

Animal Oversight

IACUC Researcher Manual



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Accessing Cayuse

To access Cayuse, go to: <https://jmu.app.cayuse.com/>

It will redirect you to Duo:

JAMES MADISON UNIVERSITY

Log in to Cayuse Research Suite
- Live

ATTENTION:

- **Duo two-factor authentication is now required** for this and many other JMU systems. See [here](#) for a complete list.
- **If you have not yet enrolled with Duo**, find instructions [here](#). For assistance, contact the IT Help Desk at 540-568-3555, or email helpdesk@jmu.edu

JMU eID

Password

Log in

Protect Your Privacy!

Be sure to log out of this system by completely closing your web browser when finished. If you do not, someone else could use your web browser to login as you.

- **Windows users:** Close all web browser windows.
- **Mac users:** Quit your web browser

You will be brought to the My Tasks dashboard. Under Products, click on Animal Oversight:

The screenshot shows the 'My Tasks' dashboard in the Cayuse platform. The top navigation bar includes the 'cayuse platform Home' logo and a 'Products' dropdown menu. The dropdown menu is open, displaying the following options: Home, Human Ethics, Animal Oversight, Outside Interests, and Hazard Safety. A purple arrow points to the 'Animal Oversight' option. Below the navigation bar, the 'My Tasks' section features filter buttons for 'Assigned to Me', 'Created by Me', 'Open', and 'All'. A table header is visible with columns: Task, Task Type, From, Assigned To, Created, and Last Active. The table content is empty, displaying 'No Saved Tasks'.

You will be taken to your Researcher Staff Members dashboard:

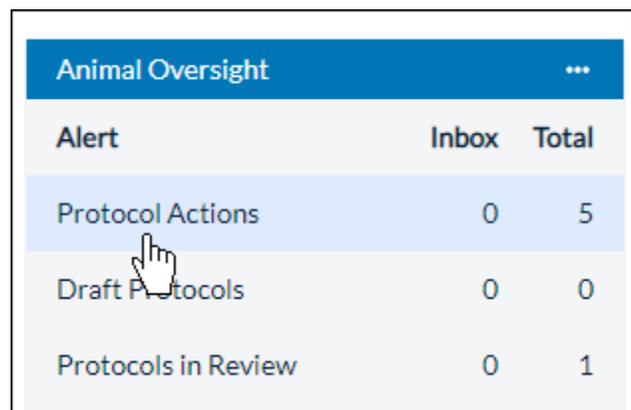
The screenshot shows the 'Researcher Staff Members' dashboard in the Cayuse Animal Oversight system. The top navigation bar includes the 'cayuse Animal Oversight' logo, 'Site: JMU', 'Role: Researcher Staff Members', 'PI Group: [redacted]', and 'Products' dropdown menu. The dashboard is divided into two main sections. On the left, there is a table for 'Animal Oversight' with the following data:

Alert	Inbox	Total
Protocol Actions	0	1
Draft Protocols	6	6
Protocols in Review	1	5
Continuing Reviews		

On the right, the 'Protocol Actions' section includes the following buttons: '+ Start a New Protocol Application', 'Copy Protocol to New Document', 'Start an Amendment', 'Protocol Versions Preview', and 'Register'. At the bottom, there is a search bar with 'Find' and a refresh icon, and a pagination control showing 'Page 1 of 1' and 'View 1 - 1 of 1'.

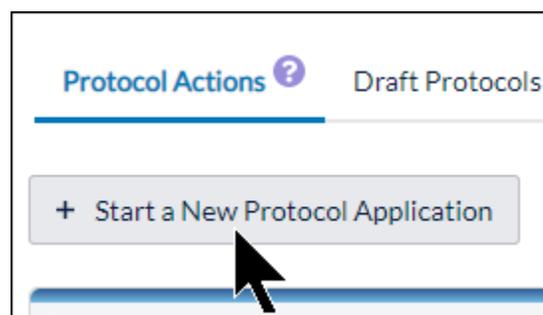
Starting and submitting your protocol

Within IACUC, 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

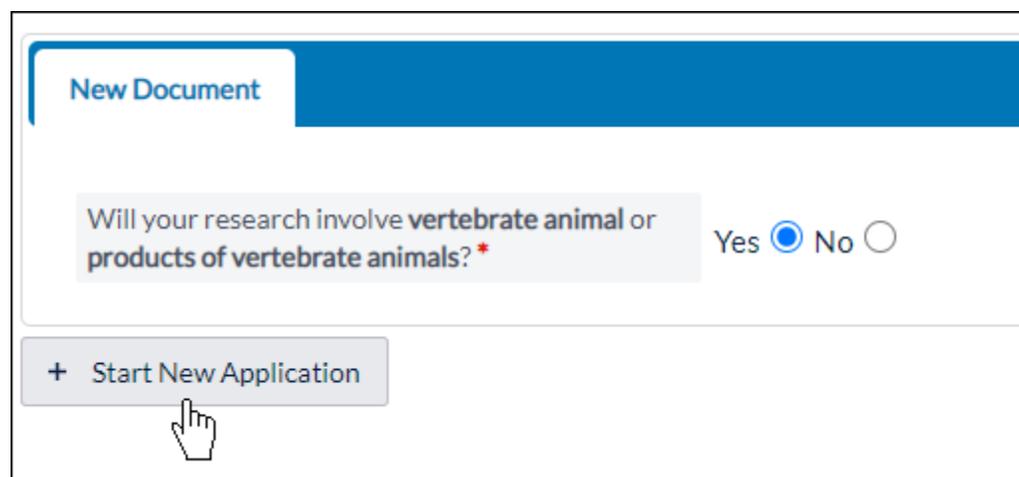
Beneath Protocol Actions, click **Start a New Protocol Application**.



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.

Click **Start New Application**.

