



# CAYUSE IACUC TRAINING *NOW THAT YOU'VE SUBMITTED, WHAT'S NEXT?*

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# PROTOCOLS IN REVIEW

Protocol Actions <sup>?</sup> Draft Protocols x Protocols in Review x Annual Reviews x Annuals in Review x Renewals x Draft Amendment x Transfer Ownership x

Preview Protocol

Submitted	PI	Protocol #	Date Sent	Time Sent	Title	From	To	Action
New - 1 Protocol(s) Submitted								
04/13/2023	Acosta, Harry	2023-0053	04/19/2023	11:28:42	Rodent Hands on training	IACUC Office	PI	PI Revision(s)

- Protocols will be shown in the column Animal Oversight under, “Protocols in Review”;
- PI can view # of protocols currently in review;
- Click on “Protocols in Review”;
- PI will see the protocol processing stage;
- If listed with the IACUC Office, the number will be shaded in *italicized grey*;

# PI REVISIONS

Start an Application for a New Protocol 2023-0053 1:Mouse (Mus musculus)

History View Changes Review Notes

## Non-Surgical Procedures

Click "Add Procedure" and complete procedure information. If you are the PI, you may click "Add From My List of Procedures" which will narrow the options to procedures previously approved on your protocols. You may add more than one source.

+ Add from my List of Procedures + Add Procedure Edit Procedure Remove Procedure

Procedure Name	Procedure Description	Special Percautions
Orbital sinus bleeding		mouse will be Anesthitized
Other	We will train in the following- Handling and restraint, IP, IM, Sub Q, IV injections. Anesthesia using Isoflurane and euthanasia using Co2	this is a training session I will be making sure that all participants are carefull

Page 1 of 1 20 View 1 - 2 of 2

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PI will receive an email if revisions are required from Cayuse <no-reply@esirius.cayuse.com>

The "Pencil" icon indicates the section where the Reviewer commented and requires revisions.

Click on the section with comments, then click on "Edit" Procedure to review the comments.

The City College  
of New York



OFFICE OF  
RESEARCH

December 14, 2023



# Review Comments

The screenshot displays the Cayuse Animal Oversight web application. At the top, the header includes the Cayuse logo, 'Animal Oversight', and user information: 'Site: CCNY', 'Role: Researcher Staff Members', 'PI Group: Acosta, Harry', 'Products', and 'Shelley Phillips'. The main content area is titled 'Start an Application for a New Protocol' and '2023-0053 1: Mouse (Mus musculus)'. On the left is a 'Table of Contents' sidebar with categories like 'Options', 'Protocol Overview', 'Internal Funding', 'Off-campus Animal Work', 'Outside Housing/Satellite', 'Use Type(s)', 'Mouse (Mus musculus)', 'Info', 'Species Justification', 'Use Locations', 'Strains', 'Procedures', 'Surgery', 'MSS', 'Vet Drugs', 'Euthanasia', 'Animal Numbers', 'Methodology', 'Unrelieved Pain & Distress', '3Rs', 'Adverse Reactions', 'Exemptions', 'Personnel', and 'Databases Searched'. The main form has a 'Procedure Name' field with 'Orbital sinus bleeding'. Below it is a text area for describing the procedure, with a rich text editor toolbar. A green checkmark icon is visible in the bottom right of this section. Another text area asks for special precautions, with the text 'mouse will be Anesthetized'. At the bottom are 'Save changes' and 'Cancel changes' buttons. On the right side, there are tabs for 'History', 'View Changes', and 'Review Notes'. Below these are buttons for 'Live Changes', 'Previous Version', and 'Changes'. A section titled 'Changes made in last revision' is currently empty. Below that is a 'Review Notes' section with a placeholder text 'Please provide more information here'. At the very bottom right, there is a 'Review Rebuttal' checkbox.

- Refer to “Review Notes” to see the comments
- Address the comments then click “Save Changes”
- A green check mark ✓ appears when requested changes have been made to the section



# Rebutting Reviewer's Comments

The screenshot displays the Cayuse Animal Oversight web application. At the top, the header includes the Cayuse logo, site information (CCNY), user role (Researcher Staff Members), PI Group (Acosta, Harry), and user name (Shelley Phillips). The main content area is titled "Start an Application for a New Protocol" and shows details for protocol "2023-0053 1: Mouse (Mus musculus)". A table lists procedures for "Mouse (Mus musculus)", including "Procedures" and "Surgery". Below the table is a "Procedure Description" field with a rich text editor containing a bulleted list of procedures: "Handling and restraint", "Various injection sites - IP, IM, SQ, IV, IC", "Various blood collection methods - Orbital Sinus, IV, IC", "Anesthesia using Isoflurane", and "Euthanasia, using Co2 and Cervical Dislocation". A "Review Rebuttal" window is open, showing a text input field and a "Review Rebuttal" checkbox that is checked. The window also displays "Review Notes" with the text "Please provide more detailed information".

