Contents

Introduction	2
Login to Cayuse3G	2
Home Page	3
Protocol Application	3
Actions	
Protocol Management	5
Home Page	5
Alerts – Protocol Management	5
Starting a New Protocol Document	6
Intro Page	7
Navigation	10
Table of Contents	11
De Novo Reviews	12
Alerts De Novo Reviews	12
Working with the <i>De Novo</i> Review Form	13
Responding to Reviewer Questions	15

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/

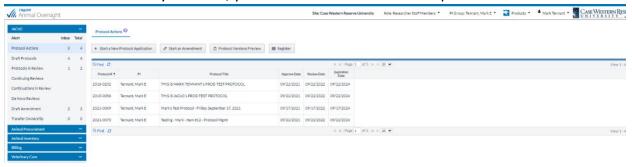
Previous to Nov, 2021, users had to log into eSirius manually. Now, users can simply click the link and CWRU Single Sign-On will authenticate your account and open eSirius once authenticated.

Home Page

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

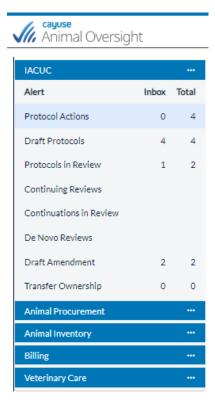
Home Page (indicating the page you're currently viewing)

- 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



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.



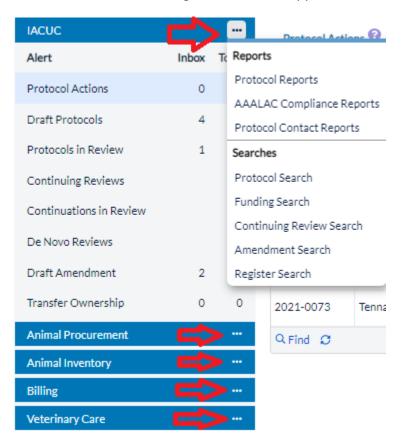
Alerts

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.



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

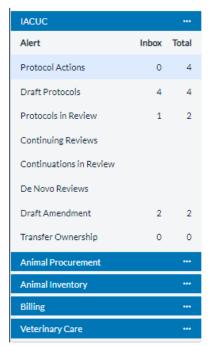
The Protocol Management Application can be accessed in the Protocol Management tab on the Home Page.

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

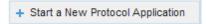
Submitted CR	List of submitted continuing reviews
De Novo Reviews	List of protocols due for a De Novo (3rd year) Review





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.



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

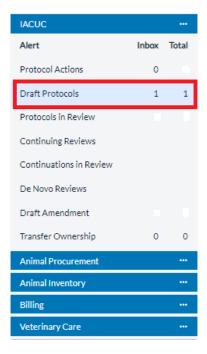
"Will your research involve vertebrate animal or products of vertebrate animals?"



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.

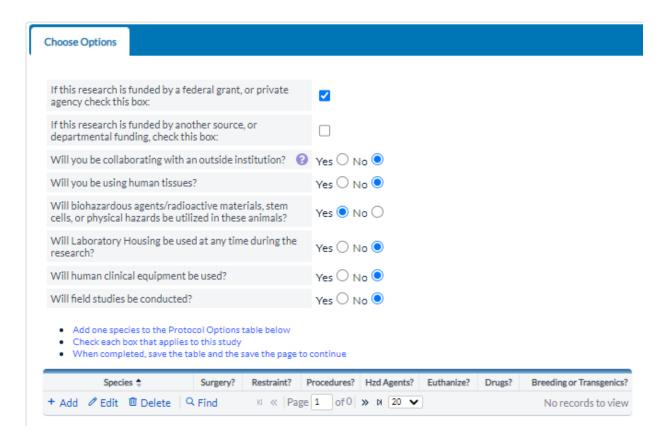


Intro Page

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

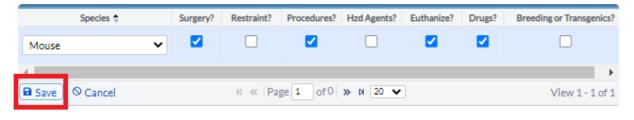


To add a species to the protocol, press the "+" Add button, choose a species from the pick list, and check yes for Surgery, Restraint, Procedures etc to indicate work being done on this protocol.

