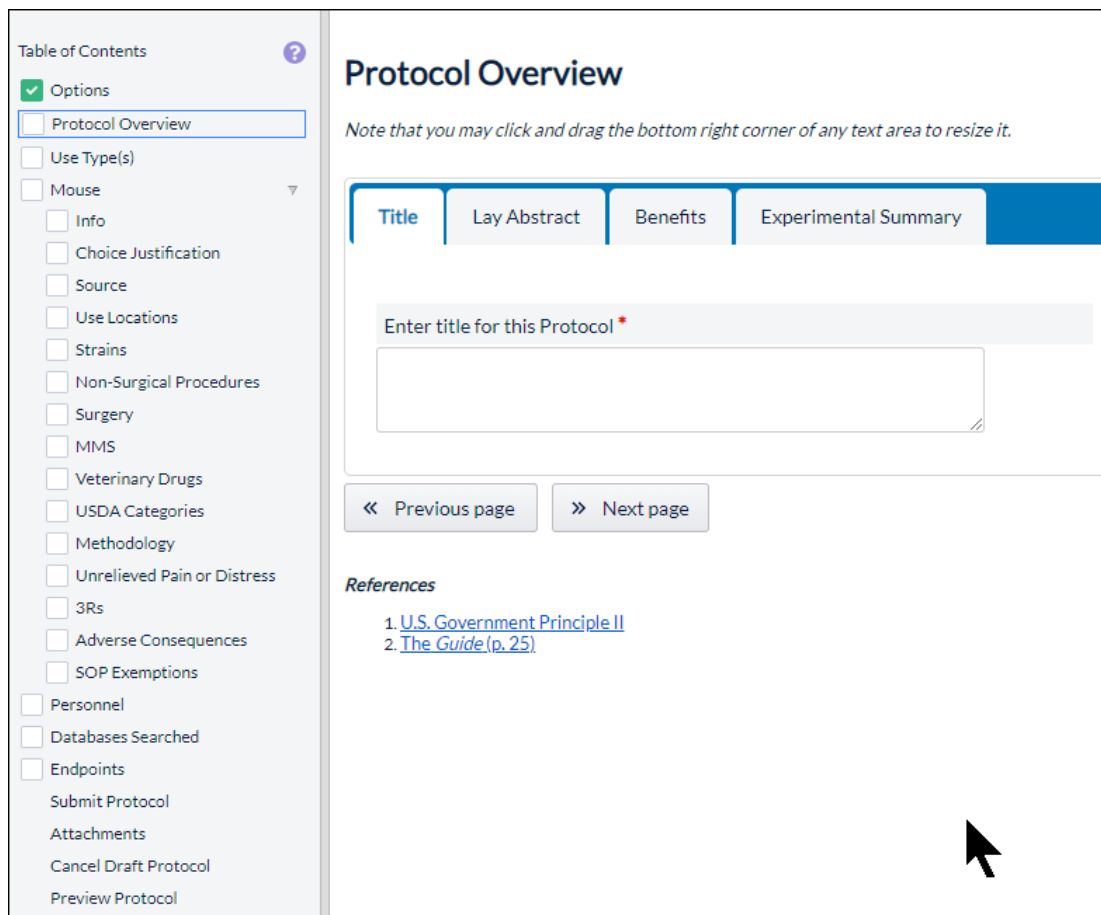


Please note: Many aspects of your protocol form are configurable by your institution. If you have an inquiry regarding the questions, contact the administrator at your institution.

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

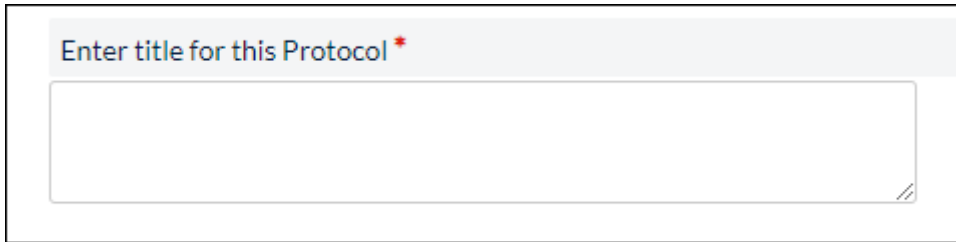
Tabs

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

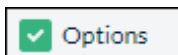
Required questions have a red dotted border around them. These questions must be answered before you submit your protocol.



Enter title for this Protocol *

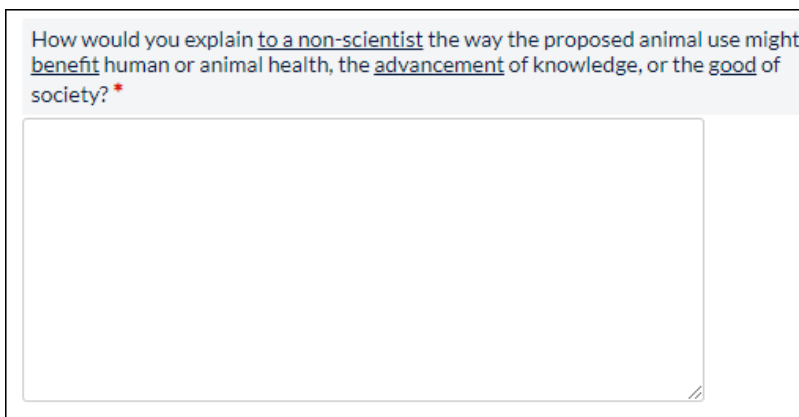
A text input field with a red dotted border and a red asterisk indicating it is required.