- PI may rebut if they disagree with the Reviewer's comments;
- Click "Review Rebuttal", enter comments
- Click "Save Changes"



# Submit Protocol

Start an Application for a New Protocol

2023-0053 1

Table of Contents

- Options
- Protocol Overview
- Internal Funding
- Off-campus Animal Work
- Outside Housing/Satellite Use Type(s)
- Mouse (Mus musculus) ▾
  - Info
  - Species Justification
  - Use Locations
  - Strains
  - ✓ Procedures
  - ✓ Surgery
  - MSS
  - Vet Drugs
  - Euthanasia
  - Animal Numbers
  - ✓ Methodology
  - Unrelieved Pain & Distress
  - 3Rs
  - Adverse Reactions
  - Exemptions
- Personnel
- Databases Searched
- Endpoints/Assurances

## Submit Protocol

In order to submit a protocol for review, please ensure that a green checkmark appears next to each section.

Please note that only the PI can officially submit for IACUC review. Once submitted, the PI will receive an email indicating the protocol is in draft format and ready for the PI's review and submission.

- **Preview Protocol:** To preview your protocol or to save a PDF, please click Preview Protocol from the Table of Contents on the lower left side of the screen.
- **Attachments:** Please click the Attachments page on the lower left of the Table of Contents to check the list of attachments.
- **Cancel Draft Protocol:** If the study is no longer active, or submission is no longer required, you can cancel this submission by going to the Cancel button in the Table of Contents on the left side of the page.

If you have any questions, reach out to [iacuc@ccny.cuny.edu](mailto:iacuc@ccny.cuny.edu).



Submit New Protocol

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⇌ Submit Protocol

Submit protocol to IACUC Office





# Submitting Renewals

- Renewals will show in PI's inbox
- Review Date Approved, Review Date, and Expiration Date
- To initiate the renewal, click on the protocol number

The screenshot shows the 'Animal Oversight' web application. The top navigation bar includes the 'cayuse Animal Oversight' logo, user information (Site: CCNY, Role: Researcher Staff Members, PI Group: Acosta, Harry), and navigation links for Products and Shelley Phillips. The main dashboard features a sidebar on the left with a table of menu items, a top navigation bar with tabs for various protocol actions, and a central table displaying protocol details.

Alert	Inbox	Total
Protocol Actions	0	1
Draft Protocols	5	5
Protocols in Review	1	1
Annual Reviews		
Annuals in Review		
<b>Renewals</b>	<b>1</b>	<b>1</b>
Draft Amendment	0	0
Transfer Ownership	0	0

PI	Protocol #	Version	Title	Date Approved	Review Date	Expiration Date	Due Days	Protocol Status	Document Status	Document
Acosta, Harry	<a href="#">2023-0060</a>	1	Puny Title	05/20/2020	05/20/2023	05/20/2023	30	Approved (w/o Stipulation)		New



# Submitting Renewals

 **cayuse**  
Animal Oversight Site: CCNY

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**Renewals Review Form**      **2023-0060 1**

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Protocol Number	2023-0060
Principal Investigator	Acosta, Harry
Title	Puny Title
Date of Initial Approval	05/20/2020
Department	Compliance
Organization	Provost
Email	hacosta007@ccny.cuny.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. \*

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, strikethrough, subscript, superscript, text color, background color, table, bulleted list, numbered list, link, unlink, redo, undo, link, unlink, print, and search.

- General information will be provided about the protocol, such as protocol number, PI, Title etc.
- Enter the progress report on the status of the protocol in the text box below



Renewals Review Form 2023-0060 1

Protocol Number	2023-0060
Principal Investigator	Acosta, Harry
Title	Puny Title
Date of Initial Approval	05/20/2020
Department	Compliance
Organization	Provost
Email	hacosta007@ccny.cuny.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. \*

Rich text editor toolbar with options for undo, redo, bold, italic, underline, strikethrough, subscript, superscript, text color, background color, table, bulleted list, numbered list, link, unlink, insert image, insert video, insert audio, insert link, insert unlink, print, and search.

