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Revised: September 2023

Introduction

This document describes the Cayuse application available to Case Western Reserve University (CWRU) and affiliated institution Researchers and their respective Staff Members.

All users will use a CWRU User ID and a network Password/Passphrase to access Cayuse3G.

If you or anyone in your group does not have a CWRU User ID you must request a CWRU affiliate account. An affiliate account can be requested by anyone in your office that possesses an active CWRU account.

You can request a Cayuse IACUC/eSirius account using this form:

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

If the person is not a CWRU Staff or Faculty, an affiliate account can be requested using the following URL and completing the required information:

<https://its-services.case.edu/my-case-identity/affiliates/request/>

All Researchers and their staff members are assigned an Enterprise Security Role, **Researcher** (short name = PI). Researchers and their staff may access only data belonging to the PI.

Staff members who work for multiple researchers may switch from one group to the other after logging into Cayuse.

Login to Cayuse3G

Open a browser and navigate to the eSirius using the URL:

<https://cwru.esirius.cayuse.com/esirius3g/>

Previous to Nov, 2021, users had to log into eSirius manually. Now, users can simply click the link and CWRU Single Sign-On will authenticate your account and open eSirius once authenticated.

Home Page

The following is an example of a Researcher/Principal Investigator's home page. Across the top of the page you see:

Home Page (indicating the page you're currently viewing)

- Your name
- Your logged-in security role (you can have multiple indicated by a dropdown arrow)
- If current security role is PI, you'll see the Name of the Group

The screenshot shows the Cayuse Animal Oversight interface. At the top, the user is logged in as Mark Tennant, a Researcher Staff Member. The main navigation menu on the left includes IACUC, Alert, Animal Procurement, Animal Inventory, Billing, and Veterinary Care. The central 'Protocol Actions' section contains buttons for 'Start a New Protocol Application', 'Start an Amendment', 'Protocol Versions Preview', and 'Register'. Below this is a table of protocol actions with columns for Protocol #, PI, Protocol Title, Approve Date, Review Date, and Expiration Date. The table lists four protocols, including 'THIS IS MARK TENNANT'S PROD TEST PROTOCOL' and 'Mark's Test Protocol - Friday September 17, 2021'.

Protocol Application

The applications available to the Researcher/Principal Investigator and his staff (group members) are listed in the Mailbox panel on the left side of the application window: Protocol Management, Animal Orders, and Animal Census.

The screenshot shows the mailbox panel on the left side of the Cayuse Animal Oversight interface. It features a table with the following data:

Alert	Inbox	Total
Protocol Actions	0	4
Draft Protocols	4	4
Protocols in Review	1	2
Continuing Reviews		
Continuations in Review		
De Novo Reviews		
Draft Amendment	2	2
Transfer Ownership	0	0

Below the table are several menu items: Animal Procurement, Animal Inventory, Billing, and Veterinary Care, each with a three-dot menu icon.

Alerts

Each application has alerts which display as tabs when the corresponding application is selected in the Mailbox – for example, under Protocol Management the alerts are:

- Approved Protocols
- Draft Protocols
- Submitted Protocols
- Continuing Reviews
- Submitted Continuing Review
- De Novo Reviews (Protocol Renewals)

Actions

Each application has actions, which are available by clicking on the three dots (ellipsis). A fly-out menu will render on the right side of each application bar in the Mailbox.

The screenshot displays a mailbox interface with several application bars. Each bar has an alert count in the 'Inbox' column and a three-dot menu icon on the right. A red arrow points to the three-dot menu on the 'IACUC' bar, which has opened a fly-out menu. Below the 'IACUC' bar, there are four more application bars: 'Animal Procurement', 'Animal Inventory', 'Billing', and 'Veterinary Care', each with a red arrow pointing to its three-dot menu icon. The fly-out menu for 'IACUC' is divided into sections: 'Reports' (Protocol Reports, AAALAC Compliance Reports, Protocol Contact Reports), 'Searches' (Protocol Search, Funding Search, Continuing Review Search, Amendment Search, Register Search), and a search input field with the text '2021-0073' and 'Tenna'.