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

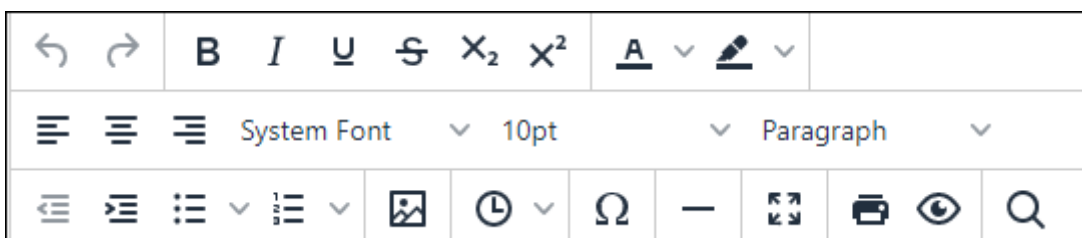
Text fields are provided when you need to input a custom response.



How would you explain to a non-scientist the way the proposed animal use might benefit human or animal health, the advancement of knowledge, or the good of society? *

A text input field with a red dotted border and a red asterisk. The text above the field is underlined. A rich text toolbar is visible on the right side of the field.

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.

Is this a detrimental species? *

Yes No

Check Boxes

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

Research Type (Basic, Applied, Field) *	<input type="checkbox"/>
Teaching (e.g., instruction, training)	<input checked="" type="checkbox"/>
Testing (e.g., toxicology)	<input type="checkbox"/>
Surveillance (e.g., sentinels)?	<input checked="" type="checkbox"/>
Other?	<input type="checkbox"/>

Drop-Down Menus

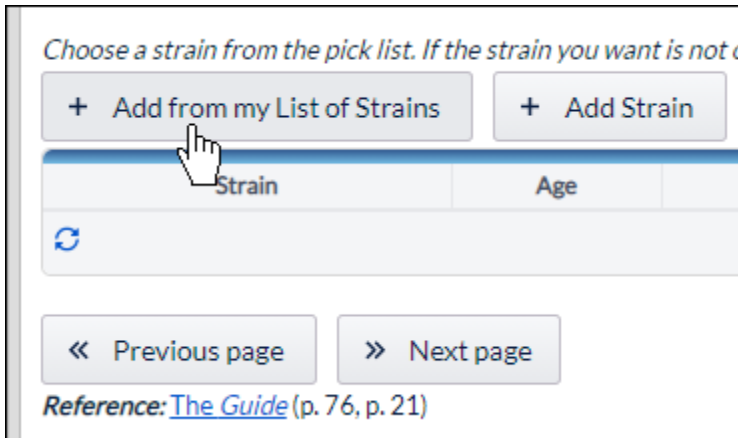
Questions with drop-down menus are similar to radio button questions, and will let you select one answer from a set of configured choices.

Use Type(s)

Which of the following describe the type of animal use proposed

Research Type (Basic, Applied, Field) *	<input type="checkbox"/>
Teaching (e.g., instruction, training)	<input checked="" type="checkbox"/>
Testing (e.g., toxicology)	<input type="checkbox"/>
Surveillance (e.g., sentinels)?	<input checked="" type="checkbox"/>
Other?	<input type="checkbox"/>

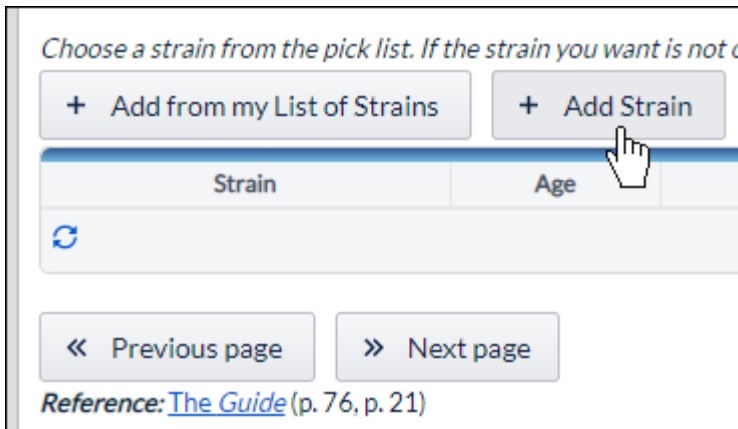
Add From List



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.

Strain	Age	Phenotype
BALB/c	28 days	

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.

Strain	Age	Phenotype	Weight
BALB/c	28 days		

Best Practices for Completing the Protocol Form

Understanding Dictionaries

The IACUC form uses dictionary lists to manage information from the following categories. These lists are maintained by the office. If you cannot find an item, please contact the office for assistance:

1. Funding
2. Species/Strains
3. Drugs/Hazardous Agents/Route of Administration
4. Surgery/Procedure/Euthanasia/Restraint
5. Facilities/Room
6. Personnel (All personnel must register by contacting the Office before they can be added to a protocol. If you would like a person listed on your protocol to have access to your protocol, ask the office to add them to your **PI Group**.)

Using Tables or Grids

Some sections allow you to enter information that is displayed in a table. Items added often have *hidden* questions. To open a row in a grid, click on the row and click **Edit**.

Personnel

List all personnel associated with the protocol.