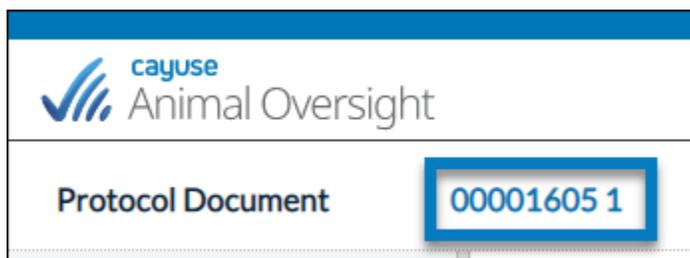


New Document

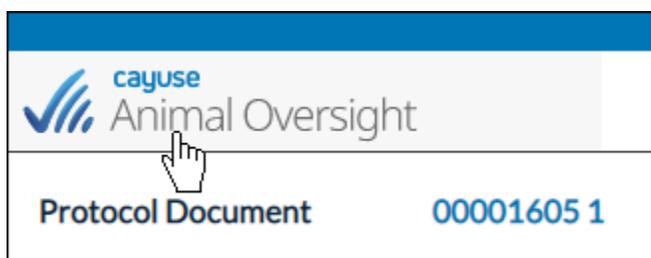
Will your research involve **vertebrate animal or products of vertebrate animals?** * Yes No

+ Start New Application

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.



Please Note: You can exit the protocol document at any time and continue working on it later by clicking **Animal Oversight** in the top left-hand corner. The Protocol will be saved in the Draft Protocols tab and you will be taken back to your dashboard.



Completing Your Table of Contents Options

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

Protocol Introduction

Choose Options

- Funded?
- Will you be collaborating with an outside institution? Yes No
- Will field studies be conducted? Yes No
- Will animals be moved through public access areas or taken outside of the vivarium? Yes No

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?
<div style="display: flex; justify-content: space-between; align-items: center;"> + Add Edit Delete Find Page 1 of 0 </div> <div style="margin-top: 5px;"> Add new row </div>					

>> Next page

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"/>

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

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

Protocol Document

00000036 1

Table of Contents

- Options
- Protocol Overview
- Funding
- Use Type(s)
- Mouse (mus Musculus)
 - Info
 - Choice Justification
 - Source
 - Enrichment/Social Housing
 - Quarantine/Stabilization
 - Use Locations
 - Strains
 - Procedures/Exceptions
 - Animal Numbers
 - Methodology

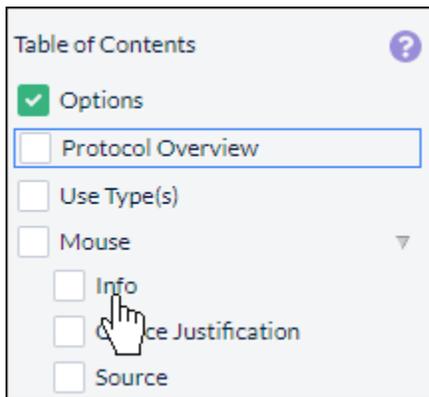
Protocol Overview

Protocol Information

Title
Enter title for this Protocol *

Scientific Goals
How would you explain to a non-scientist the long term or overall scientific goals and objectives of the proposed work? *

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.



The image shows a 'Table of Contents' form with a title bar and a help icon. The form contains several sections, each with a checkbox. The 'Options' section is checked with a green checkmark. The 'Protocol Overview' section is highlighted with a blue border. The 'Mouse' section has a dropdown arrow. A mouse cursor is pointing at the 'Info' checkbox.

Section	Status
Options	Checked (Green)
Protocol Overview	Unchecked (Blue border)
Use Type(s)	Unchecked
Mouse	Unchecked (Dropdown arrow)
Info	Unchecked (Mouse cursor)
Office Justification	Unchecked
Source	Unchecked

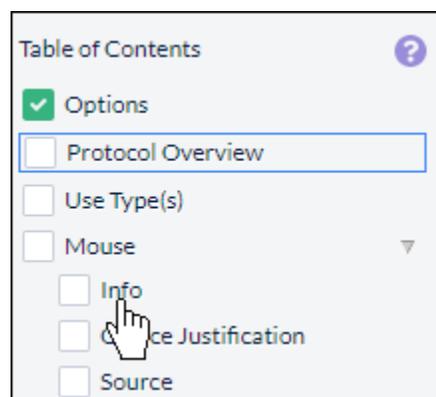
Default Sections

The default sections within all protocols are as follows:

- Options
- Protocol Overview
- Use Type(s)
- Personnel
- Databases Searched
- Endpoints

Filling Out Your Protocol

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.



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.

If all required questions are answered within a section, a green checkmark will appear next to the section within the table of contents.



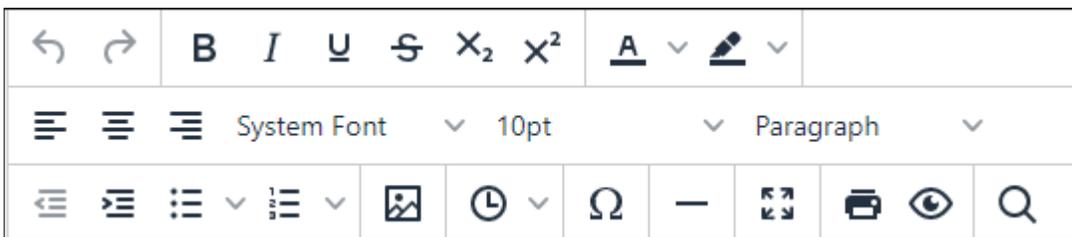
Text Fields

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

Scientific Goals

How would you explain to a non-scientist the long term or overall scientific goals and objectives of the proposed work? *

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.

Enrichment

Will animals be socially housed?

The *Guide* states on p. 64 that *Single housing of social species should be the exception and justified based on experimental requirements or veterinary-related concerns about animal well-being.* *

Yes No

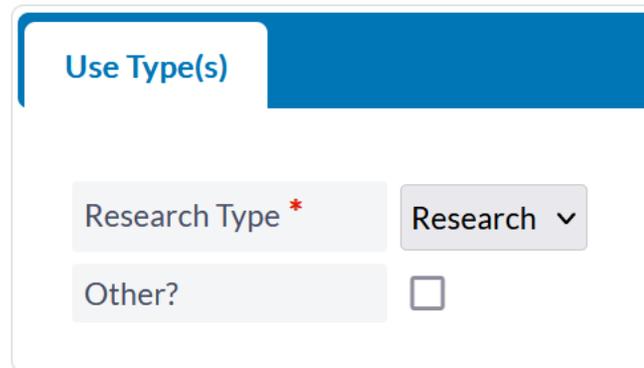
Will environment enrichment be provided? *

