

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://cwrucwru.esirius.cayuse.com/esirius3g/> and enter your CWRU ID and password:

Cayuse Login

Simplifying your
Life Science Experience

Welcome to Cayuse. Please type your User ID and Password and click Log In.

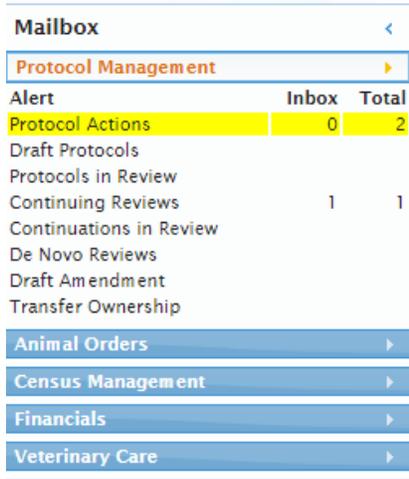
User ID

Password

R4.114 (6/4/2020)

Log In

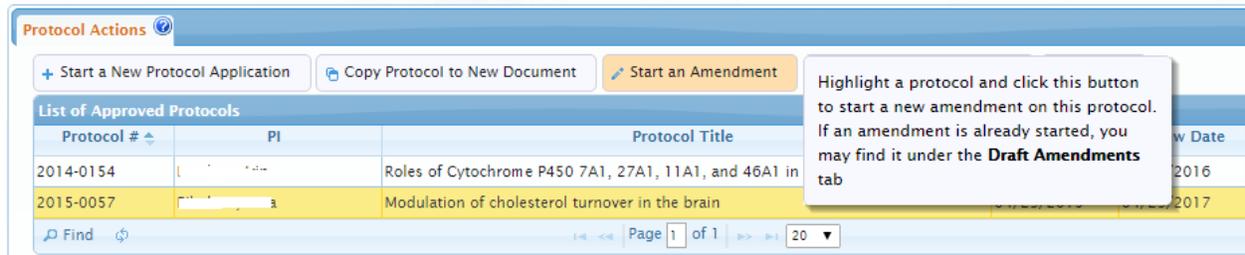
Once logged in, on the left navigate and highlight/select **Protocol Actions** in the **Protocol Management** tab:



The screenshot shows a navigation menu with a 'Mailbox' header and a 'Protocol Management' sub-header. Under 'Protocol Management', there is a table with columns 'Alert', 'Inbox', and 'Total'. The 'Protocol Actions' row is highlighted in yellow, showing 0 in the 'Inbox' column and 2 in the 'Total' column. Other rows include 'Draft Protocols', 'Protocols in Review', 'Continuing Reviews' (1 in Inbox, 1 in Total), 'Continuations in Review', 'De Novo Reviews', 'Draft Amendment', and 'Transfer Ownership'. Below this are several other menu items: 'Animal Orders', 'Census Management', 'Financials', and 'Veterinary Care'.

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

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:



The screenshot shows the 'Protocol Actions' interface. At the top, there are three buttons: '+ Start a New Protocol Application', 'Copy Protocol to New Document', and 'Start an Amendment'. Below these is a table titled 'List of Approved Protocols' with columns for 'Protocol #', 'PI', 'Protocol Title', and 'Review Date'. Two rows are visible: '2014-0154' with title 'Roles of Cytochrome P450 7A1, 27A1, 11A1, and 46A1 in...' and '2015-0057' with title 'Modulation of cholesterol turnover in the brain'. The 'Start an Amendment' button is highlighted, and a tooltip is displayed over it with the text: 'Highlight a protocol and click this button to start a new amendment on this protocol. If an amendment is already started, you may find it under the **Draft Amendments** tab'. At the bottom, there is a search bar and a pagination control showing 'Page 1 of 1' and '20' items.

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	<input type="text" value="ADD REASON FOR AMENDMENT HERE...."/>

[Amend Protocol](#)

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

Table of Contents

Intro...
Protocol Overview
▼ Mouse
Info
Species Justification
Location of Anml Manipulation
Nonsurgical Procedures
Controlled and Prescription D
Euthanasia
USDA Categories
Methodology
Adverse Consequences
SOP Exemptions
3Rs
Databases Searched
Personnel
Endpoints
Attachments
Submit Protocol
Cancel Draft Protocol
Preview Protocol
Amendment Reason

To add people select the Add Personnel button

Personnel					
Name	Business Role	Phone	Email	Organization	Department
<input type="checkbox"/> Butler, Heather K	Lab Technician	(216) 368-5824	heatherkiimabutler@gmail.com		
<input type="checkbox"/> Saadane, Aicha	Principal Investigator	(216) 844-8949	axs168@cwru.edu		
<input type="checkbox"/> Pikuleva, Irina	Principal Investigator	(216) 368-3823	irina.pikuleva@cwru.edu		
<input type="checkbox"/> Mast, Natalia Z	Co-Investigator	(216) 368-0862	nvm2@case.edu		
<input type="checkbox"/> Li, Yong X	Research Assistant	(216) 368-5073	yx1665@case.edu		
<input type="checkbox"/> Maxfield, Erin	Principal Investigator		elm80@case.edu	Case Western Reserve University	Pathology, Dept of
<input type="checkbox"/> Adepoju, Tomilade	Research Associate		toa7@case.edu	Case Western Reserve University	Pathology, Dept of
<input type="checkbox"/> Luu, Jennings	Research Associate		jxl1574@case.edu	Case Western Reserve University	Pathology, Dept of
<input type="checkbox"/> Franke, Kathryn A	Lab Technician	(216) 368-5427	kaz10@case.edu	Case Western Reserve University	Pathology, Dept of

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.

