

OFFICE OF RESEARCH SERVICES

HAZARD SAFETY (IBC) 5-STEP USER MANUAL

CAYUSE FOR INVESTIGATORS

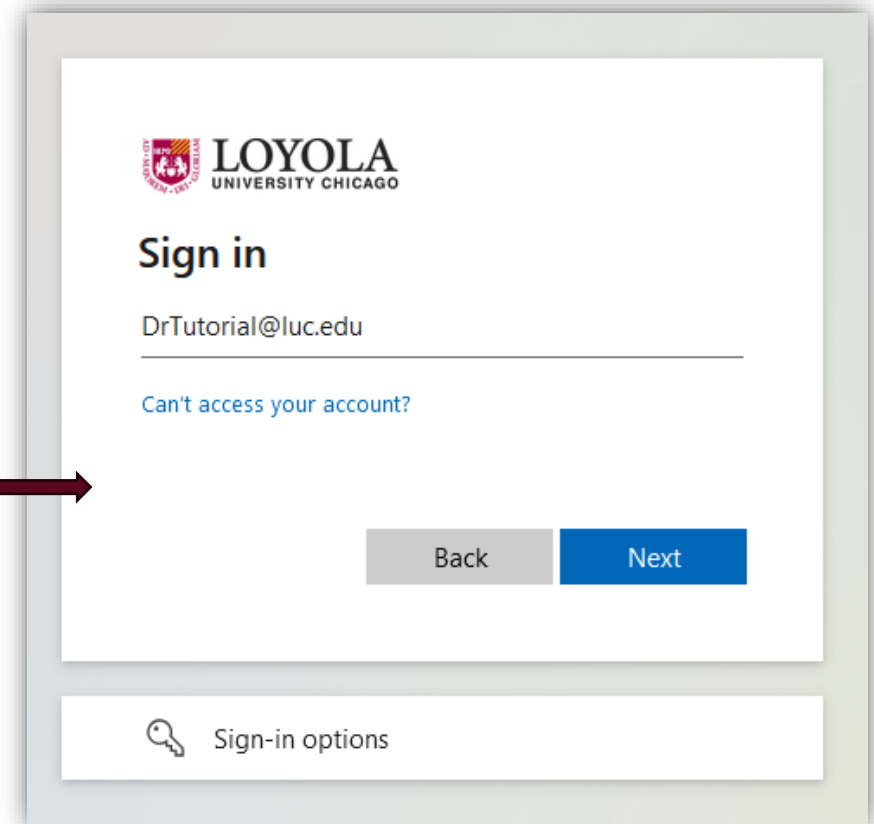
JULY 2025



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**



The screenshot shows a web page for signing in to the Cayuse system. At the top left is the Loyola University Chicago logo. Below it, the text "Sign in" is displayed. Underneath, the email address "DrTutorial@luc.edu" is entered in a text field. A link "Can't access your account?" is provided below the text field. At the bottom of the form are two buttons: "Back" (grey) and "Next" (blue). Below the main form area, there is a section with a key icon and the text "Sign-in options".

Site: Loyola University Chicago - Lakeside Campuses
 Role: Researcher Staff Members
 PI Group: Ali, Nazneen

Alert	Inbox	Total
Protocol Actions	0	0
Draft Protocols	5	5
Protocols in Review	0	1
De Novo Reviews	0	0
Draft Amendments	0	0

Action Menu

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

- Ensure you are in the correct section: "**Hazard Safety**", 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 shows the Cayuse Hazard Safety interface. At the top, it displays the site name 'Loyola University Chicago - Lakeside Campuses', the user's role 'Researcher Staff Members', and the PI Group 'Ali, Nazneen'. Below this, there are navigation tabs for 'Animal Oversight', 'Hazard Safety', and 'Alert'. The 'Hazard Safety' tab is active, and a sub-menu is open showing 'Protocol Actions' (circled with a red '1') and 'Draft Protocols'. The 'Protocol Actions' sub-menu is also open, showing a '+ Start a New Application' button (circled with a red '2'), 'Copy Protocol to New Protocol', 'Start Amendment', and 'Vers'. Below the navigation, there is a table with columns 'Alert', 'Inbox', and 'Total'. The table contains the following data:

Alert	Inbox	Total
Protocol Actions	0	0
Draft Protocols	5	5
Protocols in Review	0	1
De Novo Reviews	0	0
Draft Amendments	0	0

Below the table, there is a search bar and a table with columns 'PI', 'Protocol #', 'Version', and 'Protocol Title'. The search bar contains the text 'Find' and a refresh icon. The table has a pagination control showing 'Page 1 of 0' and a dropdown menu for '20'.