➤ General information will be provided about the protocol, such as protocol number, PI, Title etc.

➤ Enter the progress report on the status of the protocol in the text box below;

➤ Select the Renewal Action;

- “Protocol will be renewed”
- “Lapse upon expiration”



Renewals Review Form 2023-0060 1

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. \*

Rich text editor toolbar with options for undo, redo, bold, italic, underline, strikethrough, subscript, superscript, text color, background color, table, bulleted list, numbered list, link, unlink, insert image, insert video, insert audio, insert link, insert unlink, print, and search.

Good data from research

Please choose Renewals Review Action \*

Dropdown menu showing options: "Protocol will be renewed" (highlighted), "Lapse upon expiration", and "Mouse (Mus musculus)".

Protocol	Total # Approved	Balance	Approve Date
Mouse (Mus musculus)	600	600	05/20/2020

Fund Source	Fund Title	Grant Number
Ccny-startup Fund	New Title	No



Renewals Review Form 2023-0060 1

**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. \*

Rich text editor with the text: "Good data from research"

Please choose Renewals Review Action \*

Lapse upon expiration

If research is withdrawn, what is the disposition of animals? \*

- Euthanize
- Leaving with PI
- Transfer to another protocol (musculus)

Total # Approved	Balance	Approve Date
600	600	05/20/2020

- If PI selects “Lapse upon expiration” another drop-down menu appears
  - Euthanize
  - Leaving with PI
  - Transfer to another protocol

➤ If PI selects “Protocol will be renewed”; review the current info then click “Save Changes”.

Renewals Review Form 2023-0060 1

**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. \*

Rich text editor with the text: "Good data from research"

Please choose Renewals Review Action \*

- Protocol will be renewed
- Lapse upon expiration
- Mouse (Mus musculus)

Lab	Total # Approved	Balance	Approve Date
Mouse (Mus musculus)	600	600	05/20/2020

Fund Source	Fund Title	Grant Number
Ccny-startup Fund	New Title	No



## Submitting Renewals

Once PI clicks “Save Changes”, a button appears where the PI may, “Start Renewal Review”.

The system will generate the approved protocol where the PI reviews each section, click “Save”, then “Submit”.

cayuse Animal Oversight Site: CCNY Role: Researcher Staff Members PI Group: Acosta, Harry Products

Renewals Review Form 2023-0060 1

Good data from research

Please choose Renewals Review Action \*  
Protocol will be renewed

Species	USDA Category	Total # Approved	Balance	Approve Date
Mouse (Mus musculus)	C	600	600	05/20/2020

Find Page 1 of 1 View 1 - 1 of 1

Fund Source	Fund Title	Grant Number	Currently Funded	Sponsored Project #
Ccny-startup Fund	New Title		No	

Find Page 1 of 1 View 1 - 1 of 1

Start Renewals Review



# SUBMIT PROTOCOL FOR RENEWAL

Start an Application for a New Protocol

2023-0060 2

Table of Contents

- Options
- Protocol Overview
- Federal/Foundation Funding
- Use Type(s)
- Mouse (Mus musculus)
  - Info
  - Species Justification
  - Use Locations
  - Strains
  - Procedures
  - Animal Numbers
  - Methodology
  - Unrelieved Pain & Distress
  - 3Rs
  - Adverse Reactions
  - Exemptions
- Personnel
- Databases Searched
- Endpoints/Assurances
- Submit Protocol
- Attachments
- Cancel Draft Protocol
- Preview Protocol
- Progress Report

## Submit Protocol

In order to submit a protocol for review, please ensure that a green checkmark appears next to each section.

Please note that only the PI can officially submit for IACUC review. Once submitted, the PI will receive an email indicating the protocol is in draft format and ready for the PI's review and submission.

- **Preview Protocol:** To preview your protocol or to save a PDF, please click Preview Protocol from the Table of Contents on the lower left side of the screen.
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- **Cancel Draft Protocol:** If the study is no longer active, or submission is no longer required, you can cancel this submission by going to the Cancel button in the Table of Contents on the left side of the page.