+ Add from my Personnel list + Add Personnel Edit Personnel Delete Personnel

Name	Role	Department	Email Id	Office Phone	Emergency Contact?	Degrees	Years of Exp.
Mourad, Najil T	Executive		sarah.josway@cayuse.co	510-468-0849	No		

Page 1 of 1 View 1 - 1 of 1

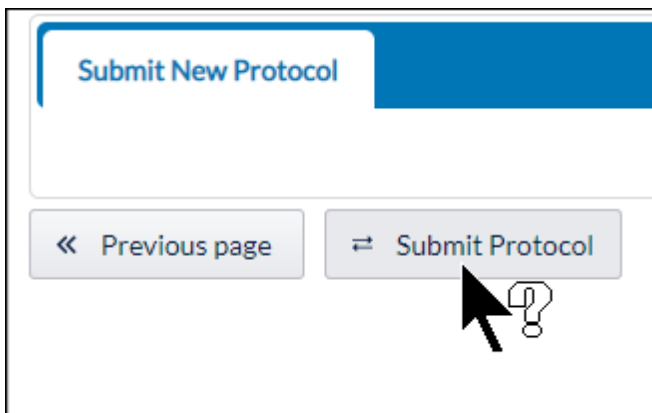
Previous page Next page

TIP: On the personnel page, you will automatically see the name of the PI and the name of the person who created the protocol. **THESE RECORDS MUST BE EDITED TO ADDRESS ADDITIONAL QUESTIONS.**

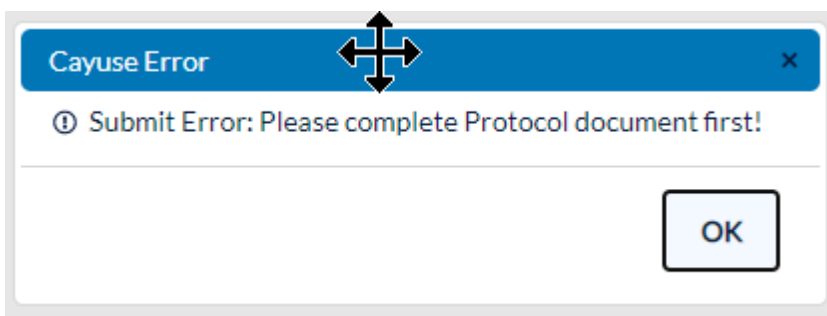
TIP: Adding drugs or hazardous agents from the dictionary will not complete the record. You must click on the agent and then click **Edit** to address additional questions.

Submitting Your Protocol

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 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

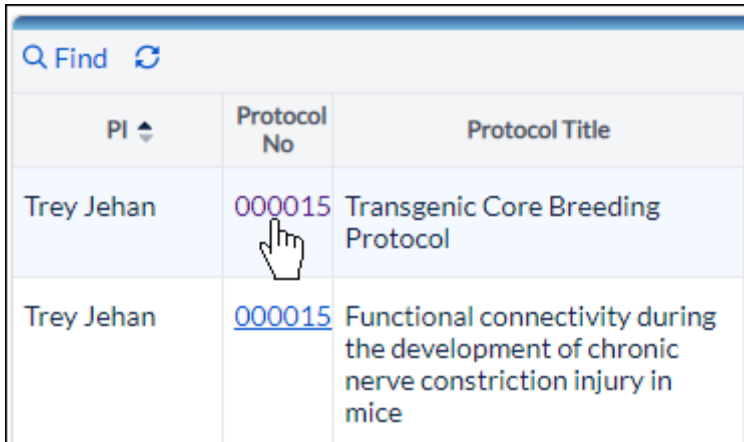
When your protocol has been reviewed and approved, it will appear in your Protocol Actions inbox.

Protocols in Review	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

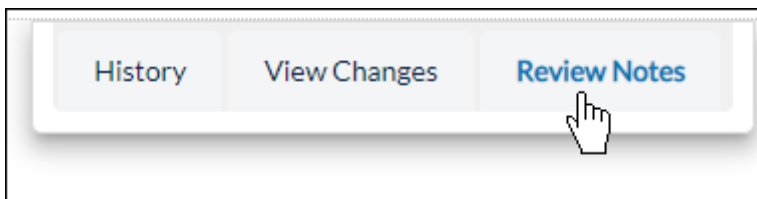
Revising Your Protocol

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 Protocols in Review Alerts.

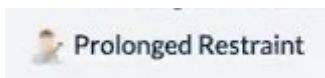


PI	Protocol No	Protocol Title
Trey Jehan	000015	Transgenic Core Breeding Protocol
Trey Jehan	000015	Functional connectivity during the development of chronic nerve constriction injury in mice

Within the protocol, the reviewer pane will be displayed on the right-hand side. Click on a tab to expand the pane.



You will see a pencil icon next to any sections where reviewers are requesting a revision.



Within each section requiring review, you can make a revision to your protocol, respond to the reviewer with a rebuttal, or both. To make a rebuttal, click the checkbox next to **Review Rebuttal**, and type your response.

	History	View Changes	Review Notes
--	---------	--------------	--------------

Review Notes

Please state a method for animal identification. Since this study involves a USDA covered species it must be easily identified. In the procedures section it states you will be doing ear tattoos, please include that method here.

Review Rebuttal

When you are finished revising your protocol, click **Submit Protocol**, and click **Submit**.

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 three buttons: '+ Start a New Protocol Application', 'Copy Protocol to New Document', and a button with a tooltip that says 'Highlight a protocol to start a new protocol copy of the selected'. A mouse cursor is pointing at the 'Copy Protocol to New Document' 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

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

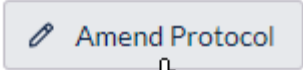
Click on the protocol you wish to amend, and then click **Start an Amendment**.


The screenshot shows the 'Protocol Actions' interface. At the top, there are tabs for 'Protocol Actions', '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 pointing at the 'Start an Amendment' button. Below the buttons is a table with columns for '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**.

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

 Amend Protocol



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.