Alert	Inbox	...
Protocol Actions	0	Protocol Reports AAALAC Compliance Reports Protocol Contact Reports
Draft Protocols	4	
Protocols in Review	1	Searches Protocol Search Funding Search Continuing Review Search Amendment Search Register Search
Continuing Reviews		
Continuations in Review		
De Novo Reviews		
Draft Amendment	2	
Transfer Ownership	0	0
Animal Procurement		...
Animal Inventory		...
Billing		...
Veterinary Care		...

Protocol Management

Cayuse3G Protocol Management enables full online automation of all IACUC processes including the submission, review, and approval of new protocols as well as existing continuing reviews, amendments, and *de novo* reviews.

eSirius also manages all aspects of regulatory and training compliance.

Home Page

The Protocol Management Application can be accessed in the Protocol Management tab on the Home Page.

Alerts – Protocol Management

Tab/Alert	Description of Contents
Approved Protocols	List of current approved protocols.
Draft Protocols	List of protocols that have been created but not yet submitted to IACUC
Submitted Protocols	List of protocols submitted to IACUC
Continuing Reviews	List of protocols due for Continuing Review
Submitted CR	List of submitted continuing reviews
De Novo Reviews	List of protocols due for a De Novo (3 rd year) Review



IACUC			...
Alert	Inbox	Total	
Protocol Actions	0	4	
Draft Protocols	4	4	
Protocols in Review	1	2	
Continuing Reviews			
Continuations in Review			
De Novo Reviews			
Draft Amendment	2	2	
Transfer Ownership	0	0	
Animal Procurement			...
Animal Inventory			...
Billing			...
Veterinary Care			...

Starting a New Protocol Document

To begin working on a new protocol, highlight the Protocol Actions Alert in Protocol Management and click the button under the "Approved Protocols" tab on your Home Page to **Start a New Protocol Application**.

[+ Start a New Protocol Application](#)

A confirmation page appears where you'll answer the question:

"Will your research involve vertebrate animal or products of vertebrate animals?"

Animal Oversight | Site: Case Western Reserve University | Role: Researcher Staff Members | PI Group: Tennant, Mark E | Products | Mark Tennant | CASE WESTERN RESERVE UNIVERSITY

Start an Application for a New Protocol

Start a New Protocol Application

Welcome to Cayuse IACUC. For more information on this application or other Cayuse products, please visit the [Cayuse Support Website](#).

New Document

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

[+ Start New Application](#)

Choose 'Yes' if using animals in protocol, then add the PI by last name.

The PI's name will appear in the textbox as you type the last name. Select the PI from the list and select the **Start New Application** button.

When you start a new protocol and then save and exit, the un-finished protocol will appear in the "**Draft Protocols**" Alerts when you log back into Cayuse IACUC/eSirius.

IACUC		
Alert	Inbox	Total
Protocol Actions	0	0
Draft Protocols	1	1
Protocols in Review	0	0
Continuing Reviews	0	0
Continuations in Review	0	0
De Novo Reviews	0	0
Draft Amendment	0	0
Transfer Ownership	0	0
Animal Procurement	0	0
Animal Inventory	0	0
Billing	0	0
Veterinary Care	0	0

Intro Page

Each question on this page correlates to a section in the protocol's **Table of Contents** (see Navigation).

Marking a check box and answering yes to any question creates a related page in the Protocol and the Table of Contents (T.O.C.)