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Submit New Protocol

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⇌ Submit Protocol

Submit protocol to IACUC Office





# Annual Reviews

On the homepage, refer to “Annual Reviews” and click. The protocols up for Annual Review will appear.



Click on the Protocol number and you will be taken to the Annual Reviews page.

The screenshot shows the 'Animal Oversight' web application. At the top, there is a navigation bar with the 'cayuse Animal Oversight' logo, user information (Site: CCNY, Role: Researcher Staff Members, PI Group: Phillips, Shelley), and a search bar. Below the navigation bar, there is a sidebar menu with the following items: Alert, Protocol Actions, Draft Protocols, Protocols in Review, Annual Reviews (highlighted), Annuals in Review, Renewals, Draft Amendment, and Transfer Ownership. The main content area shows a table of protocols up for annual review. The table has columns for PI, Protocol #, Version, Title, Date Approved, Review Date, Expiration Date, Due Days, and Status. The first row shows a protocol for Phillips, Shelley with protocol number 2023-0036, version 1, and a status of 'Approved (w/o Stipulation)'. There is also a 'Preview Protocol' button and a search bar at the top of the table.

Alert	Inbox	Total
Protocol Actions	0	12
Draft Protocols	8	8
Protocols in Review	1	5
<b>Annual Reviews</b>	<b>1</b>	<b>1</b>
Annuals in Review	0	2
Renewals		
Draft Amendment	1	1
Transfer Ownership	1	1

PI	Protocol #	Version	Title	Date Approved	Review Date	Expiration Date	Due Days	Status
Phillips, Shelley	2023-0036	1	Animals that undergo 4 times weekly imaging will have dietgel placed in their cages during morning imaging weeks to prevent dehydration.	01/24/2022	01/24/2023	01/24/2025	-85	Approved (w/o Stipulation)



# Annual Reviews

Open the Annual Review and various tabs will appear at the top; “Progress Report”, “Project Personnel”, “Adverse Events” (all required)

“Alt to Animal Use” and “Alt to Painful Procedures” are not required.

Annual Reviews

2023-0036 1

Table of Contents

- Annual Reviews
- Submit Annual Review
- Preview Protocol

## Annual Reviews

Info	Progress Report	Project Personnel	Adverse Events	Alt To Animal Use	Alt To Painful Procedures	Duplication	Future Plans
------	-----------------	-------------------	----------------	-------------------	---------------------------	-------------	--------------

Protocol Number 2023-0036

Principal Investigator Phillips, Shelley

Title Animals that undergo 4 times weekly imaging will have dietgel placed in their cages during multi imaging weeks to prevent dehydration.

Date of Initial Approval 01/24/2022

Department

Organization

Email shelley.phillips@cayuse.com

Phone

Species	USDA Category	Total # Approved	Balance	Approve Date
Mouse (Mus musculus)	B	1200	1200	01/24/2022
Mouse (Mus musculus)	C	1400	1400	01/24/2022



# ANNUAL REVIEWS

Annual Reviews 2023-0036 1

Table of Contents

- Annual Reviews
- Submit Annual Review
- Preview Protocol

## Annual Reviews

Info Progress Report Project Personnel Adverse Events Alt To Animal Use Alt To Painful Procedures Duplication Future Plans

Status \*

Progress Report. If the status of this project is Continue As Is, provide a brief update on the progress made in achieving the specific aims of the protocol. \*

Continue As Is  
Continue As Is  
Withdrawn

I U S X<sub>2</sub> [Play] [Color] [Grid]

System Font 10pt Paragraph

good data keeping up with work

Save changes Cancel changes

- Clicking on “Withdraw” will ask about the disposition of the animals.
  - Euthanize,
  - Leaving with PI, or
  - Transfer to another protocol
- Clicking on “Continue As Is”, will activate the other tabs to complete.