Protocol Renewals (Continuing and De Novo Review)


Depending on the institution, IACUC and IBC protocols may undergo continuing or De Novo renewals at specific intervals. Your administrative team will define the renewal timeline. When a protocol is coming due for continuing or De Novo renewal, the Cayuse system will send you an email with the renewal information. The protocols will display in the Continuing Reviews or De Novo Reviews Alerts in the Homepage of the application. Please be sure to submit the review early to allow the IACUC or IBC team to review it before any deadlines or expiration dates.

Note: While a protocol is due for De Novo review, amendments may not be available.

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

Continuing Review

- Click on **the protocol number** to open the Continuing Review form. Review the details on the Info tab. In Animal Oversight, a grid will display the protocol register with the current balance of animals on the protocol. Please submit an amendment if you need to increase the animal numbers. Click the Progress Report tab and complete the information.
- If the protocol will be continued, you may have the opportunity to remove personnel from the protocol on the Personnel tab. It is important to note that any other changes to the protocol (adding staff, agents or procedures) must be done via the amendment process.
- After all questions are completed, submit to the IACUC or IBC office for review.



Continuing Review
2022-0021 1

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- ✔ Continuing Review
- Preview Protocol

Continuing Review

This is the annual renewal of your IACUC protocol. Please answer the questions on the Progress Report tab, uncheck staff from the Personnel tab to remove them from your protocol, and submit a reminder, any updates to the protocol including adding staff or updating agents must be done via an amendment to the protocol.

Info

Progress Report

Protocol Number	2022-0021
Principal Investigator	Phillips, Shelley
Title	Test
Date of Initial Approval	04/22/2021
Department	
Organization	
Email	shelley.phillips@cayuse.com
Phone	

Species	USDA Category	Total # Approved	Balance	Approve Date
Mouse (Mus musculus)	E	100	100	04/22/2021

Find Page 1 of 1

Fund Source	Fund Title	Grant Number	Currently Funded	Sponsored Project #
National Institutes of Health	New Title		No	

Find Page 1 of 1

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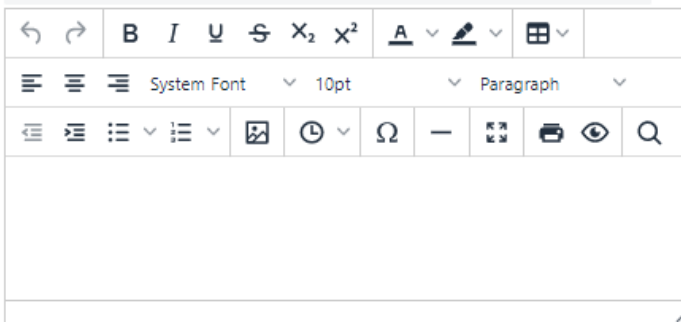
De Novo Review

De Novo Review Form

2022-0010 1

Protocol Number	2022-0010
Principal Investigator	Phillips, Shelley
Title	Test
Date of Initial Approval	04/30/2019
Department	
Organization	
Email	shelley.phillips@cayuse.com
Phone	

Progress Report. Provide a brief update on the progress made in achieving the specific aims of the protocol and describe any adverse events or exposures that occurred over the past year. *



Please choose De Novo Review Action

- If you want to close your protocol, please choose "Lapse upon expiration."

- If you choose "Protocol will be renewed," the protocol will be reviewed as if it is a new submission.

1. Complete the page and click Save.
2. Then click 'Start De Novo Review' at the bottom of the page. The system will open the currently approved protocol for editing. The system will prompt you to edit the details of each page to receive the green checkmark.
3. Please feel free to edit the form as needed to update information and include new work and justification for changes in animal numbers. **If no edits are needed, simply click in a text box or open a grid entry and resave to get the green checkmark.**
4. After all pages have green checkmarks, please submit for review. *

Click on **the protocol number** and then complete the form.

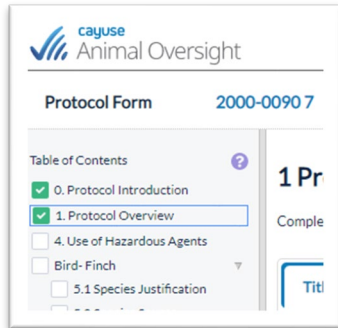
Select either **Protocol will be renewed** or **Lapse upon expiration**.

- If the protocol will be renewed, enter a progress report and click save. Next click start De Novo Review.
- If the protocol will lapse, select the animal disposition, save and then submit the progress report.

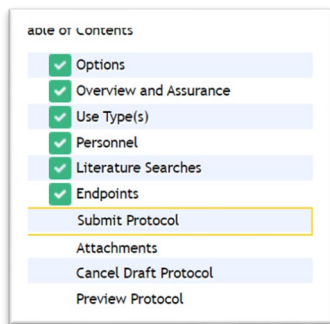
If the protocol will be renewed, a new version will be created with all of the protocol content. The new version will be in the draft protocols alert and open for editing. Open the draft and review each page. Some programs require that researchers perform new

literature searches for De Novo renewals. Please ask your administrators if you have specific questions about the renewal requirements at your institution.

In the De Novo protocol draft, each page will need to be reviewed and **saved** to get a green checkmark. All pages are available for editing in the De Novo renewal draft.



Once all pages have a green checkmark, the De Novo Review can be submitted.