Yes No

Check Boxes

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

Type of Animal Use

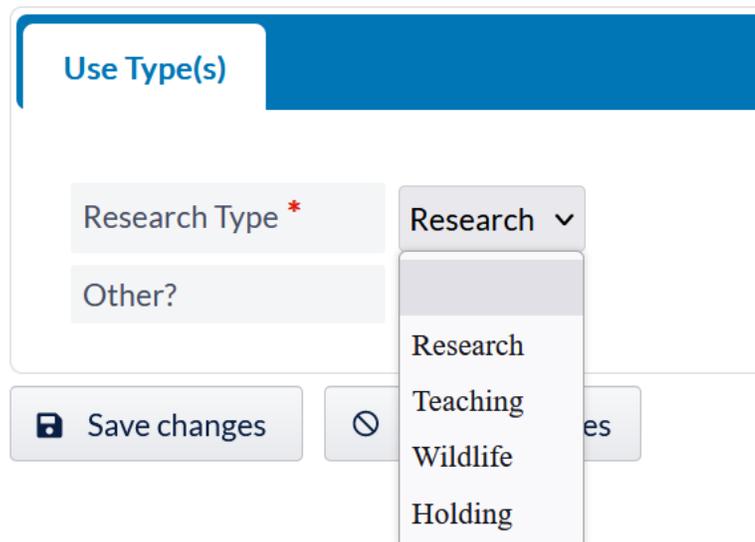


The form is titled "Use Type(s)" and contains two input fields. The first field is labeled "Research Type" with a red asterisk, and its value is "Research". The second field is labeled "Other?" and has an unchecked checkbox next to it.

Drop-Down Menus

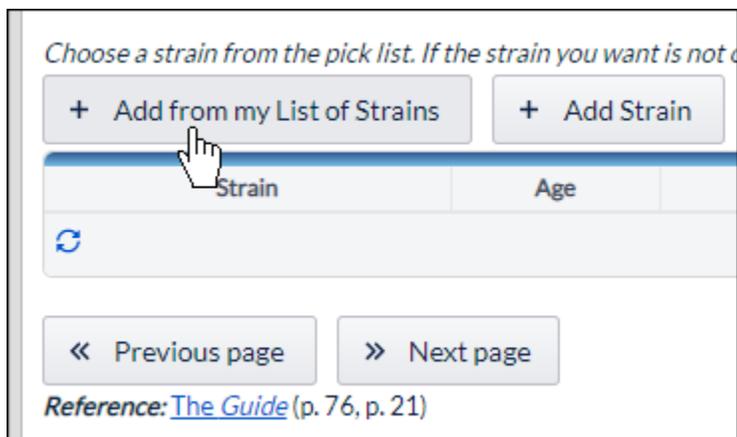
Questions with drop-down menus are similar to radio button questions, and will let you select one answer from a set of configured choices.

Type of Animal Use



The form is titled "Use Type(s)" and contains two input fields. The first field is labeled "Research Type" with a red asterisk, and its value is "Research". The second field is labeled "Other?". A drop-down menu is open for the "Research Type" field, showing the following options: Research, Teaching, Wildlife, and Holding. Below the form, there are buttons for "Save changes" and a "Cancel" button (represented by a circle with a slash).

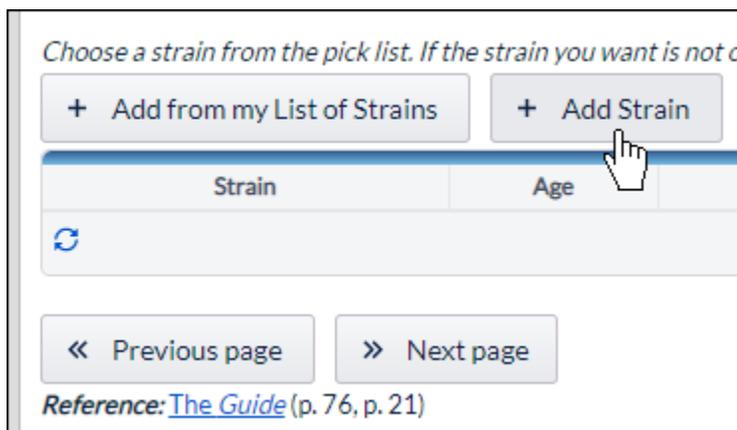
Add From List



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.

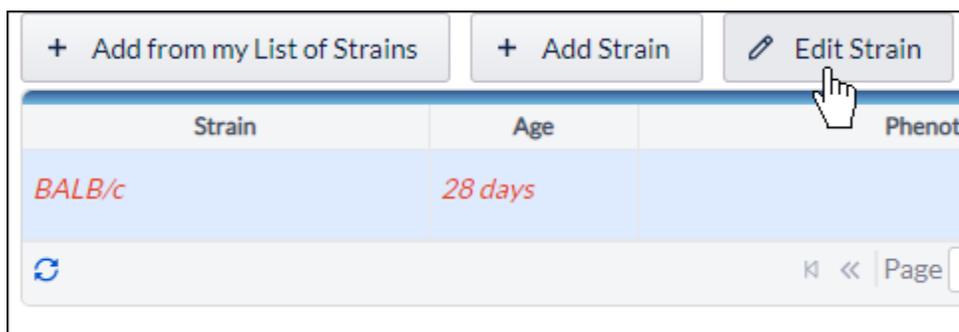
Add New

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.



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.

[+ Add from my List of Strains](#) [+ Add Strain](#) [✎ Edit Strain](#) [🗑 Remove Strain](#)

Strain	Age	Phenotype	Weight
BALB/c	28 days		

🔄 ⏪ << Page 1 of 1 >> ⏩ 20 ▾

Academic Unit Head Approval

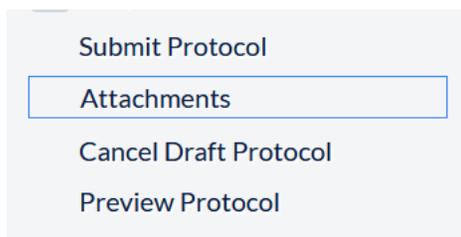
Before you submit your protocol, complete the Academic Unit Head Approval form available on the ORI website: <https://www.jmu.edu/researchintegrity/iacuc/forms/academic-unit-head-approval.docx>.

research and/or teaching, including PHS policies, USDA regulations, all federal, state, and local laws and regulations.