To start a new application, under the Hazard Safety action menu, (1) select "Protocol Actions", then (2) select "Start a New Application". There are also options to duplicate an existing protocol and start an amendment application.

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):

- ✓ Recombinant And Synthetic Nucleic Acid Molecules
- ✓ Microorganisms/Potentially Infectious Material
- ✓ Biological Toxins
- ✓ Human Gene Transfer/Therapy
- ✓ Nanoparticles
- ✓ Whole Animal Work
- ✓ Plants

Table of Contents

Options

Hazard Safety Protocol Application Options

Tips on Navigation:

As you complete each page, you will receive a green checkmark on the left side of the screen in the Table of Contents for any relevant documentation to those pages.

- **Attachments:** Please click the Attachments page on the lower left of the Table of Contents to upload any relevant documentation to those pages.
- **Cancel Draft Protocol:** If the study is no longer active, or submission is no longer required, you can click the Cancel Draft Protocol button on the lower left of the Table of Contents to cancel the draft protocol.
- **Preview Protocol:** To preview your protocol or to save a PDF, please click Preview Protocol from the lower left of the Table of Contents.

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

Choose Options

Check the box if there is funding associated with this protocol.

- 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**

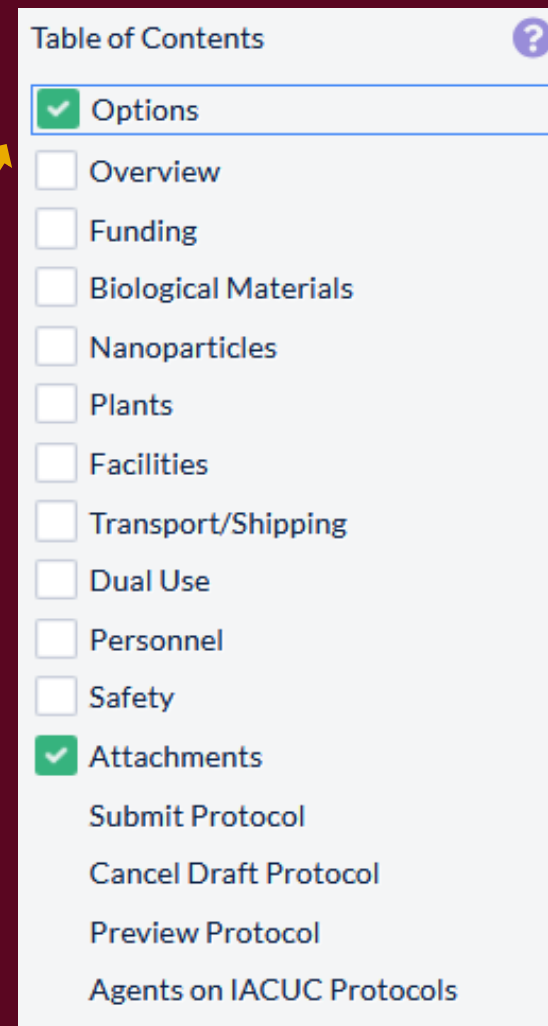


Table of Contents

- Options
- Overview
- Funding
- Biological Materials
- Nanoparticles
- Plants
- Facilities
- Transport/Shipping
- Dual Use
- Personnel
- Safety
- Attachments
 - Submit Protocol
 - Cancel Draft Protocol
 - Preview Protocol
 - Agents on IACUC Protocols

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 REQUIREMENTS:

- ✓ **Facilities & Locations:** Biosafety level, agents/, PPE, etc. associated with research location/s
- ✓ **Transport/Shipping:** Locations, routes, and containment methods
- ✓ **Dual Use:** DURC & PEPP Policy considerations
- ✓ **Personnel:** Contact information, experience and qualifications of all research staff on the project
- ✓ **Safety:** Discussion of lab safety procedures
- ✓ **Assurance:** Acknowledgement of application standards
- ✓ **Attachments:** Relevant to research protocol

The screenshot shows a web form titled "Fund Info". The first field is a dropdown menu labeled "Select the fund type *", where the asterisk is red. Below it is a text input field for "Fund Source". The next field is a larger text area for "Grant Title (indicate if the PI is different than the protocol PI)". Below that is a checkbox labeled "Currently Funded?". At the bottom of the form are two buttons: "Save changes" and "Cancel changes". A red arrow from the text above points to the red asterisk on the "Select the fund type" label.



THANK YOU

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VISIT OUR WEBSITE: <https://www.luc.edu/ors/cayuse/>

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