Best Practices for Completing the De Novo Protocol Form

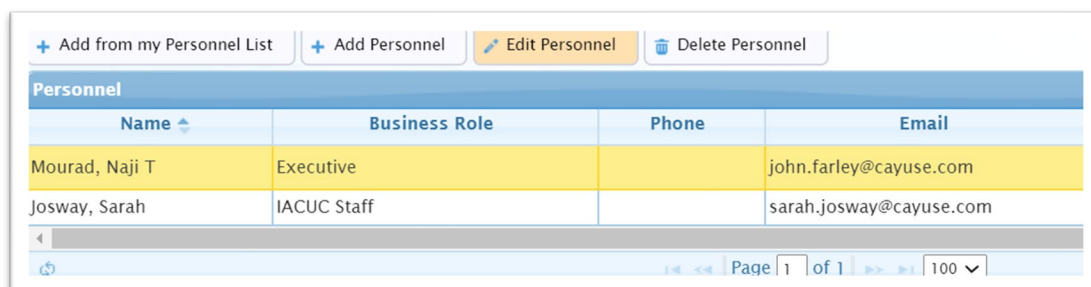
Pages without Tables

Click in any text area to place the page into the **Edit** view. The buttons at the bottom of the page will say Save and Cancel when in the edit view.

If no changes are needed on a page, you can confirm the details of the page by moving a radio yes/no button from yes to no or unchecking and rechecking a text box and clicking Save.

Tables or Grids

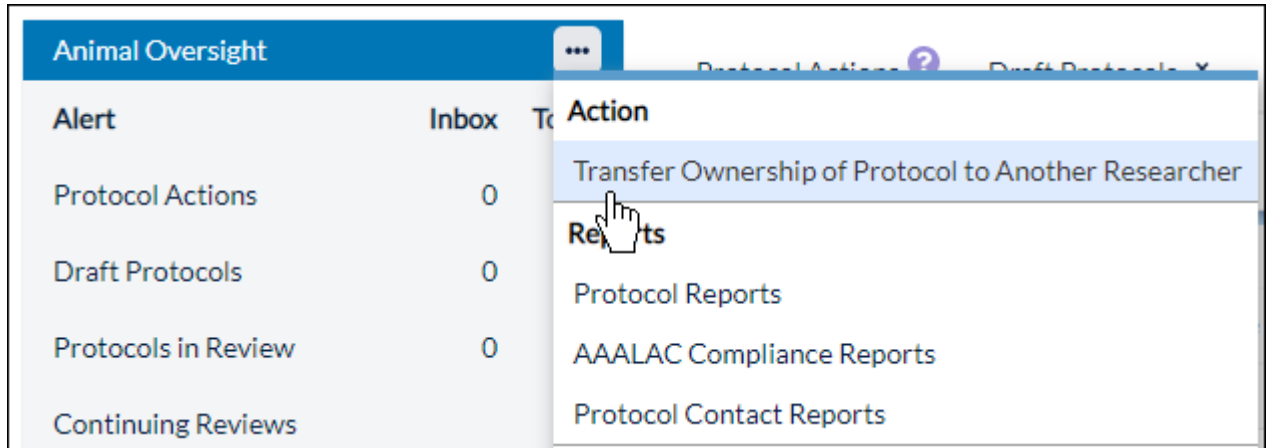
Highlight each entry and click **Edit** to view the details. Review the entry, edit as needed, and save to get the green checkmark.



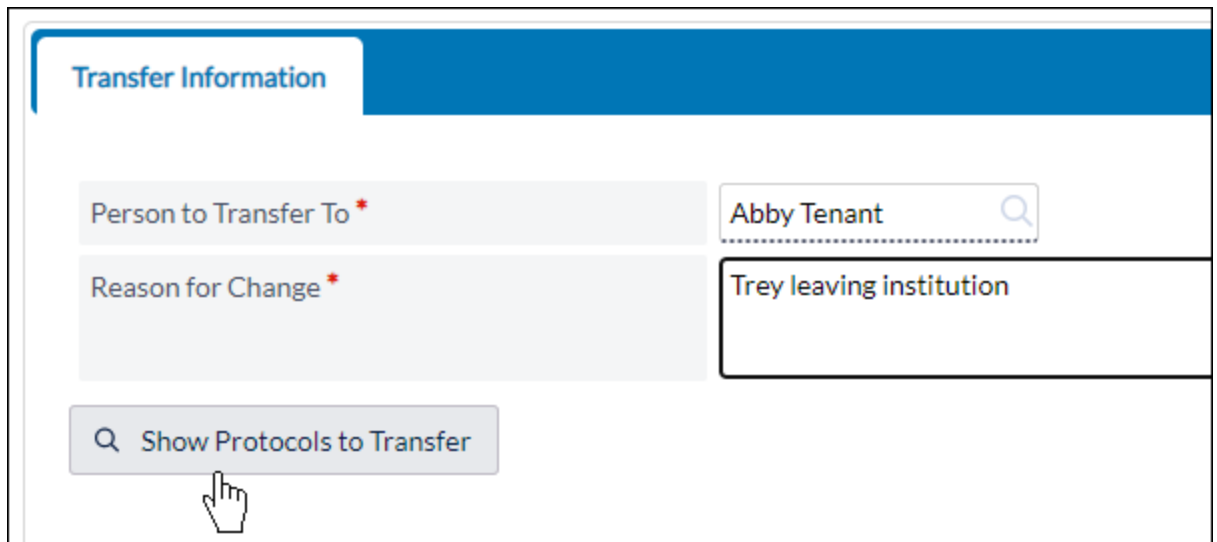
Transferring a Protocol to Another Researcher

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 or Hazard Safety.
2. Click **Transfer Ownership of Protocol to Another Researcher**.