# Annual Reviews

Annual Reviews 2023-0036 1

Table of Contents

- Annual Reviews
- Submit Annual Review
- Preview Protocol

## Annual Reviews

Info Progress Report **Project Personnel** Adverse Events Alt To Animal Use Alt To Painful Procedures Duplication Future Plans

Carry Forward to Next Year?	Name	Role	Phone	Email	Organization
<input checked="" type="checkbox"/>	Mourad's, Naji T	Executive	510-468-0849	cmourad@ntmcs.com	
<input checked="" type="checkbox"/>	Loden, Heather			heather.loden@cayuse.com	
<input checked="" type="checkbox"/>	Analyst, Amanda			heather.loden+coi-analyst@cayuse.com	Provost
<input checked="" type="checkbox"/>	Chair, Charles			heather.loden+chair@cayuse.com	School of Med.
<input checked="" type="checkbox"/>	Faculty, Frances			heather.loden+faculty@cayuse.com	School of Med.
<input checked="" type="checkbox"/>	Admin, Allen			heather.loden+coi-admin@cayuse.com	Provost
<input checked="" type="checkbox"/>	Director, Dawn			heather.loden+director@cayuse.com	Provost
<input checked="" type="checkbox"/>	Investigator, Irene			heather.loden+investigator@cayuse.com	School of Med.

## ➤ Project Personnel Tab

- ❖ Lists everyone on the project;
- ❖ PI may remove personnel at this time;
- ❖ No new personnel may be added, this can be done only with an amendment.



# Annual Reviews

Annual Reviews 2023-0036 1

Table of Contents

- Annual Reviews
- Submit Annual Review
- Preview Protocol

## Annual Reviews

Info Progress Report Project Personnel Adverse Events Alt To Animal Use Alt To Painful Procedures Duplication Future Plans

Protocol Number 2023-0036

Principal Investigator Phillips, Shelley

Title Animals that undergo 4 times weekly imaging will have dietgel placed in their cages during multi imaging weeks to prevent dehydration.

Date of Initial Approval 01/24/2022

Department

Organization

Email shelley.phillips@cayuse.com

Phone

Species	USDA Category	Total # Approved	Balance	Approve Date
Mouse (Mus musculus)	B	1200	1200	01/24/2022
Mouse (Mus musculus)	C	1400	1400	01/24/2022

- Adverse Event Tab
- ❖ Completion is required, the other tabs are not required.
- Future Plans Tab
- ❖ PI may inform the IACUC what the intent is, but no action is required at this time;
- Click “Submit” and the protocol is sent to the IACUC for review.



# Annuals in Review

Animal Oversight	Inbox	Total
Alert		
Protocol Actions	0	12
Draft Protocols	8	8
Protocols in Review	1	5
Annual Reviews		
Annuals in Review	0	3
Renewals		
Draft Amendment	1	1
Transfer Ownership	1	1

Protocol Actions ? Draft Protocols × Protocols in Review × Annual Reviews × **Annuals in Review ×**

Preview Protocol

Find

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PI	Document Status	Protocol #	Date Sent	Time Sent	Title	From	To	CRAction	Action	Type
▼ 01/26/2023 - 1 Annual Reviews Submitted										
Phillips, Shelley	IACUC Office	2023-0037	01/26/2023	10:00	Animals that undergo 4 times weekly imaging will have dietgel placed in their cages during multi imaging weeks to prevent dehydration.	Meeting	IACUC Office	Meeting to IACUC	New	Continue As Is
▼ 03/16/2023 - 1 Annual Reviews Submitted										
Phillips, Shelley	IACUC Office	2022-0007	03/16/2023	13:28:29	Funny and Whitty title here	IACUC Office	Meeting	Placed on Meeting Agenda	New	Continue As Is
▼ 04/19/2023 - 1 Annual Reviews Submitted										
Phillips, Shelley	IACUC Office	2023-0036	04/19/2023	14:13:13	Animals that undergo 4 times weekly imaging will have dietgel placed in their cages during multi imaging weeks to prevent dehydration.	PI	IACUC Office	CR Submission	New	Continue As Is

