



Instructions for Researchers to Create and Submit an IACUC Protocol

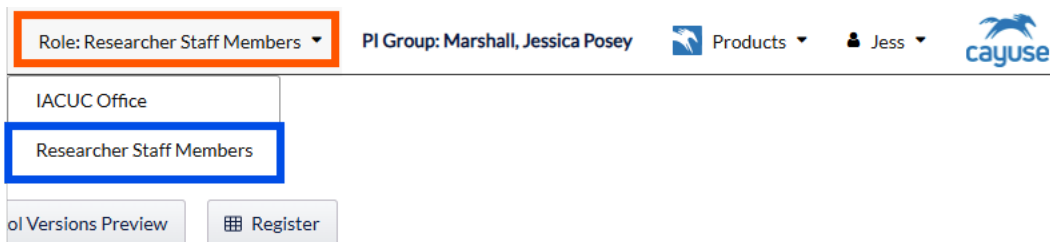
Logging onto CAYUSE, use this link: <https://msstate.app.cayuse.com>

Log on using your 2-step MSU NetID and Password.

On the top right of the screen, you should see your name and 'Products'. On the drop-down menu under 'Products' select 'Animal Oversight' (orange).

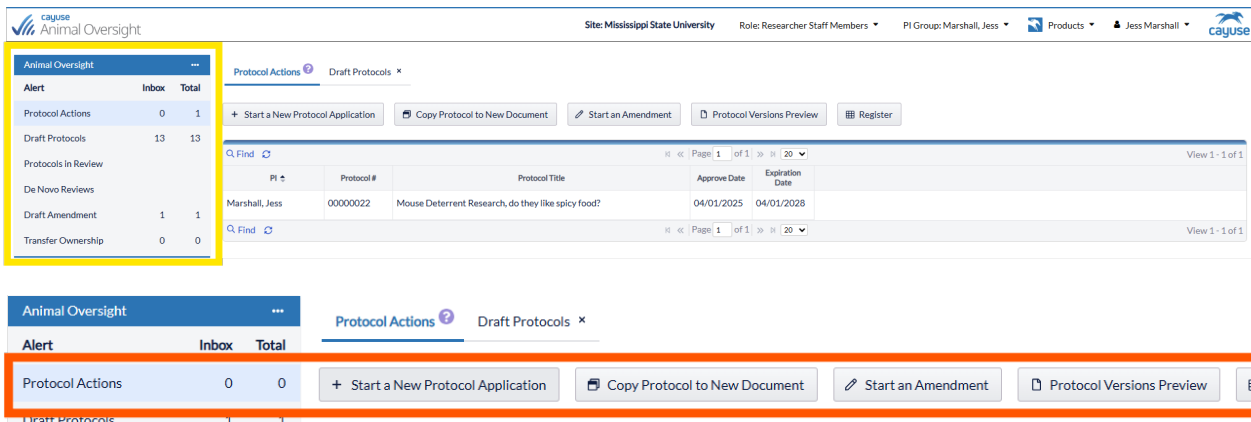


Find the drop-down under 'Role:' (orange) and select 'Researcher Staff Members' (blue):



Here on this page is where all your protocols will be listed.

On the left side of the page (yellow), your protocols will be organized in levels:



'Protocol Actions' here you will find a list of your approved protocols.

You can:

Start a New Protocol.

Clone a Protocol.

Start an Amendment.

View your Entire Approved Protocol – Print your protocol.

Register – Shows animal numbers: Approved. Amended – added. Ordered. Balance.

The screenshot shows the 'Animal Oversight' interface with the 'Draft Protocols' tab selected. The left sidebar has 'Draft Protocols' highlighted with a green box. The main content area shows a table with one entry:

PI	Protocol #	Title	Created On	Last Updated	Document Status	Document Type
Marshall, Jessica Posey	00000002		12/03/2025	12/16/2025	New	New

'Draft Protocols' are protocols that are still being entered and/or have not yet been submitted to IACUC.