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

A screenshot of a 'Transfer Information' form. It has two input fields: 'Person to Transfer To *' with the value 'Abby Tenant' and a search icon, and 'Reason for Change *' with the value 'Trey leaving institution'. Below the fields is a button labeled 'Show Protocols to Transfer' with a magnifying glass 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 *

Reason for Change *

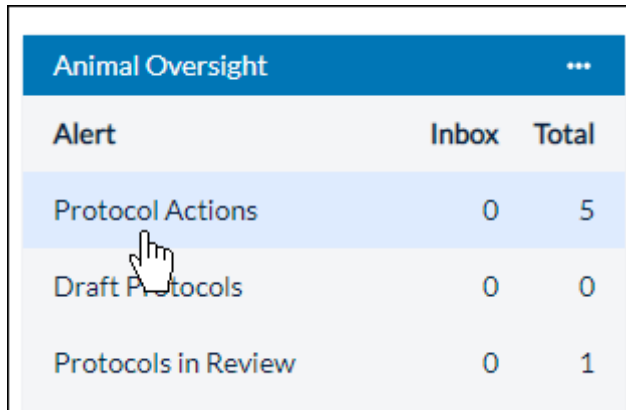
<input checked="" type="checkbox"/>	Protocol No	Protocol Version	Protocol Title	Approve Date	E
<input checked="" type="checkbox"/>	00001543	4	Transgenic Core Breeding Protocol	09/30/2020	09/
<input checked="" type="checkbox"/>	00001545	5	Gnotobiotic Core Breeding Protocol	09/01/2020	09/
<input checked="" 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 office.

Viewing the Register for a Protocol (Animal Oversight)

Viewing the register for your protocol allows you to view species ordering and usage activities. You can access this from Protocol Actions.

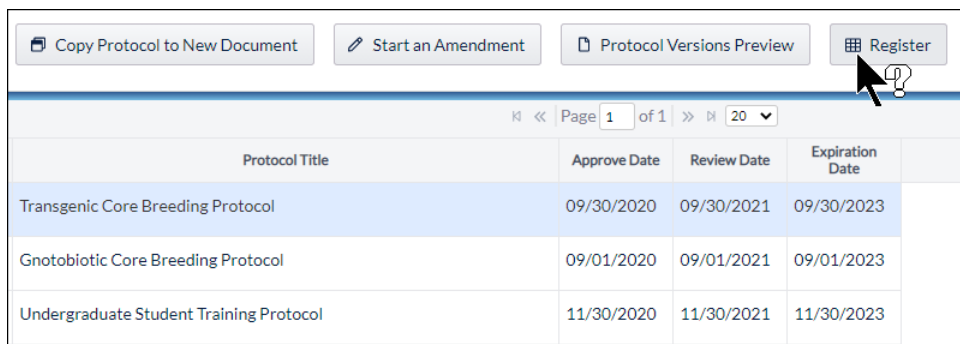
1. In the left-hand menu, click on **Protocol Actions**.



A screenshot of the 'Animal Oversight' menu. The menu has a blue header with the text 'Animal Oversight' and three dots to its right. Below the header is a table with three columns: 'Alert', 'Inbox', and 'Total'. The rows are 'Protocol Actions', 'Draft Protocols', and 'Protocols in Review'. A hand cursor is pointing at the 'Protocol Actions' row.

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

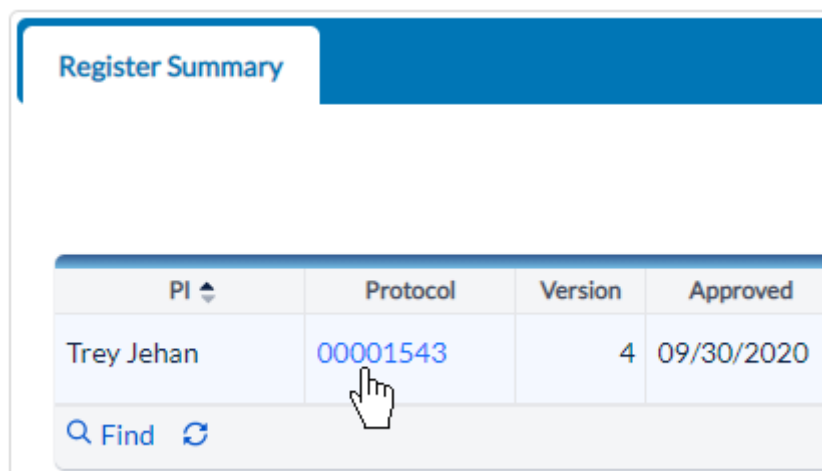
2. Click on the protocol for which you wish to view the registry, and click **Registry**.



A screenshot of the protocol registry interface. At the top, there are four buttons: 'Copy Protocol to New Document', 'Start an Amendment', 'Protocol Versions Preview', and 'Register'. A hand cursor is pointing at the 'Register' button. Below the buttons is a table with columns: 'Protocol Title', 'Approve Date', 'Review Date', and 'Expiration Date'. The table contains three rows of data.

Protocol Title	Approve Date	Review Date	Expiration Date
Transgenic Core Breeding Protocol	09/30/2020	09/30/2021	09/30/2023
Gnotobiotic Core Breeding Protocol	09/01/2020	09/01/2021	09/01/2023
Undergraduate Student Training Protocol	11/30/2020	11/30/2021	11/30/2023

3. Beneath Register Transactions, click on the protocol number to view additional information.



A screenshot of the 'Register Summary' page. The page has a blue header with the text 'Register Summary'. Below the header is a table with columns: 'PI', 'Protocol', 'Version', and 'Approved'. The table contains one row of data. A hand cursor is pointing at the protocol number '00001543'.

PI	Protocol	Version	Approved
Trey Jehan	00001543	4	09/30/2020

Additional information about the transaction will be displayed within a grid.