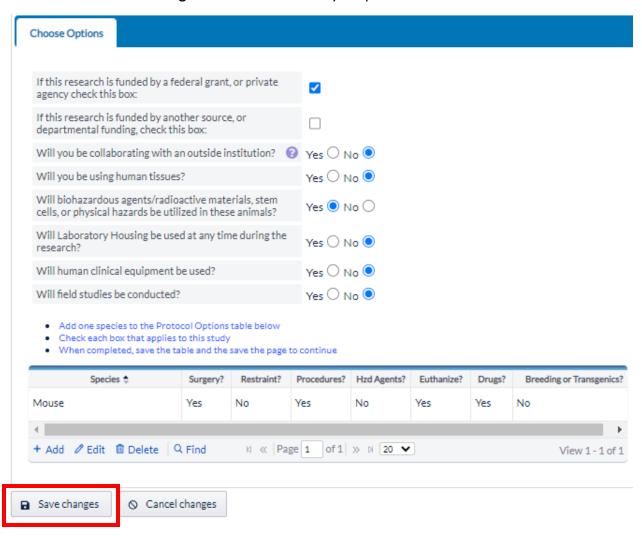
Each checked box adds a corresponding section for that species to the Protocol and the T.O.C.

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



Then select the Save changes button to build out your 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.

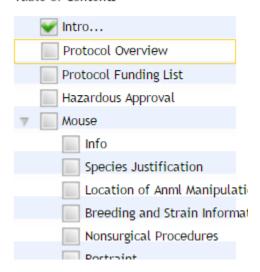
You may click on: the TOC to move to any page;

"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



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



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

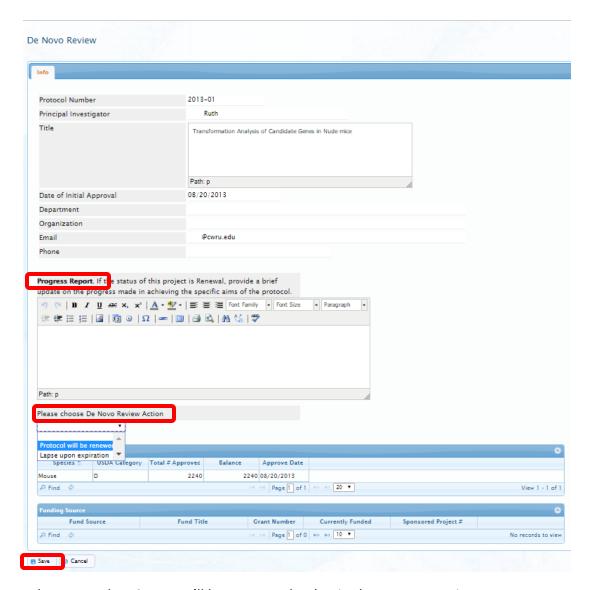
First click the "*De Novo* Reviews" tab in the Alerts menu, then open the form by clicking on the active hyperlink/protocol number.

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



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

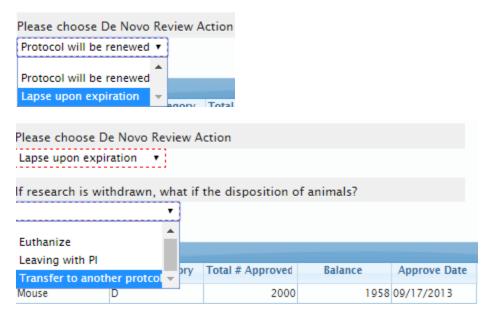
Returning to your home page saves this new application in the Draft Protocol Tab/Alert.

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:



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.