The screenshot shows the 'Animal Oversight' interface with the 'Protocols in Review' tab selected. The left sidebar has 'Protocols in Review' highlighted with a purple box. The main content area shows a table with one entry:

Submitted	PI	Protocol #	Date Sent	Time Sent	Title	From	To	Action

'Protocols in Review' are protocols in review. Here it will show you where your protocol is in its routing.

The screenshot shows the 'Animal Oversight' interface with the 'De Novo Reviews' tab selected. The left sidebar has 'De Novo Reviews' highlighted with a pink box. The main content area shows a table with one entry:

PI	Protocol #	Version	Title	Date Approved	Review Date	Expiration Date	Due Days	Protocol Status	Document Type

'De Novo Protocols' are protocols that are due to expire. The system moves protocols into De Novo 3 months before their expiration. Once protocols are moved into De Novo amendments CANNOT be submitted for them.

The screenshot shows the 'Animal Oversight' interface with the 'Draft Amendment' tab selected. The left sidebar has 'Draft Amendment' highlighted with an orange box. The main content area shows a table with one entry:

PI	Protocol No	Protocol Title	Approved	Expires	Amend. #	Reason	Status	Date

'Draft Amendment' are any amendment that has been started on a protocol. It also shows the

status where the amendment is.

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

'Transfer Ownership' are protocols that the PI is being changed to a different PI. It also shows the status of the change in PI.

Protocol Actions

- + Start a New Protocol Application
- Copy Protocol to New Document
- Start an Amendment
- Protocol Versions Preview
- Register

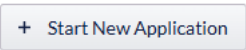
Creating a New Protocol: click 'Start a New Protocol Application'. This will start up the questions that build your protocol. As you click through answering, it will populate the section you will need to fill out.

Start a New Protocol Application

Will your research involve **live vertebrate animals** or **products of vertebrate animals**? *

Yes No

Selecting 'Yes' a button will appear.



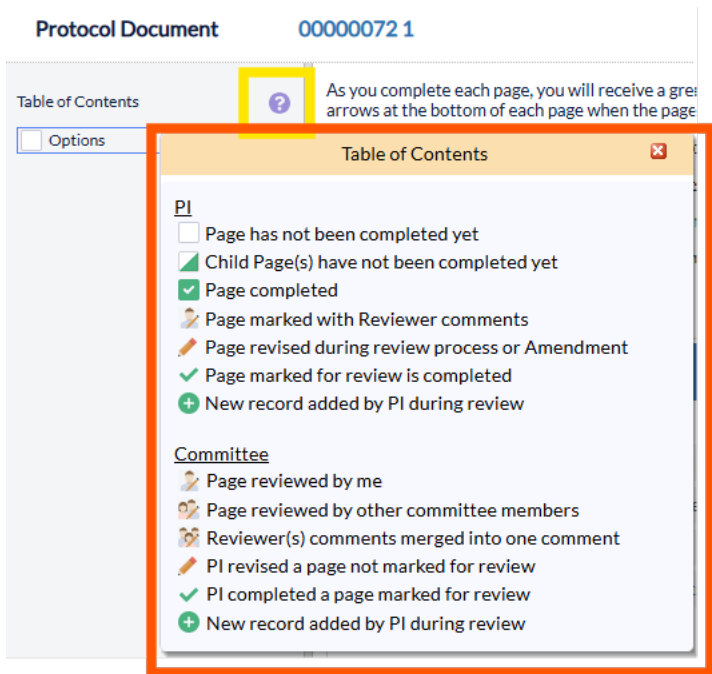
Click this button to officially start up a new protocol with an IACUC protocol number.