- I certify that all individuals working on this protocol will read and understand the approved procedures described in this protocol, prior to initiating any animal work on this project.
- I certify that all individuals working on this protocol will read and understand the approved procedures described in all future modifications to this protocol, prior to initiating any work covered by the modification.
- I certify that all personnel will be made aware of the various health hazards they may encounter while working on this protocol, complete applicable training, and will be trained on the appropriate steps to mitigate any risks.
- I certify that all personnel will be provided with sufficient time to obtain the training necessary for their participation in this project.
- I certify that all animals will be lawfully acquired and that the animal activities approved in this protocol will not begin until required permits and committee approvals are obtained.
- I certify that the committee will be notified regarding any unexpected study results or incidents that cause more than slight or momentary pain or distress to animals, including unexpected morbidity and mortality.
- I understand that failure to comply with any of the above conditions is a matter of non-compliance and can result in approval delays and/or suspension of any or all animal-related activities associated with this protocol.

Please download the [Academic Unit Head Approval](#) form. Complete this form with your academic unit head and then upload it under the attachments section.

Once obtained, upload it to the Attachments section.



Submit Protocol

Attachments

Cancel Draft Protocol

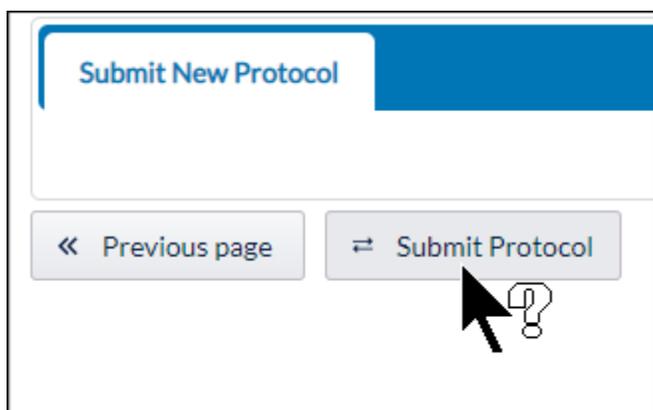
Preview Protocol

Important Note: ORI will obtain the Attending Veterinarian's verification once the protocol has been submitted.

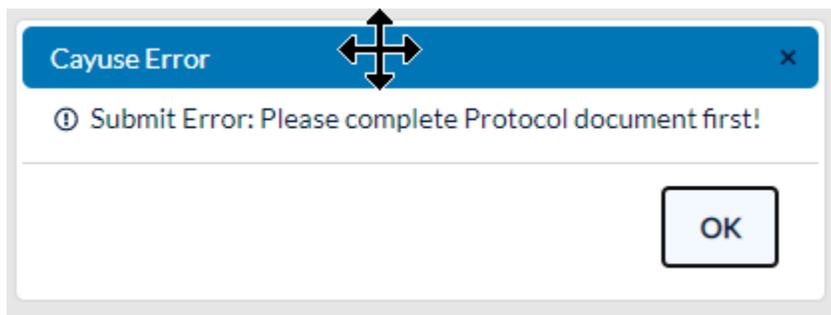
Submitting Your Protocol

If green checkmarks appear next to every section within the table of contents of your protocol, then you are ready to submit.

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 IACUC 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

Submitted	PI	Protocol #
Find		
De Novo - 1 Protocol(s) Submitted		
09/28/2020	Trey Jehan	00001561
New - 1 Protocol(s) Submitted		
12/17/2020	Trey Jehan	00001605

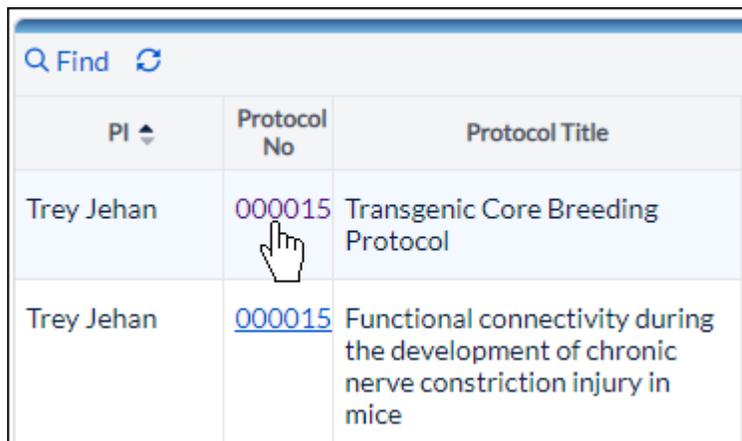
When your protocol has been reviewed and approved, it will appear in your Protocol Actions inbox.

Protocols in Review			Q Find 		
	0	2	Submitted	PI	Protocol #
Continuing Reviews 			▼ De Novo - 1 Protocol(s) Submitted		
Continuations in Review			09/28/2020	Trey Jehan	00001561
De Novo Reviews			▼ New - 1 Protocol(s) Submitted		
Draft Amendment	2	2	12/17/2020	Trey Jehan	00001605
Transfer Ownership	0	0			

Important Note: ORI will route to the Attending Veterinarian for verification before it is assigned to the IACUC for review.

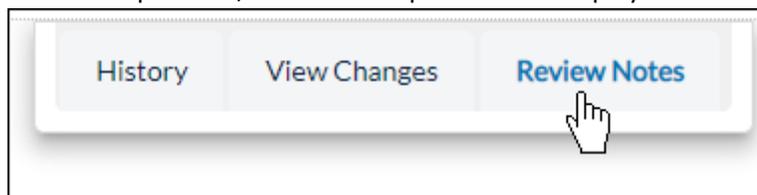
Revising Your Protocol in Animal Oversight

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.