Find

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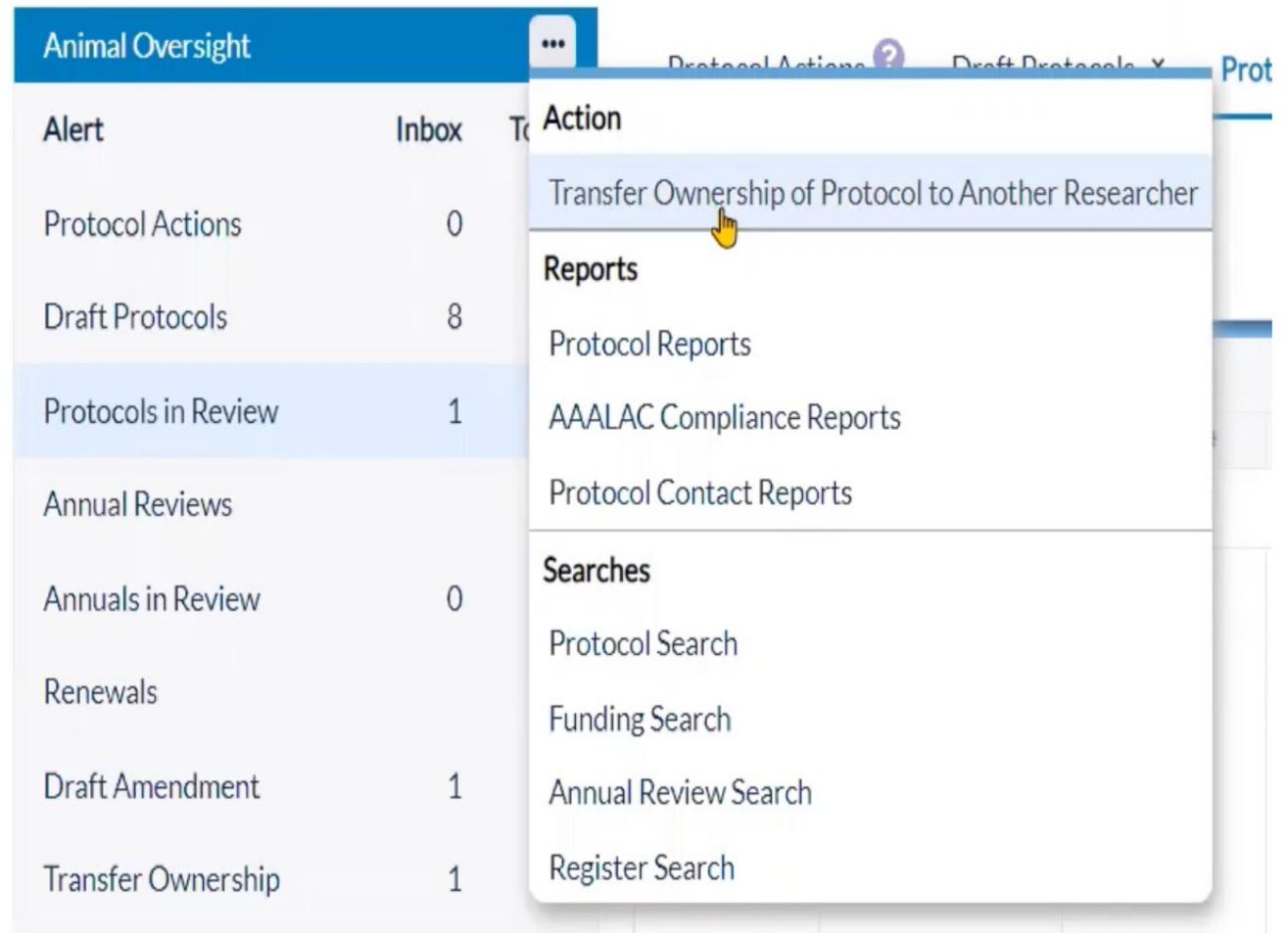


## Other PI Actions

Refer to 3 dots ... next  
to Animal Oversight

Allows for certain  
actions to the protocol  
such as,

- Transfer Ownership of  
the Protocol to  
Another Researcher;
- Run protocol reports
- Reference Accrediting  
Agency AAALAC  
Compliance Reports  
etc.



The screenshot shows the 'Animal Oversight' interface. A dropdown menu is open, displaying the following options:

- Action**
  - Transfer Ownership of Protocol to Another Researcher
- Reports**
  - Protocol Reports
  - AAALAC Compliance Reports
  - Protocol Contact Reports
- Searches**
  - Protocol Search
  - Funding Search
  - Annual Review Search
  - Register Search

The background interface shows a table with the following data:

Alert	Inbox	T
Protocol Actions	0	
Draft Protocols	8	
Protocols in Review	1	
Annual Reviews		
Annuals in Review	0	
Renewals		
Draft Amendment	1	
Transfer Ownership	1	



# Thanks for Attending

## Contact Information:

Tricia Mayhew-Noel, Director, Research Compliance and Ethics  
Office

Located in Shepard 108B

212-650-7902

[IACUC@ccny.cuny.edu](mailto:IACUC@ccny.cuny.edu)

[tmayhewnoel@ccny.cuny.edu](mailto:tmayhewnoel@ccny.cuny.edu)