Protocol Document

- Options
- Protocol Overview
- Funding
- Outside Collaboration
- Use Type(s)
- Field Study
- Personnel
- Databases Searched
- Endpoints
- Attachments
- Submit Protocol
- Cancel Draft Protocol
- Preview Protocol

On the left side of your screen, you should see a Table of Contents. As you continue entering the information into your protocol it will build your Table of Contents.

Using this Table of Contents, you can navigate between various sections of the protocol and revisit them to finish entering information.



On the upper right corner of the Table of Contents you will see  (purple ?) that you can hover over and it will pop-up a key for the symbols on your Table of Contents.

As you fill out each section of your protocol the boxes beside each will start to fill in. This will help you know which sections have been completed or still need information.

At the top of your newly started protocol, there are some tips to help you navigate:

- **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.

Options:

Choose Options

Do you have funding for this project (ex: start-up funds, grant, internal funds, etc.)?

Will you be collaborating with an outside institution? Yes No

Will field studies be conducted? Yes No

Will animals be moved through public access areas or taken outside of the vivarium? Yes No

Funding: If you have funding for your study, check the box for this. If you do not know all the information for the funding just yet, please enter what information you do know.

Collaborating: If you are collaborating with a researcher outside of MSU check 'Yes'.

Field Studies: If this protocol is for a field study, i.e. wildlife study – check 'Yes'.

Animals in Public Areas or Outside Vivarium: if you are transporting your animals within hallways or outside, check yes.

Species

On the bottom part of the 'Options' page, you will see where to add Specie(s) to your protocol. Click 'Add'

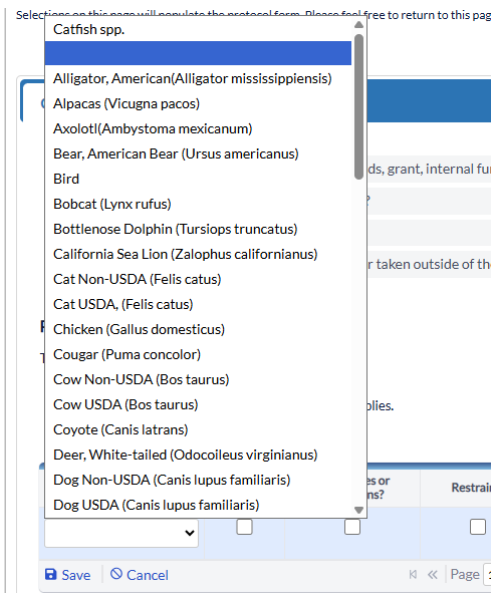
Protocol Species Grid ?

Species	Breeding?	Procedures or Exceptions?	Restraint?	Surgery?	Vet Drugs?	Experimental Agents?	IBC Agents?	Euthanize?
+ Add Edit Delete Find Page 1 of 0 » 20 No records to view								

Click **+Add** to add a specie to your protocol. And click on the drop-down under Species column.

Choose your specie(s) and mark all the options that apply to your protocol.

If you are using more than one specie, you will need to add them individually and check their boxes for that specie.



Note: If you are using USDA Regulated animals, please you select the appropriate specie:

These are not ALL the USDA options.

If not USDA regulated, select the **Non-USA** specie option.

- Cat Non-USA (Felis catus)
- Cat USA, (Felis catus)**
- Chicken (Gallus domesticus)
- Cougar (Puma concolor)
- Cow Non-USA (Bos taurus)
- Cow USA (Bos taurus)**
- Coyote (Canis latrans)
- Deer, White-tailed (Odocoileus virginianus)
- Dog Non-USA (Canis lupus familiaris)
- Dog USA (Canis lupus familiaris)**

make sure

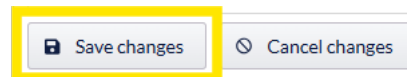
Example:

I have selected Catfish spp. and checked all the options to show all sections.