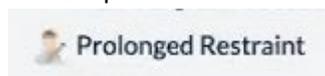


PI	Protocol No	Protocol Title
Trey Jehan	000015	Transgenic Core Breeding Protocol
Trey Jehan	000015	Functional connectivity during the development of chronic nerve constriction injury in mice

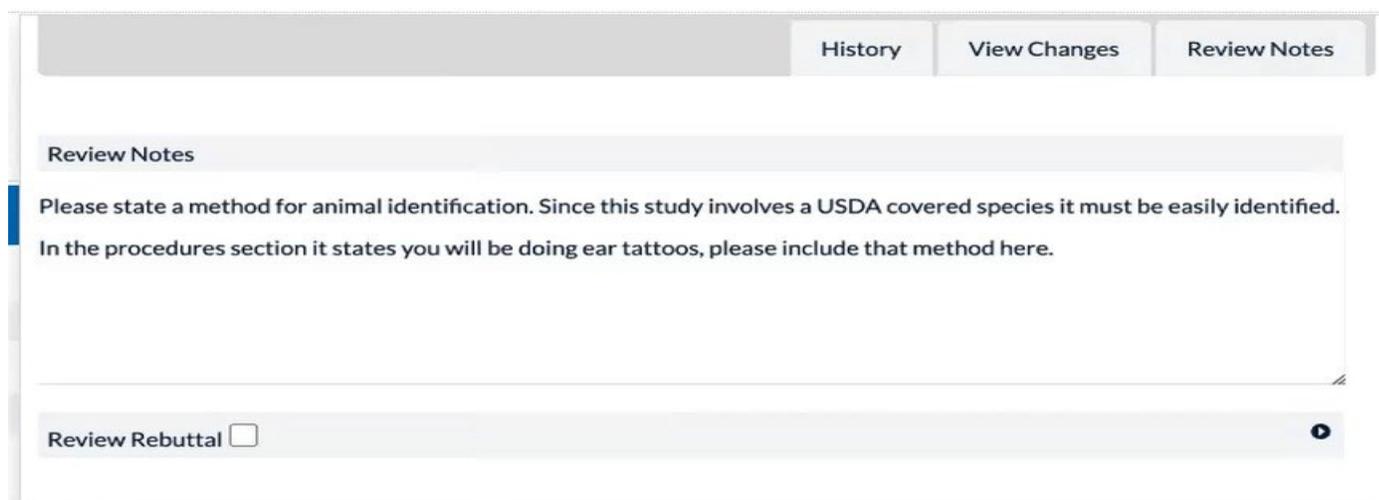
Within the protocol, the reviewer pane will be displayed on the right-hand side. Click on a tab to expand the pane.



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. Information must be added to each section of the protocol in order to complete the page and get the green box. In some cases, you may have to respond to a reviewer remark in the rebuttal field to make this change.



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 two buttons: '+ Start a New Protocol Application' and 'Copy Protocol to New Document'. A mouse cursor is pointing at the 'Copy Protocol to New Document' button, which has a question mark icon next to it. A tooltip is visible next to the button, stating: 'Highlight a protocol to start a new protocol copy of the selected'. 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 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

Enter a reason for amending the protocol, and click **Amend Protocol**.

The screenshot shows the 'Amend Protocol' form. It contains the following fields:

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

At the bottom of the form is a button labeled 'Amend Protocol' with a pencil icon. A mouse cursor is pointing at the button.

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.

Continuing Reviews

If you need to submit a continuing review, you can do so from the Continuing Reviews inbox.



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

Click on the protocol you wish to continue:



Site: JMU Role: Researcher Staff Me

Animal Oversight		
Alert	Inbox	Total
Protocol Actions	0	1
Draft Protocols	2	2
Protocols in Review		
Continuing Reviews	1	1
Continuations in Review		
De Novo Reviews		
Draft Amendment	0	0
Transfer Ownership	0	0
Hazard Safety		
Reports		

Protocol Actions ? Continuing Reviews ×

[Preview Protocol](#)

PI	Protocol #	Version	Title	Date Approved	Review Date	Expiration Date	Due Days	Status
Farley, John	0000003	3	Example Protocol	02/28/2023	02/28/2025	02/28/2026	11	Approved (w/o Stipulation)

Click on the Progress Report tab, select an option from the drop-down menu, and provide a brief summary of progress to date.

Continuing Review
00000003 3

Table of Contents

- Continuing Review
- Submit Continuing Review
- Preview Protocol

Continuing Review

Info

Progress Report

Select Withdrawn to terminate your protocol.

Status *

Progress Report. If the status of this project is Continue As Is, provide a brief update on the progress made in achieving the specific aims of the protocol. *

Continue As Is
Withdrawn

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Save changes

Cancel changes

If continuing the study, indicate if personnel will continue on the study:

Site: JMU Role: Researcher Sta

Continuing Review
00000003 3

Table of Contents

- Continuing Review
- Submit Continuing Review
- Preview Protocol

Continuing Review

Info

Progress Report

Project Personnel

Adverse Events

- Unchecked personnel will be dropped from the protocol form.
- To add personnel, create a new amendment and update the Personnel section of the protocol form.

Carry Forward to Next Year?	Name	Role	Phone	Email	Organization
<input checked="" type="checkbox"/>	Farley, John			john.farley@cayuse.com	CoS
<input checked="" type="checkbox"/>	Karper, Amanda	Researcher Staff Members		amanda.karper@cayuse.com	CoS

Save changes

Cancel changes

On the next tab, indicate if there have been any adverse events within the past year:

Continuing Review 00000003 3

Table of Contents

- Continuing Review
- Submit Continuing Review
- Preview Protocol

Continuing Review

Info Progress Report Project Personnel **Adverse Events**

Have you experienced any adverse events or unexpected outcomes in the past year? *

Yes No

Once all questions have been answered, submit the Continuing Review form:

Continuing Review 00000003 3

Table of Contents

- Continuing Review
- Submit Continuing Review
- Preview Protocol

Submit

By submitting this protocol, I acknowledge and agree to the following terms.

De Novo Reviews

If your protocol is due for a De Novo Review, you can do so from the De Novo Reviews inbox.



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

Click on the protocol you wish to continue:



Site: JMU Role: Researcher Staff Members PI Group:

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

Protocol Actions ? Protocols in Review × **De Novo Reviews ×**

[Preview Protocol](#)

PI	Protocol #	Version	Title	Date Approved	Review Date	Expiration Date	Due Days	Protocol Status	Document
	00000029	1	Test Protocol	03/18/2022	03/18/2025	03/18/2025	28	Approved (w/o Stipulation)	New

Page 1 of 1 20

Provide a brief summary of progress to date and select an option from the drop-down menu:



De Novo Review Form

00000029 1

Progress Report. If the status of this project is Renewal, provide a brief update on the progress made in achieving the specific aims of the protocol. *

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Please choose De Novo Review Action

- To close the protocol, please choose Lapse upon expiration.