Protocol Introduction

Choose Options

If this research is funded by a federal grant, or private agency check this box:

If this research is funded by another source, or departmental funding, check this box:

Will you be collaborating with an outside institution? Yes No

Will you be using human tissues? Yes No

Will biohazardous agents/radioactive materials, stem cells, or physical hazards be utilized in these animals? Yes No

Will Laboratory Housing be used at any time during the research? Yes No

Will human clinical equipment be used? Yes No

Will field studies be conducted? Yes No

- [Add one species to the Protocol Options table below](#)
- [Check each box that applies to this study](#)
- [When completed, save the table and the save the page to continue](#)

Species	Surgery?	Restraint?	Procedures?	Hzd Agents?	Euthanize?	Drugs?	Breeding or Transgenics?
+ Add	Edit	Delete	Find	Page 1 of 0	20	No records to view	



To add a species to the protocol, press the “+” **Add button**, choose a species from the pick list, and check yes for Surgery, Restraint, Procedures etc to indicate work being done on this protocol.

Each checked box adds a corresponding section for that species to the Protocol and the T.O.C.

Select **Save** button when finished.

- Add one species to the Protocol Options table below
- Check each box that applies to this study
- When completed, save the table and the save the page to continue

Species	Surgery?	Restraint?	Procedures?	Hzd Agents?	Euthanize?	Drugs?	Breeding or Transgenics?
Mouse	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

  Page 1 of 0 >> 20 View 1 - 1 of 1

Then select the **Save changes** button to build out your protocol.

Choose Options

If this research is funded by a federal grant, or private agency check this box:

If this research is funded by another source, or departmental funding, check this box:

Will you be collaborating with an outside institution? Yes No

Will you be using human tissues? Yes No

Will biohazardous agents/radioactive materials, stem cells, or physical hazards be utilized in these animals? Yes No

Will Laboratory Housing be used at any time during the research? Yes No

Will human clinical equipment be used? Yes No

Will field studies be conducted? Yes No

- Add one species to the Protocol Options table below
- Check each box that applies to this study
- When completed, save the table and the save the page to continue

Species	Surgery?	Restraint?	Procedures?	Hzd Agents?	Euthanize?	Drugs?	Breeding or Transgenics?
Mouse	Yes	No	Yes	No	Yes	Yes	No

+ Add Edit Delete Find Page 1 of 1 20 View 1 - 1 of 1

Save changes Cancel changes

Table of Contents ?

- Intro...
- Protocol Overview
- Protocol Funding List
- Hazardous Approval
- Mouse ▼
 - Info
 - Species Justification
 - Location of Animal Manipulation
 - Nonsurgical Procedures
 - Surgery
 - Multiple Major Surgeries
 - Controlled and Prescription Drug
 - Euthanasia
 - USDA Categories
 - Methodology
 - Adverse Consequences
 - SOP Exemptions
 - 3Rs
- Databases Searched
- Personnel
- Endpoints
- Attachments
- Submit Protocol
- Cancel Draft Protocol
- Preview Protocol

Based on your selections on the previous page the TOC begins to build itself out.

You can return to the page at any time to edit or add a response.

Navigation



To navigate the pages:

Navigation options - TOC, Next and Previous buttons - are displayed (at the bottom of the page) when you have saved a page.

You may click on: the TOC to move to any page;

“Next,” to move to the next page; or “Previous” to move to the previous page.

When in edit mode, you must first complete all relevant fields on that page, then click the “Save” button – at that point the navigation options become available.

Table of Contents

Table of Contents

<input checked="" type="checkbox"/>	Intro...
<input type="checkbox"/>	Protocol Overview
<input type="checkbox"/>	Protocol Funding List
<input type="checkbox"/>	Hazardous Approval
<input type="checkbox"/>	Mouse
<input type="checkbox"/>	Info
<input type="checkbox"/>	Species Justification
<input type="checkbox"/>	Location of Anml Manipulati
<input type="checkbox"/>	Breeding and Strain Informat
<input type="checkbox"/>	Nonsurgical Procedures
<input type="checkbox"/>	Restraint

Each page listed in the Table of Contents is accompanied by a check-box to its left.

When a page has not been completed, this check-box will appear empty.

When currently working on a page, the check-box and name of the page will be outlined in yellow.

When a page is fully completed by inputting all the required data on a page, saving and pressing “**Next**” or “**Previous**,” the check-box will be marked with a “**check**” symbol.