Species	Breeding?	Procedures or Exceptions?	Restraint?	Surgery?	Vet Drugs?	Experimental Agents?	IBC Agents?	Euthanize?
Catfish spp.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Save Cancel Page 1 of 0 » 20 View 1 - 1 of 1								

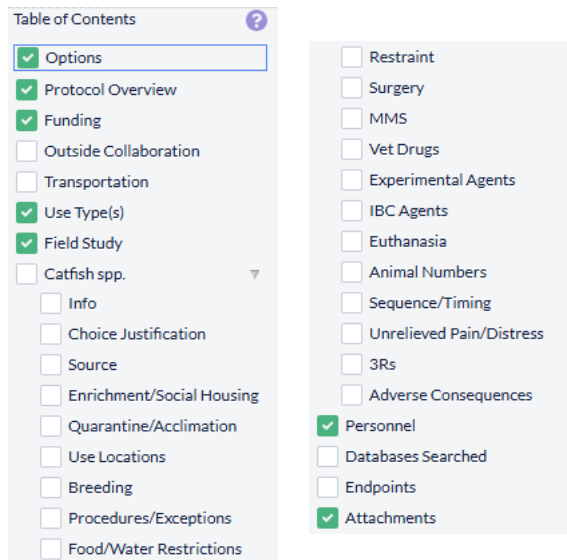
After selecting all that are needed, click Save under the Species chart.

Then click **'Save Changes'** at the bottom of the page and save this page of the protocol.



This will popular more sections within your Table of Contents (TOC), including your specie(s).

Here, I have selected **Yes** on all these options to show you what populates within the protocol.



To move on to the next section, you can either click on the **» Next page** button at the bottom left or click on the page title listed on the TOC.

Main Body of the Protocol

Most of these pages and tabs are self-explanatory. I have placed the corresponding section in MyProtocol within brackets [MyProtocol]

Title: If you are moving over a protocol from MyProtocol that is yet to expire, please add the original protocol number at the beginning of the title.

Ex: “23-001 - IACUC Testing Protocol”

All these below should be in lay language, around an 8th grade reading level, so that non-scientists and others can interpret.

Lay Abstract: State the purpose of your research and outline the goals and objectives you hope to accomplish. [Rationale: 1a]

Benefits: How the procedures affect animal well-being versus the expected benefits for humans, animals, or scientific progress. [Rationale 1b]

Experimental Summary:

This section should provide the committee with a clear overview of your project’s scope, explain your reasons for selecting the specific species involved, and describe how these choices align with your overall research objectives. [Rationale 2a]

Vet Info: This is required. [Personnel Veterinary Care]

The screenshot shows a horizontal tabbed interface with five tabs: 'Title', 'Lay Abstract', 'Benefits', 'Experimental Summary', and 'Vet Info'. Below the tabs is a text input field with the placeholder text 'Enter title for this Protocol *' and a red asterisk indicating a required field. The text 'Test for Instructions' is entered into the field.

After all of these tabs are completed, make sure you click the **'Save Changes'**. Your box for **'Protocol Overview'** should then be filled in green – to show this section have been completed.

The screenshot shows a 'Table of Contents' sidebar with a question mark icon. It contains three items: 'Options' with a green checkmark, 'Protocol Overview' with a green checkmark and a yellow highlight box around it, and 'Funding' with an unchecked checkbox.

Funding

To add a funding source:

- Click **+Add Funding Source** and complete funding information.
- If you are the PI, you may click **+Add From My List of Funds**. Options will be narrowed to include funding sources on your previous protocols.
- You may add more than one funding source.

The screenshot shows a toolbar with four buttons: '+ Add from my List of Funds', '+ Add Funding Source', 'Edit Funding Source', and 'Remove Funding Source'. Below the toolbar is a table with columns: 'Fund Type', 'Grant Title', 'Funded?', 'Grant #', and 'End Date'. The table is empty, showing 'Page 1 of 0' and 'No records to view'. Below the table are 'Previous page' and 'Next page' navigation buttons.

Funding:

Here is where you will enter your funding information for this protocol.

