



How to Start a New Protocol in Cayuse IACUC

Overview

The purpose of this guide sheet is to provide guidance on starting a new protocol, completing the form and submitting the protocol to the IACUC office for review.

Supported Browsers

Chrome, Safari, and Firefox

Initiating a New Protocol

1. Before initiating a new protocol, make sure that the PI in the upper right-hand corner is correct. The name showing in **Orange** will be the PI on the IACUC protocol. If you are not part of another PI group, the system will only show your name.

A new protocol can be started from the **Protocol Action** inbox

Alert	Inbox	Total
Protocol Actions	0	3
Draft Protocols	1	1
Protocols in Review		

- a. Beneath the Protocol Actions alert tab, click **+Start a New Protocol Application**

PI	Protocol #	Protocol Title
Principal, Penny	2019-1078	Behavioral depression in mice
Principal, Penny	2019-1080	Prostatic disease in dogs
Principal, Penny	2019-1085	Tumor growth in mice

- b. On the new page, click **Yes** next to **Will your research involve vertebrate animal or products of vertebrate animals?** Then, click **+Start New Application**.



The image shows a screenshot of a web form titled "New Document". The form contains a question: "Will your research involve **vertebrate animal** or **products of vertebrate animals**?" To the right of the question are two radio buttons labeled "Yes" and "No". The "Yes" radio button is selected. Below the question is a light blue button with a plus sign and the text "+ Start New Application". A hand cursor is pointing at this button.

- c. This will result in your Protocol Options. Your protocol number will be assigned automatically. This is available at the top left of the page.


Start an Application for a New Protocol 2019-1087 1

Note: If you exit the protocol, you can return to it any time by clicking the Draft Protocol tab from the **Home** page.