IBC GUIDE FOR RESEARCHERS – HOW TO USE MAILBOX ALERTS



Overview

This guide is for researchers navigating the mailbox alerts.

Supported Browsers

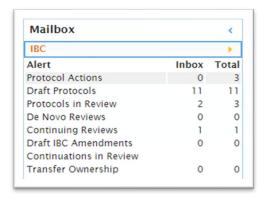
Chrome, Safari, and Firefox

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.



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 IBC but not yet submitted

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

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

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

