

OFFICE OF RESEARCH SERVICES

ANIMAL OVERSIGHT (IACUC) 4-STEP USER MANUAL: AMENDMENTS

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 AN AMENDMENT APPLICATION

The screenshot shows the cayuse Animal Oversight interface. On the left, the 'Animal Oversight' menu has 'Protocol Actions' circled with a red circle and the number 1. The main area shows a table of protocol actions with the row for 'Ali, Nazneen' and protocol number '00000030' circled with a red circle and the number 2. To the right of the table, the 'Start an Amendment' button is circled with a red circle and the number 3. On the right side, the 'Submit a Protocol Amendment' form is shown. The 'Reason for Change' field is circled with a red circle and the number 4. The 'Amend Protocol' button at the bottom of the form is circled with a red circle and the number 5.

Alert	Inbox	Total
Protocol Actions	0	1
Draft Protocols	8	8
Protocols in Review	0	1
De Novo Reviews		
Draft Amendment	0	
Transfer Ownership	0	0

Protocol #	Protocol Title
00000030	A study on the speed of wild hares

Submit a Protocol Amendment 00000030 2

Amendment

Protocol Number: 00000030
Protocol Year: 2
Protocol Title: A study on the speed of wild hares
Approve Date: 05/01/2025
Expiration Date: 05/01/2028
Full Name: Ali, Nazneen

Reason for Change *
Use this space to detail why the updates the protocol are being proposed.
3427 Characters Remaining

Amend Protocol

Under the Animal Oversight action menu, (1) select “**Protocol Actions**”, (2) highlight the application of interest, then (3) select “**Start an Amendment**”

ON THE FOLLOWING PAGE, (4) in the “**Reason for Change**” box, detail why updates to the protocol are being proposed, then (5) select “**Amend Protocol**”.

STEP 3: ENTER PROTOCOL AMENDMENTS

A pop-up box appears on each application page

- Enter amendments in application (below)
- Select view in *expanded* pop-up box (right); *application section/text box must be selected to view changes*

Age/Weight Range
2-7lbs

Animal Identification Method
Animals will be individually identified using PIT tags.
3445 Characters Remaining

Live changes
Animals will be individually identified using PIT tags.

Review Notes

Save changes Cancel changes

NOTE: Once an application page is clicked upon, user must **Save or Cancel** to proceed (regardless if changes are made)

- Live Changes: Proposed Version w/ **HIGHLIGHTED** Amendments
- Previous Version: Field Prior to Proposed Amendments
- Changes: Changes Made in Last Revision
- ✓ *Find reviewer comments under Review Notes, pop-up box*



Investigators will likely maintain fewer - often just ONE - application/s in Cayuse

- In the new system, users submit *protocol* applications, whereas in CAP, projects were managed
- One animal experiment protocol in Cayuse may cover several projects, given animal procedures do not vary.
 - Separate animal breeding protocol/s may also be submitted

To amend a study initially approved in the CAP system:

1. Complete Steps 1 & 2
2. **Proceed to fill all Cayuse application fields to reconcile the systems transition**

AMENDING AN APPLICATION STARTED IN CAP

STEP 4: SUBMIT AMENDMENT APPLICATION

To ensure the amendment was submitted, see homepage > *Protocols in Review*; submitted applications will appear here

Submit Protocol

- The proposed activities do not unnecessarily duplicate existing protocols.
- All personnel will comply with applicable laws, regulations, and institutional policies.
- All personnel will read and understand the approved protocol and amendments.
- All personnel will be informed of potential health and safety risks.
- All personnel will have sufficient time to complete the protocol.
- Animals will be lawfully acquired, and work will not be performed on animals until they are acclimated to the facility.
- The committee will be notified of any unexpected results.
- I understand that non-compliance may result in debarment.

	Inbox	Total
Draft Protocols	1	1
Protocols in Review	0	7
De Novo Reviews		
Draft Amendment	0	0
Transfer Ownership	0	0

Protocol Actions **Protocols in Review**

Preview Protocol

Submitted	PI	Protocol #	Date
Amendment - 3 Protocol(s) Submitted			
04/23/2025	Rios, Jennifer C	00000021	09/22/2024
04/16/2025	Rios, Jennifer C	00000013	10/10/2024
04/16/2025	Rios, Jennifer C	00000014	10/09/2024
New - 4 Protocol(s) Submitted			
07/03/2025	Rios, Jennifer C	00000063	07/03/2025

Under the Animal Oversight action menu:
 (1) select “Protocol Actions”
 (2) highlight the application of interest
 (3) select “Protocol Versions Preview”

Approved (e.g., New, Amendment, De Novo) applications listed from most recent version to original protocol (Version 0001).

- **Version:** Sequentially *approved* protocol version
- **Approved and Expiration Dates:** Adjusted according to submission
- **Version Date:** Approval date
- **Source:** Type of submission associated with the approved protocol version

Protocol Versions Preview 00000030

Protocol	Version	PI	Approved	Expiration	Version Date	Source	
00000030	0003	Ali, Nazneen	05/01/2025	05/01/2028	10/06/2025	Amendment Document ()	A study on the speed of C Hares
00000030	0002	Ali, Nazneen	05/01/2025	05/01/2028	05/21/2025	Amendment Document ()	A study on the speed of w
00000030	0001	Ali, Nazneen	05/01/2025	05/01/2028	05/01/2025	New Document	A study on the speed of w

OPTIONAL: PROTOCOL VERSIONS PREVIEW



THANK YOU

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

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