+Add from my List of Funds: this will be a list from previous funding entered in previous protocols. You will select the funding you wish to list on the protocol and click **+Add Selected Records**.

You will not have anything on your list for your first time entering funding in CAYUSE.

The screenshot shows a dialog box for adding records. It has a search bar with 'Find' and a refresh icon, and a table with columns: 'Fund Source', 'Fund Title', 'App. Due Date', 'Grant Number', 'Funded?', and 'Sponsored Project #'. The table is empty, showing 'Page 1 of 0' and 'No records to view'. Below the table are two buttons: '+ Add Selected Records' (highlighted with a yellow box) and 'Cancel'.

+Add Funding Source: Here you will enter new funding. Clicking on this button will pop-up this box to enter the information for the new funding source and **Save Changes**.

Edit Funding Source: You will select the funding you want to edit and click this button to make any changes you need.

Remove Funding Source: Select the funding you wish to delete and click Remove.

Fund Info

Fund Type *

Outside Collaboration

Use the attachment section to append Memorandum of Understanding (MOU) agreements.

+ Add from my List of Outside Coll + Add Outside Collaboration Edit Outside Collaboration Remove Outside Collaboration

Company Name	Assurance Number	Protocol Number	Collaboration Description
No records to view			

Outside Collaboration: here you will enter the information for any collaboration personnel that is outside of MSU.

The **Edit** and **Remove Outside Collaboration** works the same as in the previous **Funding** section.

+Add from my List of Outside Coll: this list will be built from collaboration information entered in previous protocols. You will not have anything listed here during your first time entering collaborations. After you click this button – you will select the information of the collab you wish to add to this protocol and click **+Add Selected Records**.

Company Name Assurance Number Protocol Number Species List

Find Page 1 of 1

+ Add Selected Records Cancel

+Add Outside Collaboration: Here you will enter in any new collaborators. You will enter in their information. The link to OLAW allows you to look up the institution and find their Assurance Number. You will also enter their protocol number if applicable.

You will enter their experience and training that have had as it pertains to the procedures and species within your protocol.

You can also attach any documentation for them here at the bottom of this page.

[Search OLAW assured institutions](#)

Company or Institution Name *

Assurance Number (if applicable)

Provide a brief description of the outside collaboration. Include

- Species used.
- Name(s) of any procedure, surgery or hazardous agents used and at which location they were used.
- Identify any surgery performed as major or minor and if an animal will undergo a second survival surgical procedure under this protocol.
- Include the contact information for the collaborating institution.
- Specify the collaborating PIs Role on the project. *

Are you shipping/giving live animals to the collaborating PI? *

Yes No

Transporting Animals

Enter the description of any animal transportation, if applicable.

Transportation

Describe the method used to transport animals outside the vivarium.

- Include the proposed route of transportation.
- Describe the containment method.
- Provide Justification.

Transportation Description

Animal Use Types

You will select what type of research this protocol will be covering. If 'Other' you will check the box and enter in the type.

Use Type(s)

Research Type *

Other?

Save changes Cancel

- Research
- Teaching
- Wildlife
- Holding

Field Study

Here, you will enter the information about your field study. The explanation of why you are using the species you chose.

If you are capturing or handling animals you will select 'Yes', which will open another section for you to complete: describe trap/net, when, how often, non-target animals, precautions taken possible injury, euthanizing or recapturing. ALL the details for obtaining your animals will be entered here.

Housing: if 'Yes' here, another section will show for you to complete.

Prolonged Capture: if 'Yes' here, another section will show for you to complete.

You can attach any documents you need at the bottom of this page.

Field Study

Are any species involved in this research under endangered or protected categories? See [FWS Endangered Species list](#).