- To renew the protocol, select Protocol will be renewed. The renewal protocol will be reviewed as if it is a new submission. If you need assistance, please reach out to the office.

Instructions:

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. *

▼

Protocol will be renewed

Lapse upon expiration

Category	Total # Approved	Balance	Approve Date
Musculus)	50	50	03/18/2022

If protocol will be renewed, click on “Start De Novo Review” at the bottom of the page:

Fund Source	Fund Title
National Science Foundation	

Update the protocol with any changes then click on Submit Protocol.

Closing a Protocol

If your protocol needs to be closed, follow the steps for Continuing Review or De Novo Review.

Continuing Review

On the Progress Report tab, select “Withdrawn,” provide a progress report, and choose an option of what will happen to the animals. Save changes once complete.

The screenshot displays the Cayuse Animal Oversight interface for a 'Continuing Review' of protocol 00000005 1. The page is divided into a left sidebar and a main content area. The sidebar contains a 'Table of Contents' with links for 'Continuing Review', 'Submit Continuing Review', and 'Preview Protocol'. The main content area has a header with 'Continuing Review' and the protocol ID '00000005 1'. Below the header are two tabs: 'Info' and 'Progress Report', with 'Progress Report' being the active tab. The main content area contains a form with the following elements:

- A heading: "Select Withdrawn to terminate your protocol."
- A 'Status' field with a dropdown menu currently set to 'Withdrawn'.
- A 'Progress Report' text area with a placeholder text: "Progress Report. If the status of this project is Continue As Is, provide a brief update on the progress made in achieving the specific aims of the protocol. *".
- A rich text editor toolbar with options for undo, redo, bold, italic, underline, strikethrough, and font settings.
- An 'Animal Disposition' dropdown menu that is open, showing the following options:
 - Euthanize
 - Leaving with PI
 - Transfer to Another Protocol
 - Return to the Herd
 - Return to the Wild
 - No Animals Left
- At the bottom of the form are two buttons: 'Save changes' and 'Cancel changes'.

De Novo Review

Provide a progress report then select “Lapse Upon Expiration” and choose an option of what will happen to the animals. Save changes once complete.

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. *

Lapse upon expiration

If research is withdrawn, what is the disposition of animals? *

	Total # Approved	Balance	Approve Date
Euthanize	50	50	03/18/2022
Leaving with PI			
Transfer to Another Protocol			
Return to the Herd	100	100	03/18/2022
Return to the Wild			
No Animals Left			
Mouse (mus Musculus) D	200	200	03/18/2022
Mouse (mus Musculus) E	50	50	03/18/2022

Page 1 of 1

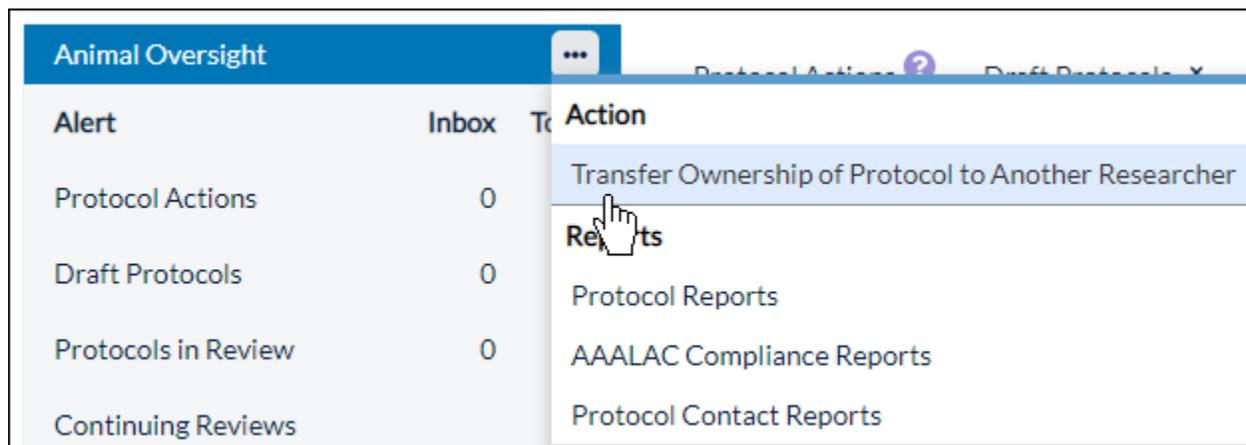
Fund Source	Fund Title	Grant Number	
National Science Foundation		24-0001	Yes

Page 1 of -1

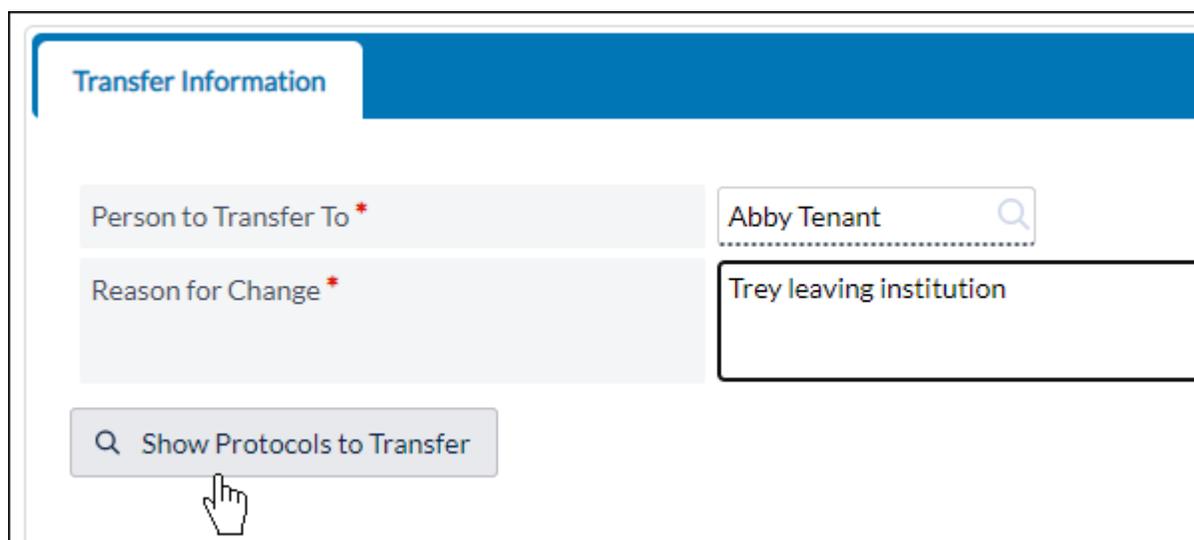
Transferring a Protocol

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.
2. Click **Transfer Ownership of Protocol to Another Researcher**.



