

OFFICE OF RESEARCH SERVICES

# ANIMAL OVERSIGHT (IACUC) 5-STEP USER MANUAL: NEW APPLICATIONS

CAYUSE FOR INVESTIGATORS

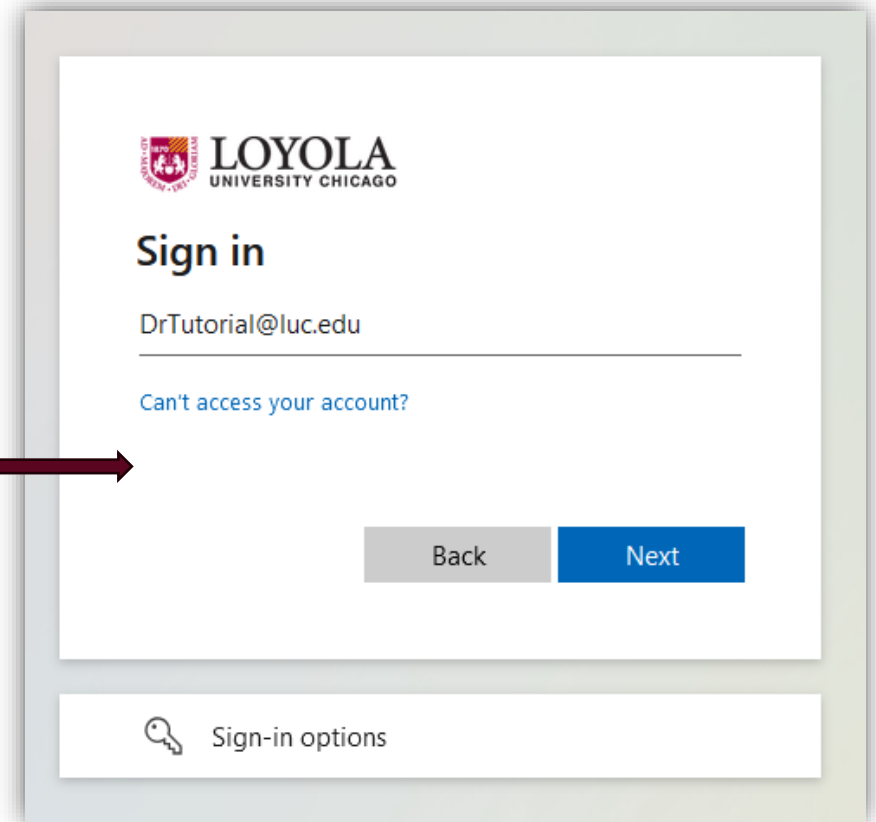
OCTOBER 2025



**LOYOLA**  
UNIVERSITY CHICAGO

# STEP 1: LOG INTO CAYUSE USING SSO

- Visit [LUC.CAYUSE.COM](https://luc.cayuse.com)
  - ✓ If currently logged into secure Loyola platform, you will enter the Cayuse interface directly
  - ✓ If not, you will be asked to **login using Single Sign-On (SSO) feature to access Cayuse**




LOYOLA UNIVERSITY CHICAGO

## Sign in

DrTutorial@luc.edu

[Can't access your account?](#)

Back Next

 Sign-in options

Animal Oversight

Alert

Inbox

Total

Protocol Actions

0

1

Draft Protocols

4

4

Protocols in Review

De Novo Reviews

Draft Amendment

0

0

Transfer Ownership

0

0

Hazard Safety

Protocol Actions ?