Yes No

Explain why they must be used for research. *

Describe the field work. Include

- The field study location.
- A description of how occupational health concerns have been addressed to ensure the safety of field personnel including the risk of zoonoses.
- Attach required permits after saving the page. *

Are Animals Captured or Handled During Study? *

Yes No

Are International, Federal or State Permit Required?
*Note: Save the page and attach the permit (if applicable) **

Yes No

Species Information

Each species listed on the protocol will have these next few pages to be completed. The upper left will show you what species it is asking information about. (yellow)



This is your basic information about the species you are using. [Specie]

Justification for Choice of Species

Justification: Justify your specie choice and why one lower on the phylogenic scale cannot be used.

Justification

Species Source

Simply the source of your species. [Species to be Used. 11]

Vendor: enter the name.

Non-MSU Collaborator: name them along with their institution.

MSU Colleague: name them and protocol number from where the animals are coming from, if applicable.

MSU Breeding Population:

Client Owned: make sure you attach the Client Consent Form

Source

If the animals have previously undergone any procedures before this protocol, please select 'Yes' and provide a detailed explanation. Include protocol numbers if available.

Enrichment/Social Housing

Mark and explain if your animals are socially or single-housed, and if they will have enrichment.

Enrichment

Will animals be socially housed?
The *Guide* states on p. 64 that *Single housing of social species should be the exception and justified based on experimental requirements or veterinary-related concerns about animal well-being.**

Yes No

Explain why animals must be singly housed and provide scientific justification.*

Will environmental enrichment be provided?*

Yes No

Describe the enrichment.*

Quarantine and Acclimation

If you will be quarantining, explain if you will be following the SOP or not.

Quarantine

Will you follow the Standard Operating Procedures (SOPs) for quarantine?*

Yes No

Will you be utilizing an established herd?

Yes No

Describe and scientifically justify the deviation from standard quarantine practices.*

Use Locations

+ Add from my List of Locations + Add Use Locations Edit Use Locations Delete Use Locations

Location/Building	Room	Location Type	Animal Use in Area
Page 1 of 0 20			

To list your locations, buildings, rooms, pastures or pens.

'List of Locations' will be empty until you save from previous protocols.

+Add Use Locations click here to enter your locations from the list.

It will bring you to a new page where you will have a drop-down for your '**Location/Room**'.

Location/Room*

Select the Location Type

What live animal work will be done in this area (e.g., euthanasia, survival surgery, behavioral testing, etc.)?

Save changes Cancel changes

- 1A
- 3A
- 4th Floor
- Animal Health Center
- Bio-Med
- Blackjack Deer Pens
- Bovine Scales
- Brown Loam Experiment Station

Once you select from this drop-down you will have another drop-down option for specifics for that location.

Example: I have chosen the Bio-Med and you can see the room numbers specific for that location.

Location Type: make you selection from the drop-down.

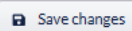
The complete what live animal work will be done at this location.

Breeding Information

Mark the appropriate boxes for your study.

To add a strain and its information, click on **'+Add'** at the bottom left of this box.

Enter your strain name and mark appropriate boxes. Select your breeding scheme from the drop down. Fill in the **'Phenotype'** and what **'Monitoring'** will be done.

Click **'Save'** here and then  at the bottom of this page.

0000072 1:Catfish spp.

Non-Surgical Procedures and Exceptions

Your procedures will be added here for the each species – you can see we are still under our Catfish spp. (yellow).

'My List of Procedures' will be empty until you save from previous procedures being entered. You can also 'Attach File' (green) to add any helpful documents about your procedure.

Attachments cannot be used in place of listed procedures on the protocol.

Click 'Add Procedure/Exception' (orange) to add a procedure and it will bring up another set of drop-downs.

Click the 'Select the Type' drop-down menu (orange).

You will usually use the 'Protocol Specific Procedure' option unless you have an exception, which you would select 1 of the other options with exceptions.

Once you select a Type you will then select a 'Procedure/Exception Name' (yellow) from the drop-down menu:

Note: If your do not see your procedure listed, please contact the IACUC office, JMarshall@orc.msstate.edu, and we can get it added for you.

