

Overview

This guide is for researchers starting a new protocol, completing the form and submitting the protocol to the IACUC office for review.

Supported Browsers

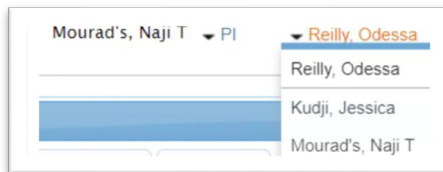
Chrome, Safari, and Firefox

Creating a New Protocol

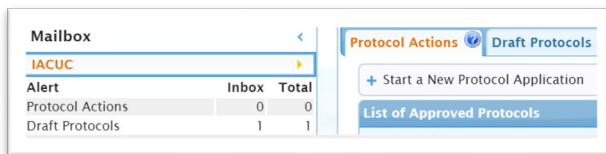
1. Confirm that the Researcher Staff Members/PI role is selected.



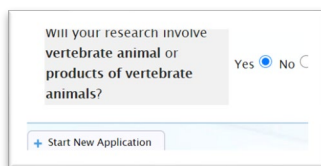
2. Confirm that the correct PI is chosen for the protocol. The name showing in **Orange** will be the PI on the IACUC protocol. If you are not part of another PI group, the system will only show your name.



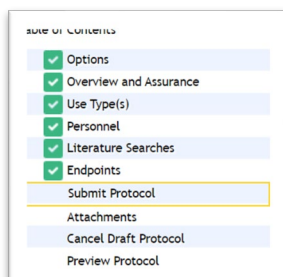
3. Click on **+Start a New Protocol Application** from the **Protocol Actions** alert tab.



4. Click on **Yes** and then click on **+ Start New Application**



5. Options Page: the questions here will populate additional pages for the form once saved. Complete this page.
6. As pages are completed, a green check mark will display in the table of contents. When all pages are completed, submit the protocol for review.





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 IACUC office. If you cannot find an item, please contact the IACUC 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 IACUC 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 IACUC 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**.

+ Add from my Personnel List + Add Personnel Edit Personnel Delete Personnel			
Personnel			
Name	Business Role	Phone	Email
Mourad, Naji T	Executive		john.farley@cayuse.com
Josway, Sarah	IACUC Staff		sarah.josway@cayuse.com

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.

Euthanasia

After a new euthanasia method is added, the system will display the question below. If you select OK, the system will prompt you to add a drug. If you select Cancel, the system will save the method.

testing.stg-esirius.cayuse.com says

Do you wish to Add Protocol Euthanasia Drugs?

OK Cancel