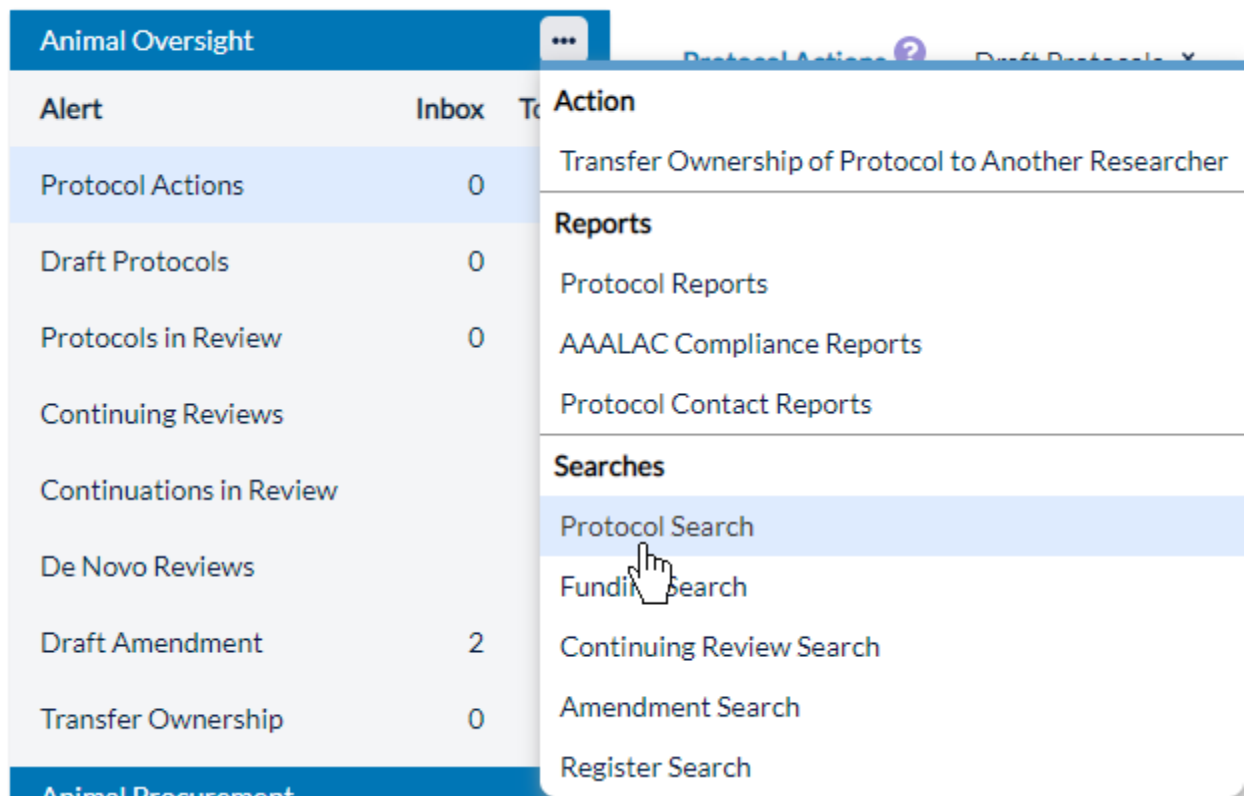
Register Transactions

Protocol ↕	Version	Species	Pain Level	Trans Date	Trans Time	Effective Date
00001543	4	Mouse	B	09/22/2020	12:09:38	09/30/2020
00001543	4	Mouse	B	09/01/2020	17:03:52.01	09/30/2020
00001543	4	Mouse	B	11/10/2020	20:53:58	11/10/2020
00001543	4	Mouse	B	11/18/2020	21:38:26	11/18/2020
00001543	4	Mouse	B	09/15/2020	06:52:57	09/15/2020

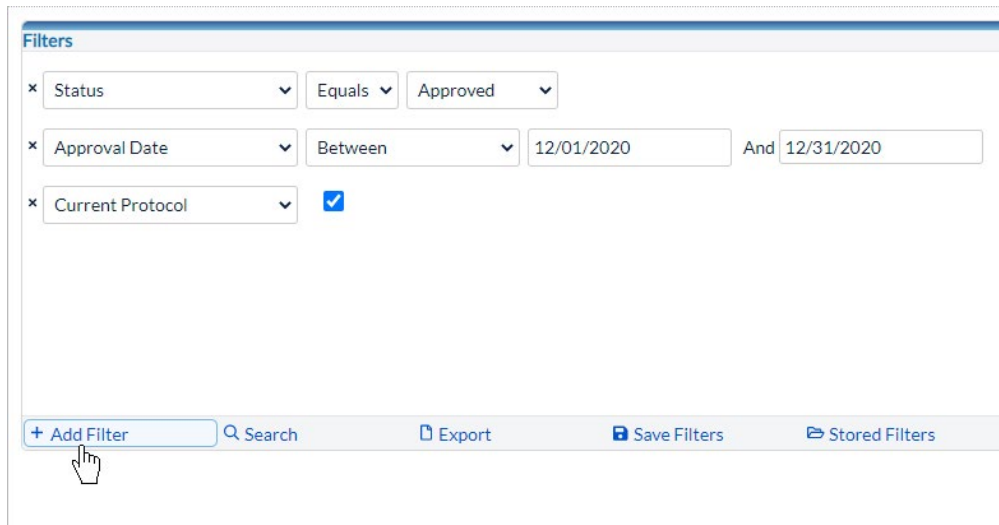
Running Searches

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

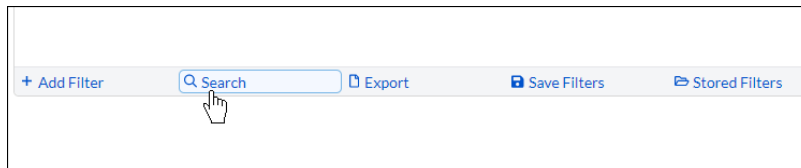
- Protocol Search
 - Funding Search
 - Continuing Review Search
 - Register Search
1. Click the menu next to the Animal Oversight or Hazard Safety header in the left-hand menu.
 2. Click on the type of search you wish to run.