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

A screenshot of a web application form titled "Transfer Information". The form has two main input fields. The first is labeled "Person to Transfer To" with a red asterisk, and it contains the text "Abby Tenant" next to a search icon. The second is labeled "Reason for Change" with a red asterisk, and it contains the text "Trey leaving institution". Below these fields is a button labeled "Show Protocols to Transfer" with a search 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 *

Abby Tenant 🔍

Reason for Change *

Trey leaving institution

✓ Finish Transfer Request

⊘ Cancel

	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 IACUC office.

Understanding Alerts in Animal Oversight

In Cayuse Animal Oversight, 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

Draft Protocols

This alert displays the protocols that have yet to be submitted. You can continue to edit the protocol by clicking on the protocol number.

Protocols in Review

This alert displays the workflow process, showing both the sender and recipient of the protocol. If a protocol appears in italics, it means the protocol hasn't yet been submitted to the PI.

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 Draft Protocol Alerts.

Continuing Review

This alert shows protocols that have come up for the first year review.

Continuations in Review

This alert shows first year review protocols that are in review by the IACUC committee.

De Novo Reviews

This alert will show protocols up for their three year review.

Draft Amendment

This alert will show draft amendments.

Transfer Ownership

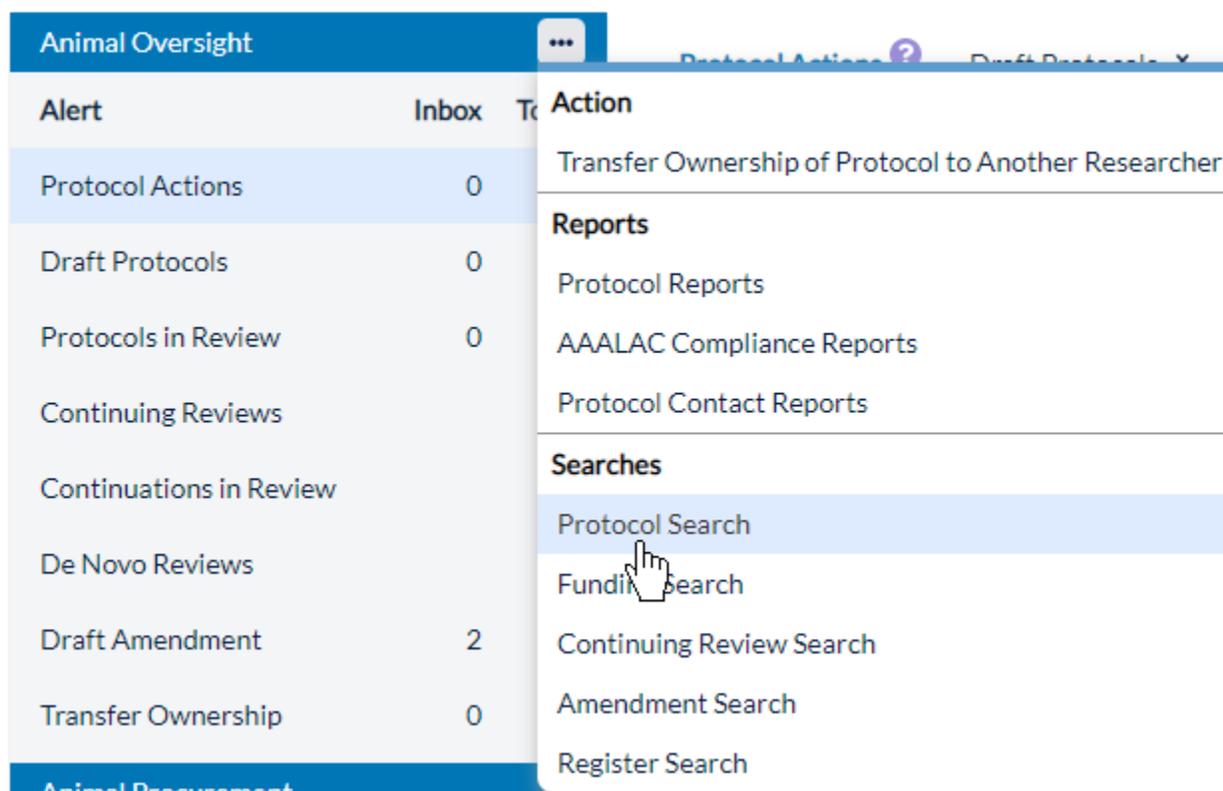
This alert shows all protocols where the transfer of ownership is pending.