+ Start a New Protocol Application

Copy Protocol to New Document

Start an Amendment

Register

Find

Page 1 of 1 20

PI

Protocol #

Protocol Title

Action Menu

**If you have access to both Animal Oversight and Hazard Safety:**

- Ensure you are in the correct section: "Animal Oversight", and
- the correct Site, Role (Researcher Staff Members), and PI Group are selected along the top banner

# CAYUSE HOMEPAGE

# STEP 2: START A NEW APPLICATION

The screenshot displays the Cayuse Animal Oversight interface. At the top, the site is identified as Loyola University Chicago - Lakeside Campuses, and the user's role is Researcher Staff Members. The main navigation menu includes 'Animal Oversight' and 'Protocol Actions'. The 'Protocol Actions' menu is expanded, showing options like 'Alert', 'Draft Protocols', 'Protocols in Review', 'De Novo Reviews', and 'Draft Amendment'. The 'Alert' section has a table with columns for 'Alert', 'Inbox', and 'Total'. The 'Protocol Actions' menu item is circled with a red oval and labeled with a red '1'. The '+ Start a New Protocol Application' button is also circled with a red oval and labeled with a red '2'. An arrow points from this button to a 'Protocol Document' dialog box titled 'Start a New Protocol Application'. The dialog box has a 'New Document' tab and a question: 'Will your research involve live vertebrate animals or products of vertebrate animals? \*'. The 'Yes' radio button is selected. At the bottom of the dialog box is a '+ Start New Application' button.

Alert	Inbox	Total
Protocol Actions	0	1
Draft Protocols	4	4
Protocols in Review		
De Novo Reviews		
Draft Amendment	0	0

To start a new application, under the Animal Oversight action menu, (1) select "Protocol Actions", then (2) select "Start a New Protocol Application". A page asking *if the research involves vertebrate or products of vertebrate animals* will populate before the application leads to customization based on research variables/options.

# STEP 3: CHOOSE PROTOCOL OPTIONS

**Cayuse generates a custom application from responses to protocol options questions.**  
*You can always return to this page to update your options while developing this application, as needed*

## PROTOCOL OPTIONS (Y/N):

- ✓ Antibodies
- ✓ Outside Institution Collaboration
- ✓ Field Studies
- ✓ Off-Campus, Live Animal Research
- ✓ Animals in Public Areas or Outside Vivarium

## Protocol Introduction

### Tips on Navigation:

As you complete each page, you will receive a green checkmark on the right side of the page. Once you have completed all pages, you will be able to submit the protocol for review. To navigate between pages, click on the title in the Table of Contents. Some pages have attachment grids and a table of contents.

- **Preview Protocol:** To preview your protocol, click on the Preview Protocol button on the right side of the page.
- **Attachments:** Please click the Attachments page on the left side of the page.
- **Cancel Draft Protocol:** If the study is no longer active, or if you no longer wish to pursue the protocol, click the Cancel Draft Protocol button on the left side of the page.

Selections on this page will populate the protocol form. Please feel free to update your selections as needed.

Choose Options

## SPECIES GRID:

- ✓ Species
- ✓ Breeding
- ✓ Procedures or Exceptions
- ✓ Prolonged Restraint
- ✓ Surgery
- ✓ Vet Drugs
- ✓ Experimental Agents
- ✓ IBC Agents
- ✓ Euthanize

- When the Protocol Application Options are entered, Cayuse generates the **CUSTOM APPLICATION**
- In addition to the 'Previous page' and 'Next page' buttons use the Table of Contents menu on the left panel to move through the application
- A section is complete when a **green check mark** appears in the menu