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



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



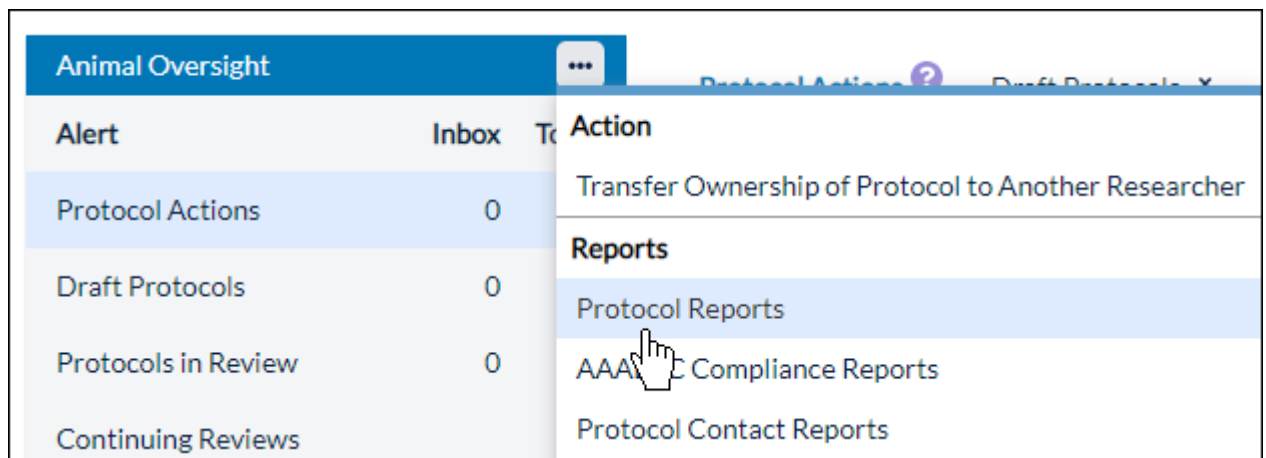
You can also **Export** the report to a .CSV, **Recall Filters**, or **Save Filters** for later.

Running Reports

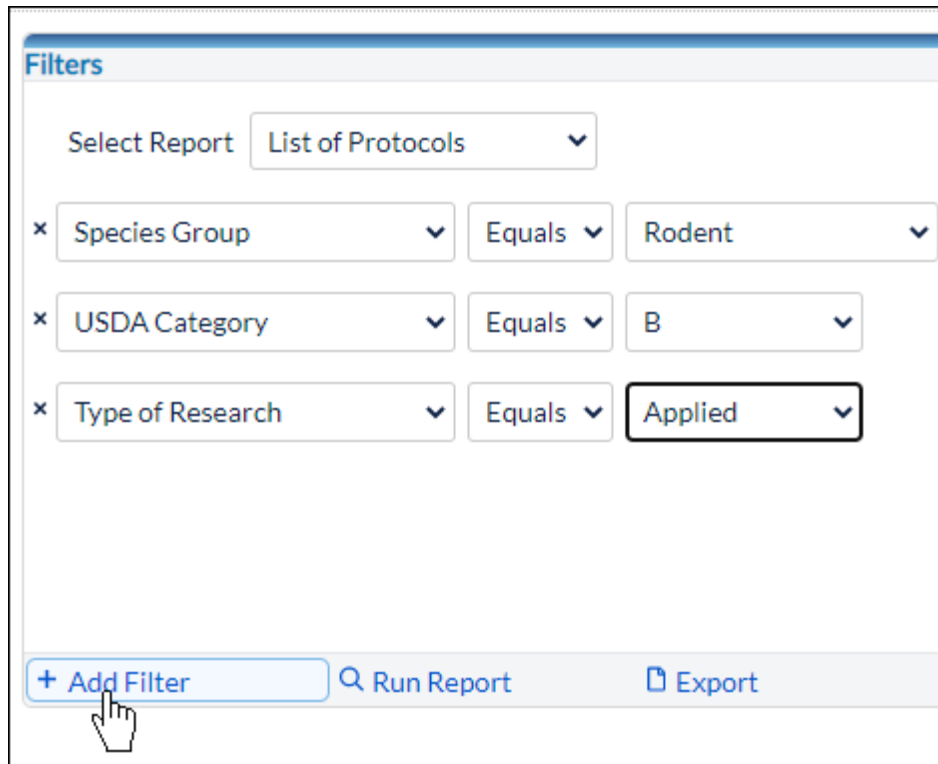
At some point, you may need to run reports in Animal Oversight or Hazard Safety. You can run three different kinds of reports:

- Protocol Reports
- AAALAC Reports
- Protocol Contact Reports

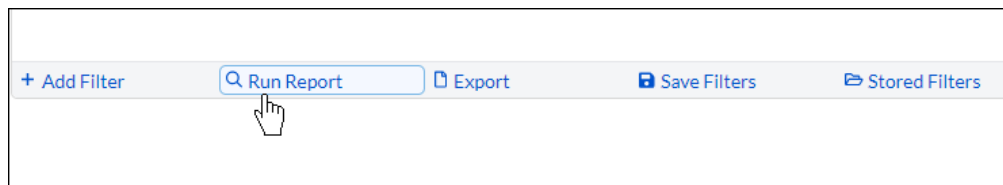
1. Click the menu next to the Animal Oversight or Hazard Safety header in the left-hand menu.
2. Click on the type of report you wish to run.



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**.



5. 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.