ALL procedures must be listed on the protocol. Procedures CANNOT only be listed on a document and attached to the protocol. They must be selected from the drop down within the protocol form and a detailed description be given.

Select the Type
Protocol Specific Procedure

Procedure/Exception Name *

Describe the procedure giving enough detail that another person could carry it out.

Describe any special care or monitoring and the clinical signs for removing an animal from the study.

Save changes Cancel changes

Once you have chosen your Procedure/Exception, provide a detailed description of the procedure (green).

Next, enter information about any special care or monitoring required. As well as the criteria or indicators that would necessitate removing an animal from the study (orange).

Once you enter everything, click **'Save Changes'** (purple).

You will be brought back to the **'Procedures and Exceptions'** page, where you should see your newly added procedure on the chart (red).

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

Type	Procedure/Exception Name	Exception/Exemption	Protocol Specific Procedure
Protocol Specific Procedure	Bacterial Challenge		Test

Page 1 of 1 20

If you need to edit your procedure, you will select the row of your procedure (red) needing edits and click the **'Edit Procedure/Exception'** button (yellow), and make your changes.

Food/Water Restrictions

Exemptions

Will Animals be subject to Food and/or Water Restriction? *

Yes No

If yes, please describe for how long and reason for fasting *

Save changes Cancel changes

On the 'Food/Water Restriction' page, indicate if restriction is taking place by selecting **Yes** or **No** (yellow).

If Yes, include the details of the restriction such as: how long and the reason (orange).

Click the **'Save Changes'** button. This will take and it will take you to the next page.

Restraint

+ Add from my List of Restraints **+ Add Restraint** Edit Restraint Remove Restraint

Restraint Type	Duration	Rationale

Page 1 of 0 20

If **'Restraint'** is checked on your species, this page will be next.

There will be nothing under **'my List of Restraints'** until you save from a previous protocol.

You will click **'+ Add Restraint'**, which will bring you to a new page:

Restraint Type *

Describe the restraint and provide rationale if prolonged or chronic restraint are selected. *

Duration of restraint.

How is animal acclimated to the restraint?

Clicking on the drop-down menu, **'Restraint Type'** you will select the option that applies:

Clicking on the **'Restraint Type'** drop-down menu, you will choose the option that best fits your situation:

Note: If you are unsure, reach out to the attending veterinarian.

Restraint Type *

- Chronic (restraint Lasting > 12 Hours)
- Manual Or Restraint Device 15-30 Minutes
- Manual Or Restraint Device < 15 Minutes
- Manual Or Restraint Device > 30 Minutes
- Specialized (component Of The Research Objective)

Once you select 'Restraint Type' you will then:

Describe and give Rationale if using prolonged or chronic restraint.

Specify the duration of the restraint.

Explain how the animal is acclimated to the restraint.

After all the information has been entered you can click '**Save Changes**'

Restraint Type *

Manual Or Restraint Device 15-30 Minutes ▾

Describe the restraint and provide rationale if prolonged or chronic restraint are selected. *

Duration of restraint.

How is animal acclimated to the restraint?

Save changes Cancel changes

Surgical Procedures

Here you will list all of your surgeries.

Your '**List of Surgeries**' (orange) will be empty until you save from a previous protocol.

+ Add from my List of Surgeries + Add Surgery Edit Surgery Remove Surgery

Surgery Name	Recovery Type	Analgesics Withheld?	MMS?
Page 1 of 0 ALL ▾			
« Previous page		» Next page	

Click '+Add Surgery' (yellow) and it will bring you to a new page.

Select your "**Surgery Type**' (green) on the drop-down – here shows part of the list of available.

Note: If you do not see your surgery listed, please reach out to the IACUC office, Jess Marshall JMarshall@orc.msstate.edu, so it can be added to the available options.