Running a Search in Animal Oversight

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

- Protocol Search
- Funding Search
- Continuing Review Search
- Register Search

1. Click the menu next to the Animal Oversight 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**.

Filters

× Status ▾ Equals ▾ Approved ▾

× Approval Date ▾ Between ▾ 12/01/2020 And 12/31/2020

× Current Protocol ▾

+ Add Filter Search Export Save Filters Stored Filters

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

+ Add Filter Search Export Save Filters Stored Filters

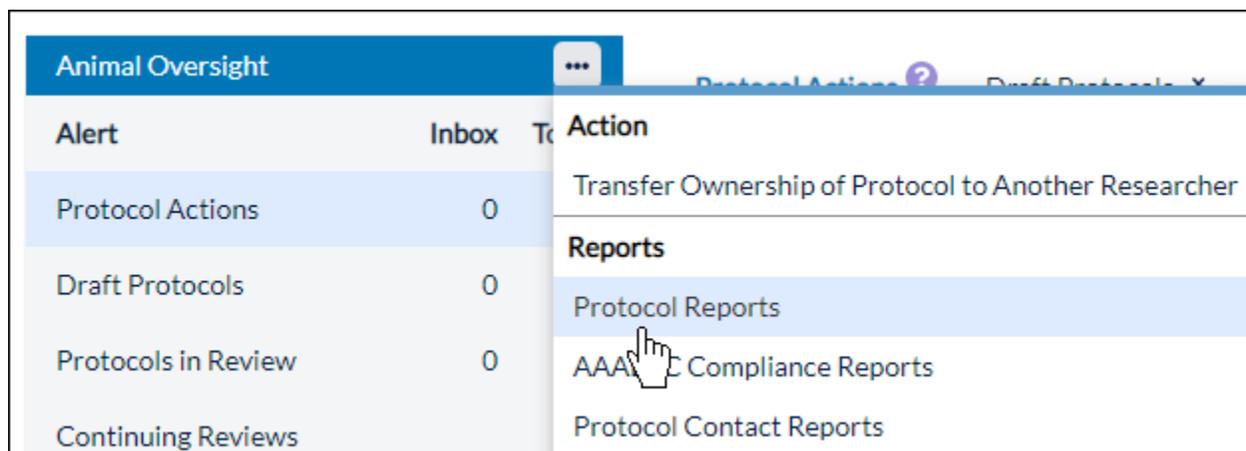
You can also **Export** the report to a .CSV, **Recall Filters**, or **Save Filters** for later.

Running Reports in Animal Oversight

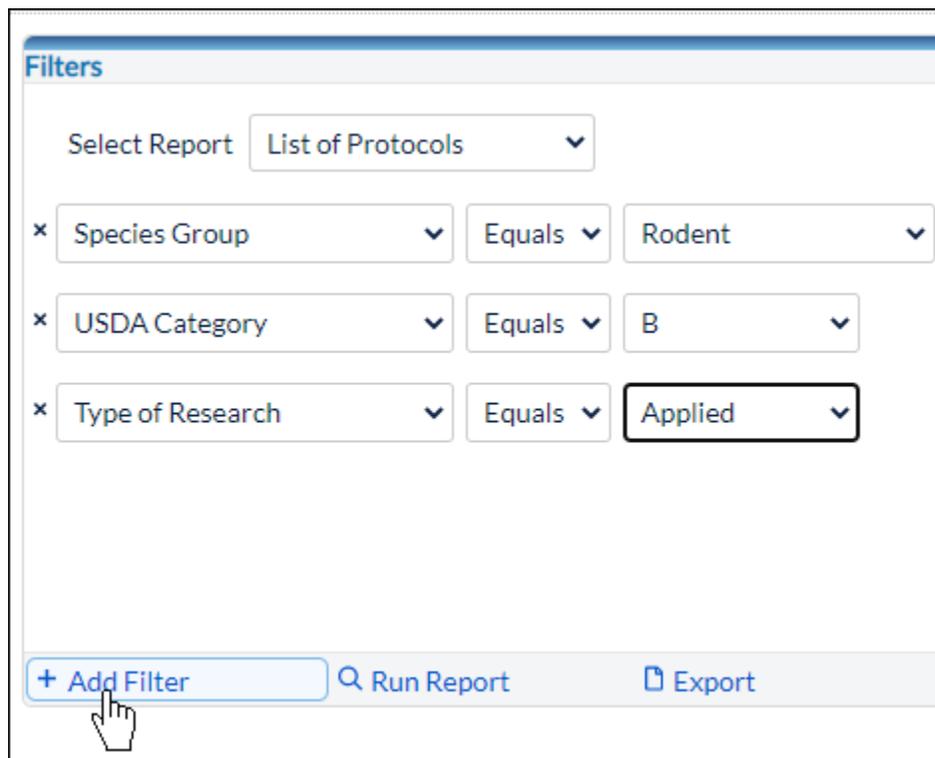
At some point, you may need to run reports in Animal Oversight. You can run three different kinds of reports:

- Protocol Reports
- AAALAC Reports
- Protocol Contact Reports

1. Click the menu next to the Animal Oversight 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**.



- 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.

Frequently Asked Questions

What is Cayuse Animal Oversight?

Cayuse Animal Oversight is a web-based application used to draft, review, approve, and manage Institutional Animal Care and Use Committee (IACUC) protocols. All submissions can be accessed via the website on any device linked to the internet. Users will receive emails from the Cayuse system when action is required on a protocol, such as at the annual renewal or De Novo (3-year) renewal.

Who has access to Cayuse Animal Oversight?

Users will need to be granted access by the IACUC administrators. If you need to access the application, please reach out to the [Office of Research Integrity \(ORI\)](#) for assistance.

Who can submit protocols in Cayuse Animal Oversight?

Users with the Researcher Staff Members role that have PI eligibility may submit protocols. In addition, only JMU faculty may serve as PI. Please see the guidance on [Principal Investigator Eligibility](#).

How do I receive updates regarding my Cayuse IACUC submissions?

The application will send users emails when action is required on submissions. For example, the Cayuse Animal Oversight application will send users notifications when a protocol has questions from the IACUC that need to be addressed or when a protocol is due for renewal.

Is there a character limit?

There is no known character limit. If you run out of space, you may upload as an Attachment.

My Procedure, Species, Drug, etc. is not available in the protocol.

Data dictionaries were created based on current information. If your proposed procedure, species, etc. is not listed, please complete the following form and ORI will add them to the system: <https://forms.office.com/r/nXU1WLArvs>.

Can I initiate multiple submissions (e.g., Amendment and Renewal) for the same study at the same time?

The system does not allow multiple amendments on a single protocol at one time.

Where can I get help with Cayuse Animal Oversight?

Cayuse Animal Oversight offers an in-application resource center. Please click the question mark in the bottom right of your screen when you are in the Animal Oversight application. For additional resources, reach out to ORI.

How will Cayuse Animal Oversight help researchers?

The application offers many benefits to researchers.

- Transparency: view protocol status at all times;
- Improved Compliance: renewal reminders are automated and submissions requiring action will display in your inbox;
- Web-Based: submissions can be accessed on any device with an internet connection; and
- Reduced Administrative Burden: the smart-form technology will simplify the protocol drafting process by only displaying the questions that apply to your project.

Question not listed? Please reach out to researchintegrity@jmu.edu or call (540) 568-7025.