Business Role	<input type="text" value="Research Accounting Staff"/> ▼ Research Accounting Staff
Name	<input type="text" value="Tennant"/> Tennant
Organization Department	<input type="text" value="Tennant, Mark E"/> ▼
Email	<input type="text"/>
Office Phone	<input type="text"/>
Status	<input type="text"/>
Alternate Phone	<input type="text"/>
Emergency Phone	<input type="text"/>
Primary Contact?	<input type="checkbox"/>
Copy Primary Contact on all Emails	<input type="checkbox"/>

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

Office Phone

Status

Alternate Phone

Emergency Phone

Primary Contact?

Copy Primary Contact on all Emails

Akron Children's Hospital

Case Western Reserve University

Cleveland Clinic Foundation

Contract Companies

Louis Stokes Cleveland Va Medical Center

MetroHealth Medical Center

University Hospitals Health System

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 handling 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

<input checked="" type="checkbox"/>	Species Name	Type	Procedure Description
<input checked="" type="checkbox"/>	Mouse	Drugs	Xylazine
<input checked="" type="checkbox"/>	Mouse	Euthanasia	DECAPITATION WITHOUT ANESTHESIA
<input checked="" type="checkbox"/>	Mouse	Procedures	Blood Collection - Cardiac
<input checked="" type="checkbox"/>	Mouse	Procedures	Core - Rodent Behavior
<input checked="" type="checkbox"/>	Mouse	Procedures	Gavage
<input checked="" type="checkbox"/>	Mouse	Procedures	Imaging - Non Core
<input checked="" type="checkbox"/>	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 **Ddegrees/Experience and Qualifications** 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:

The screenshot shows a software interface with three tabs: Personnel Info, Personnel Activities, and Training Profile. The Training Profile tab is active. It contains two text input fields: 'Degrees' and 'Experience and Qualifications'. The 'Experience and Qualifications' field contains the text 'ADD EXPERIENCE AND QUALIFICATIONS HERE'. Below these fields is a table titled 'Training Information' with the following data:

Training Event	Description	Type	Date Certified	Training ID
Animal Care & Use Guidelines (online)	Basics of Animal Research	Online Course		bb-50811-346964
Animal Resource Center Orientation (online)	Basics of Animal Research	Online Course		bb-50811-346962
Controlled Drug Ordering (online)	Basics of Animal Research	Online Course		bb-50811-346968
Microisolator Technique (online)	Working with Rodent Species	Online Course		bb-50812-347052
Mouse Breeding (online)	Working with Rodent Species	Online Course		bb-50812-347061
Occupational Health (online)	Basics of Animal Research	Online Course		bb-50811-346966
Occupational Health Medical Form	Basics of Animal Research	Certification		bb-50811-a
Rodent Advanced Techniques	Working with Rodent Species	Skills Lab		0000003
Rodent Health Monitoring (online)	Working with Rodent Species	Online Course		bb-50812-347056
Rodent Survival Surgery (on-line)	Working with Rodent Species	Online Course		bb-50812-346973
Rodent Track (1 day course)	Working with Rodent Species	Skills Lab		0000002

At the bottom of the page, there are two buttons: 'Save' and 'Cancel'. The 'Save' button is highlighted with a red box.

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:

+ Add from my Personnel List

+ Add Personnel

 Edit Personnel

 Delete Personnel

Personnel

	Name ↕	Business Role	Phone	Email	Organization	
<input type="checkbox"/>	Butler, Heather K	Lab Technician	(216) 368-5824	heatherkiimabutler@gmail.com		
<input type="checkbox"/>	Saadane, Aicha	Principal Investigator	(216) 844-8949	axs168@cwru.edu		
<input type="checkbox"/>	Pikuleva, Irina	Principal Investigator	(216) 368-3823	irina.pikuleva@cwru.edu		
<input type="checkbox"/>	Mast, Natalia Z	Co-Investigator	(216) 368-0862	nvm2@case.edu		
<input type="checkbox"/>	Li, Yong X	Research Assistant	(216) 368-5073	yx1665@case.edu		
<input type="checkbox"/>	Maxfield, Erin	Principal Investigator		elm80@case.edu	Case Western Reserve University	Pa
<input type="checkbox"/>	Adepoju, Tomilade	Research Associate		toa7@case.edu	Case Western Reserve University	Pa
<input type="checkbox"/>	Luu, Jennings	Research Associate		jxl1574@case.edu	Case Western Reserve University	Pa
<input type="checkbox"/>	Franke, Kathryn A	Lab Technician	(216) 368-5427	kaz10@case.edu	Case Western Reserve University	Pa

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