Next you will select your '**Recovery Type**' (red): Survival or Non-survival.

Info Surgery Locations

Surgery Type *

Recovery Type *

Survival

Non-survival

- Amputation
- Ankylosis
- Buhner
- Cannulation
- Caslick
- Castration
- Cesarean Section
- Craniotomy
- Dehorning
- Episiotomy
- Hysterotomy

After selecting your recovery type, another question will appear to ask if there will be multiple survival.

Will any animal under go this surgery, recover and then undergo another survival surgery?

Yes No

Pre-Op

Explain your Pre-Op instructions (yellow).

Describe pre-op procedures and surgical preparation including acclimation period, fasting, procuring baseline information such as body weight, body temp, blood values, and preoperative analgesics.

Personnel

Personnel: Here you will list ALL your MSU personnel that will be involved in this protocol. Co-PIs, Lab Technicians, Students, Post-Docs, Volunteers. ANY and ALL Personnel.

+Add from my Personnel List: this will be a list of personnel listed in previous protocols. The first time you are entering personnel on a protocol, you will not have a list to pick from.

+Add Personnel: This is where you will enter personnel not listed on any of your previous protocols.

+ Add from my Personnel List		+ Add Personnel		✎ Edit Personnel		🗑 Delete Personnel	
Name ↕	Business Role	Phone	Email	Emergency Contact			
Marshall, Jessica Posey		662-325-3294	jpm692@msstate.edu				

Personnel Info: To search, you will enter the last name and choose the correct name from the drop down menu that populates and fill out any areas that pertain to them.

Personnel Info
Personnel Activities
Training Profile

Name *

Business Role

Organization Department *

Email

Office Phone

Cell Phone

Alternate Phone

- Marshall, Anne E.
- Marshall, Derek Hunter
- Marshall, Elizabeth Galey
- Marshall, Emma Davis
- Marshall, Jessica Posey
- Marshall, Joshua Paul
- Marshall, Montrell DeLafayette
- Marshall, Tkyuah Sharice

Emergency Contact

Primary Contact?

Copy Primary Contact on all Emails

This person has been authorized to submit on behalf of the protocol owner. (Please contact IACUC@orc.msstate.edu to enable this option.)

At least one personnel must be designated as an 'Emergency Contact,' but you may assign more than 1 if needed.

You must contact the IACUC office to designate a personnel member who can submit protocols on your behalf.

Personnel Activities: you will select ALL the procedures you have listed on this protocol that they will be involved in.

Edit and Delete Personnel: these work the same as the previous sections. To make changes or remove that selected personnel you will select the row the person is listed on and then click the Edit or Delete button.

Database Searched this is when you have a Pain & Distress Category D or E.

End Points follow the instructions here.

Attachments ALL of your attachments will live here. Even if you attach on a certain page, you will be able to find them all on this tab. It will show you where it was attached – under the page column.

Attachments

Attachments

Page ↑	File Name	Description	Original File Name
Attachments	00000076_1_0001_Researchers - How to create a protocol.pdf	How to create a protocol	Researchers - How to create a protocol.pdf
Species Source	00000076_1_0001_Summary of R4 roles (1).docx	species source	Summary of R4 Roles (1).docx

« Previous page » Next page

File ↑	Description	Created On	Created At
<input type="checkbox"/> 00000076_1_0001_Researchers - How to create a protocol.pdf	How to create a protocol	02/03/2026	09:57:47

« Page 1 of 1 » 20 View 1 - 2 of 2

Cancel Draft: do not worry if you click this on accident. It will take you to a question on why you are cancelling. This will come to me, the IACUC office, to then withdraw it for you if it is a true cancellation.

Cancel Protocol

Cancel Draft Protocol

Reason for Cancelling Draft Protocol *

Preview Protocol this gives you a printable view of your protocol! You can also use this to search you protocol. It will only show the table of your attachments – it will NOT print out your attachments as it's document.