De Novo Reviews

The screenshot shows the IACUC Animal Oversight system interface. On the left is a navigation menu with categories like Alert, Draft Protocols, and De Novo Reviews. The top header displays the user's role as a Researcher Staff Member and their PI Group as Michael. The main content area shows a table of De Novo Reviews. The table has the following columns: Protocol #, PI, Title, Date Approved, Review Date, Expiration Date, and Due Days. A single entry is shown for protocol 2018-0015, PI Michael, with the title 'Conservation of smallmouth salamanders facing environmental disturbance'. The review date is 02/22/2019, the expiration date is 02/22/2022, and there are 105 days remaining.

Protocol #	PI	Title	Date Approved	Review Date	Expiration Date	Due Days
2018-0015	Michael	Conservation of smallmouth salamanders facing environmental disturbance	02/22/2019	02/22/2022	02/22/2022	105

Protocols display in the Tab/Alert *De Novo Reviews* **90 days** prior to the expiration date (the number of days is set in Protocol Preferences by the IACUC Coordinator).

Reminder emails are sent to the PI at pre-set intervals of **90, 60 and 30 days** before expiration.

Alerts --- De Novo Reviews

First click the ***“De Novo Reviews”*** tab in the Alerts menu, then open the form by clicking on the **active hyperlink/protocol number**.

The De Novo Review (renewal) opens.

Working with the *De Novo* Review Form

This is the De Novo Review page for the PI and research staff. The *De Novo* Review action - dropdown list offers two choices: **Protocol will be renewed** or **Lapse upon expiration**.

If the Protocol will be renewed you should then:

- Enter the progress report
- Choose *De Novo* Review Action '**Protocol will be renewed**'
- Note the animal numbers table (info only)
- Note the fund source currently approved (info only)
- Save

De Novo Review

Info

Protocol Number: 2013-01

Principal Investigator: Ruth

Title: Transformation Analysis of Candidate Genes in Nude mice

Date of Initial Approval: 08/20/2013

Department:

Organization:

Email: @cwru.edu

Phone:

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.

Path: p

Please choose De Novo Review Action

Protocol will be renewed

Lapse upon expiration

Species	USDA Category	Total # Approved	Balance	Approve Date
Mouse	D	2240	2240	08/20/2013

Find: Page 1 of 1

Funding Source	Fund Title	Grant Number	Currently Funded	Sponsored Project #
----------------	------------	--------------	------------------	---------------------

Find: Page 1 of 0

Save Cancel

When you select Save you'll be prompted to begin the DeNovo review.

Start DeNovo Review

When you click Start *De Novo* Review, an unfinished protocol application form is started with the same protocol number. You may complete the form now or at a later date.

Returning to your home page saves this new application in the Draft Protocol Tab/Alert.

From this point forward it is treated exactly as a new protocol – with the exception that the document type is De Novo instead of New.

Completing and submitting the form well in advance of the expiration date allows the IACUC sufficient time to review, and prevents a lapse in protocol approval.

The existing approved protocol will remain active until its expiration date – or until this *De Novo* review is approved at which time it will be replaced.

If Protocol will lapse upon expiration is selected:

Please choose De Novo Review Action

Protocol will be renewed ▼

Protocol will be renewed

Lapse upon expiration ▼

Please choose De Novo Review Action

Lapse upon expiration ▼

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

Euthanize

Leaving with PI

Transfer to another protocol ▼

Category	Total # Approved	Balance	Approve Date
Mouse	2000	1958	09/17/2013

Review Action:

- Indicate animal disposition.
- Save the Page
- Submit to the IACUC Office

Responding to Reviewer Questions

Recommendations for revision are made by reviewers and compiled by the IACUC office. The protocol is returned to the PI with the recommendations. When the protocol is sent to the investigator for revision, he receives an email notification. To respond to recommendations from the committee, click on the "Submitted Protocols" tab, find the protocol number referenced in the email, and click it.