Adding/Removing Personnel from and Cayuse protocol

Before a user can be added to Cayuse they must have an account.

To request a new user account complete a Google form located here:

http://bit.ly/esirius3g-account-request-form

Once the account is requested the IACUC will create the new account and notify the PI via email that the account has been created. At that time, the PI can then log into Cayuse, and add the person to the protocol via an amendment.

To create an amendment, log into Cayuse at: https://cwru.esirius.cayuse.com/esirius3g/ and enter your CWRU ID and password:
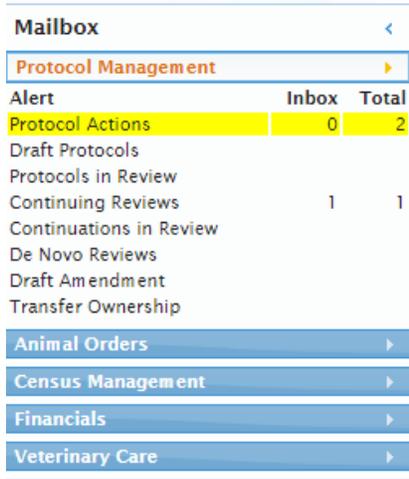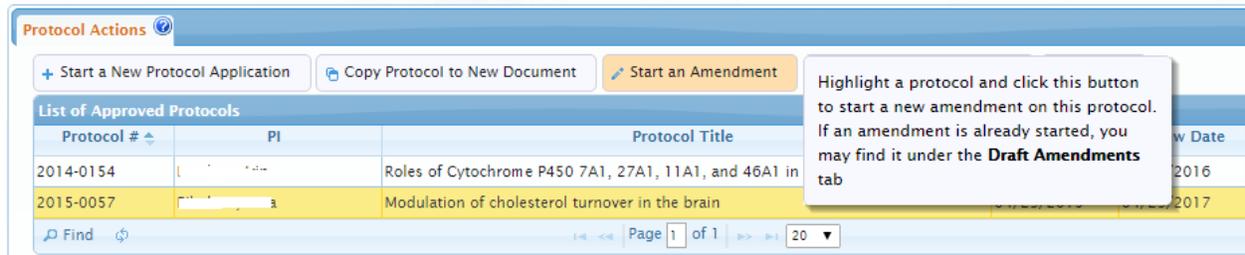
Once logged in, on the left navigate and highlight/select **Protocol Actions** in the **Protocol Management** tab:

Once highlighted all of the PI's protocol(s) will appear to the right under Protocol Actions tab; highlight the protocol you would like to amend and select the **Start an Amendment** button at the top of the tab:

Next, add the **Reason for Change** to the amendment and select the **Amend Protocol** button:

Start a New Amendment

Please enter the reason for this amendment. When completed, click **Amend Protocol** button. You will be presented
IACUC office when completed.

Amendment

Protocol Number	2015-0057
Protocol Year	5
Protocol Title	Modulation of cholesterol turnover in the brain Path: p
Approve Date	04/29/2015
Expiration Date	04/29/2018
Full Name	Pikuleva, Irina
Reason for Change	ADD REASON FOR AMENDMENT HERE....

[Amend Protocol]

Once inside the protocol navigate to the personnel section of the protocol by selecting **Personnel**:

To add people select the Add Personnel button

Then select the **Business Role** of the person on the first line then in the second line under **Name**, begin typing the person's last name and you should see the person's full name appear. Select that.

Then fill in any missing info, **Organization and Department, Office Phone** And select **Active** for **Status**.

Personnel Info	Personnel Activities	Training Profile

Business Role	Computer/IT ▼	Research Accounting Staff
Name	Tennant, Mark E	Tennant, Mark E
Organization Department	▼ ▼	
Email		
	Akron Children's Hospital	
Office Phone	Case Western Reserve University	
	Cleveland Clinic Foundation	
Status	Contract Companies	
	Louis Stokes Cleveland Va Medical Center	
Alternate Phone	MetroHealth Medical Center	
Emergency Phone	University Hospitals Health System	
Primary Contact?	☐	
Copy Primary Contact on all Emails	☐	

🖫 Save   ⊘ Cancel

Do not select Save yet…next select the Personnel Activities tab and answer the three questions:

Personnel Info	Personnel Activities	Training Profile

Will this person be handing animal tissues?	Yes ○ No ○
Will this person enter animals housing rooms?	Yes ○ No ○
Will this person be handling animals directly?	Yes ○ No ○

🖫 Save   ⊘ Cancel

Do not select Save yet – Based on how the three questions are answered and in this case the person will handling animal tissues, entering the animal facility and handling animals.

Check off all of the activities that person will be performing on the protocol.

Personnel Info	Personnel Activities	Training Profile

Will this person be handing animal tissues?   Yes ⦿ No ◯   yes

If yes, enter description of animal tissues   Enter tissues person will be handling

Will this person enter animals housing rooms?   Yes ⦿ No ◯   yes

Will this person be handling animals directly?   Yes ⦿ No ◯   yes

Protocol Activities

✔	Species Name	Type	Procedure Description
✔	Mouse	Drugs	Xylazine
✔	Mouse	Euthanasia	DECAPITATION WITHOUT ANESTHESIA
✔	Mouse	Procedures	Blood Collection - Cardiac
✔	Mouse	Procedures	Core - Rodent Behavior
✔	Mouse	Procedures	Gavage
✔	Mouse	Procedures	Imaging - Non Core
✔	Mouse	Procedures	Toe Clipping

🖫 Save   ⊘ Cancel

Finally select the Training Profile tab. Based on how the questions in Personnel Activities are answered training requirements are displayed for that person.

Add the person's **Dregrees/Experience and Qualification**s in the text box provided. If none, state that your lab and the ARC will train. When complete, select the Save Button at the bottom of the page:

Removing Personnel –

When removing personnel from the protocol, simply highlight the person's name in the Personnel List and select the Delete Personnel button at the top of the table:

	Name ⬍	Business Role	Phone	Email	Organization	
☐	Butler, Heather K	Lab Technician	(216) 368-5824	heatherkiimabutler@gmail.com		
☐	Saadane, Aicha	Principal Investigator	(216) 844-8949	axs168@cwru.edu		
☐	Pikuleva, Irina	Principal Investigator	(216) 368-3823	irina.pikuleva@cwru.edu		
☐	Mast, Natalia Z	Co-Investigator	(216) 368-0862	nvm2@case.edu		
☐	Li, Yong X	Research Assistant	(216) 368-5073	yxl665@case.edu		
☐	Maxfield, Erin	Principal Investigator		elm80@case.edu	Case Western Reserve University	Pa
☐	Adepoju, Tomilade	Research Associate		toa7@case.edu	Case Western Reserve University	Pa
☐	Luu, Jennings	Research Associate		jxl1574@case.edu	Case Western Reserve University	Pa
☐	Franke, Kathryn A	Lab Technician	(216) 368-5427	kaz10@case.edu	Case Western Reserve University	Pa

+ Add from my Personnel List **+ Add Personnel** **✏ Edit Personnel** **🗑 Delete Personnel**

Personnel

◄ ◄◄ Page 1 of 1 ►► ►► 100 ▼