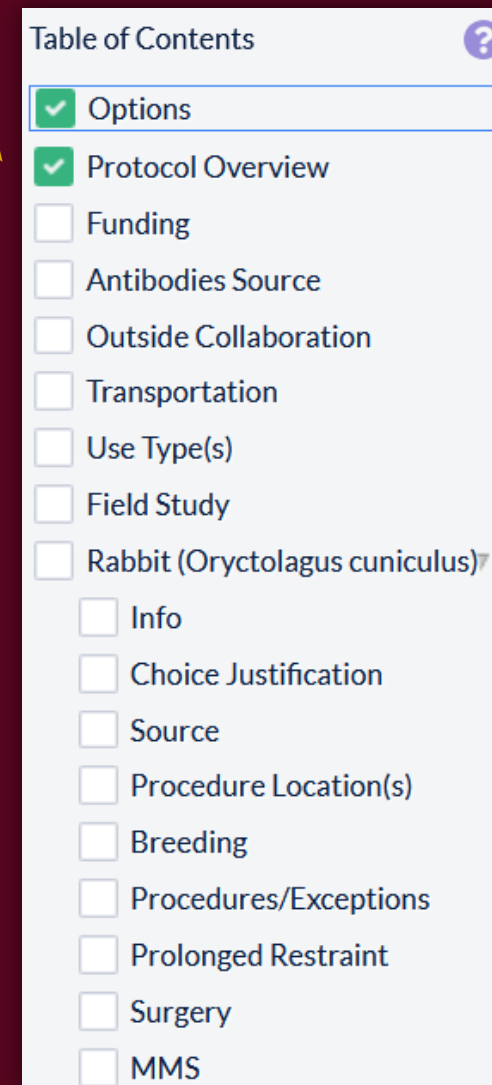


Table of Contents <span>?</span>	
<input checked="" type="checkbox"/>	Options
<input checked="" type="checkbox"/>	Protocol Overview
<input type="checkbox"/>	Funding
<input type="checkbox"/>	Antibodies Source
<input type="checkbox"/>	Outside Collaboration
<input type="checkbox"/>	Transportation
<input type="checkbox"/>	Use Type(s)
<input type="checkbox"/>	Field Study
<input type="checkbox"/>	Rabbit ( <i>Oryctolagus cuniculus</i> )
<input type="checkbox"/>	Info
<input type="checkbox"/>	Choice Justification
<input type="checkbox"/>	Source
<input type="checkbox"/>	Procedure Location(s)
<input type="checkbox"/>	Breeding
<input type="checkbox"/>	Procedures/Exceptions
<input type="checkbox"/>	Prolonged Restraint
<input type="checkbox"/>	Surgery
<input type="checkbox"/>	MMS

# PROTOCOL OVERVIEW

# STEP 4: COMPLETE THE APPLICATION

Cayuse will customize your application, displaying “optional sections” as they relate to your research plan; All questions displaying a **red asterisk (\*)** indicate required fields

Protocol Document 00000060 1

Table of Contents

- Options
- Protocol Overview
- Antibodies Source
- Transportation
- Use Type(s)
- Mole
  - Info
  - Choice Justification
  - Source
  - Procedure Location(s)
  - Animal Numbers
  - Methodology
  - Unrelieved Pain/Distress

## Type of Animal Use

**Use Type(s)**

Research Type \*

Other?

<< Previous page >> Next page

## PROTOCOL REQUIREMENTS:

- ✓ **Use Type:** Research description
- ✓ **Personnel:** Contact information, experience and qualifications of all research staff on the project
- ✓ **Databases Searched:** Animals in pain level D or E recorded?
- ✓ **Endpoints:** Animal monitoring and euthanasia criteria
- ✓ **Attachments:** Relevant to research protocol

# STEP 5: PI REVIEW & SUBMISSION

Experimental Agents  
Euthanasia  
Animal Numbers  
Methodology  
Unrelieved Pain/Distress  
3Rs  
Adverse Consequences  
Personnel  
Databases Searched  
Endpoints  
Attachments  
Submit Protocol  
Cancel Draft Protocol  
Preview Protocol

polices, USDA regulations, all federal, state, and local  
• I certify that all individuals working on this protocol v  
project.  
• I certify that all indiv  
any work covered by  
I certify that all pers  
on the appropriate s  
• I certify that all pers  
• I certify that all anim  
obtained.  
• I certify that the com  
unexpected morbidity  
• I understand that failure to comply with any of the ab  
related activities associated with this protocol.

• Once the application is complete and all sections display a **green check mark**, applicants may proceed to final steps

• **The Principal Investigator must be the one to Submit the Protocol**

• If a study team member is preparing the application, the listed PI will receive email notice that a draft application was created

Not the PI?  
This button notifies the PI to submit



# THANK YOU

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