

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 'Inbox' and 'Total' columns. The 'Protocol Actions' menu item is circled with a red oval and labeled '1'. The '+ Start a New Protocol Application' button is also circled with a red oval and labeled '2'. A red arrow points from this button to a 'Protocol Document' dialog box on the right. 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 "Choose Options" button.

- **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 you no longer wish to proceed, 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

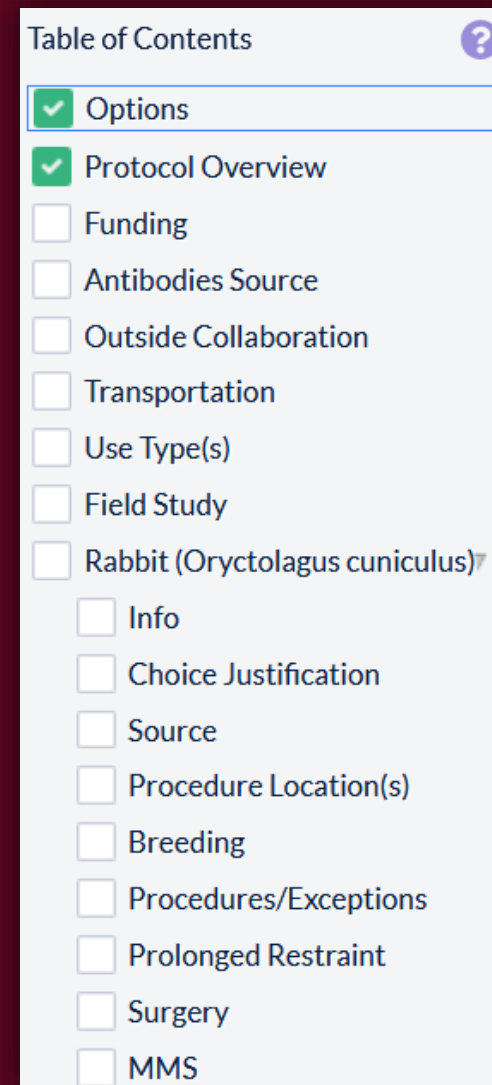


Table of Contents ?	
<input checked="" type="checkbox"/>	Options
<input checked="" type="checkbox"/>	Protocol Overview
<input type="checkbox"/>	Funding
<input type="checkbox"/>	Antibodies Source
<input type="checkbox"/>	Outside Collaboration
<input type="checkbox"/>	Transportation
<input type="checkbox"/>	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

- I certify that all individuals involved in the project.
- I certify that all individuals involved in any work covered by this protocol.
- I certify that all personnel involved in the project are trained on the appropriate use of the protocol.
- I certify that all personnel involved in the project are trained on the appropriate use of the protocol.
- I certify that all animals involved in the project are handled in accordance with the protocol.
- I certify that the completion of this protocol will not result in unexpected morbidity and mortality.
- I understand that failure to comply with any of the above 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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