



Overview

This guide is for researchers navigating the mailbox alerts.

Supported Browsers

Chrome, Safari, and Firefox

Creating a New Protocol

1. Confirm that the Researcher Staff Members/PI role is selected.



2. Review the Mailbox alerts on the left side of the screen.

Mailbox		
IACUC		
Alert	Inbox	Total
Protocol Actions	0	6
Draft Protocols	11	11
Protocols in Review	1	5
Continuing Reviews	1	1
Continuations in Review		
De Novo Reviews	1	1
Draft Amendment	0	0
Transfer Ownership	3	3

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: protocols that have been submitted for review but are not yet approved

De Novo Reviews: De Novo reviews due to the IACUC but not yet submitted

Continuing Reviews: Continuing Reviews due to the IACUC but not yet submitted

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

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

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

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