

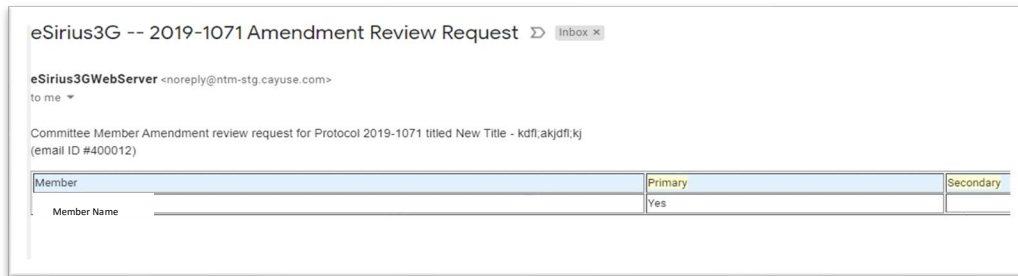
Overview

This guide is for IACUC members and other reviewers conducting reviews of protocols and amendments.

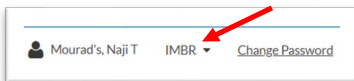
Supported Browsers

Chrome, Safari, and Firefox

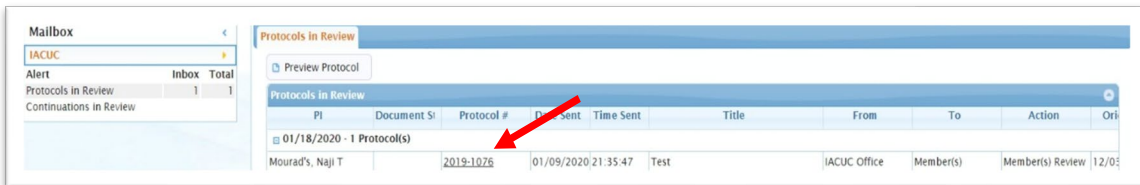
Identifying a New Review



1. When you are assigned a review, you will receive an automated email from the IACUC system.
2. Log in to the system and confirm that the IACUC Member role is selected.

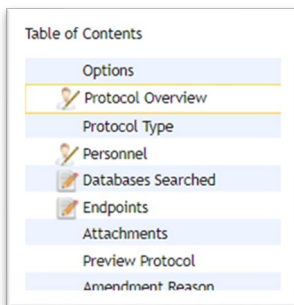


3. The assigned protocol will display in your inbox. Click on the protocol number to begin your review.



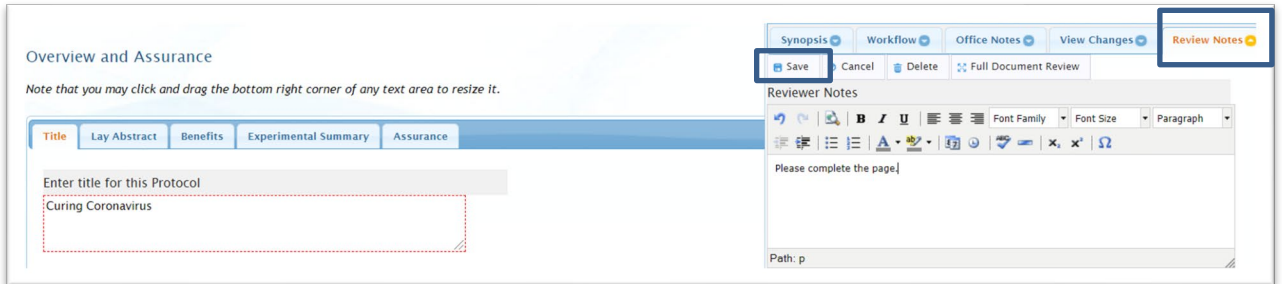
Navigating the Protocol and Adding Comments

1. Use the Table of Contents (TOC) on the side bar to jump from page to page by clicking on the page title.

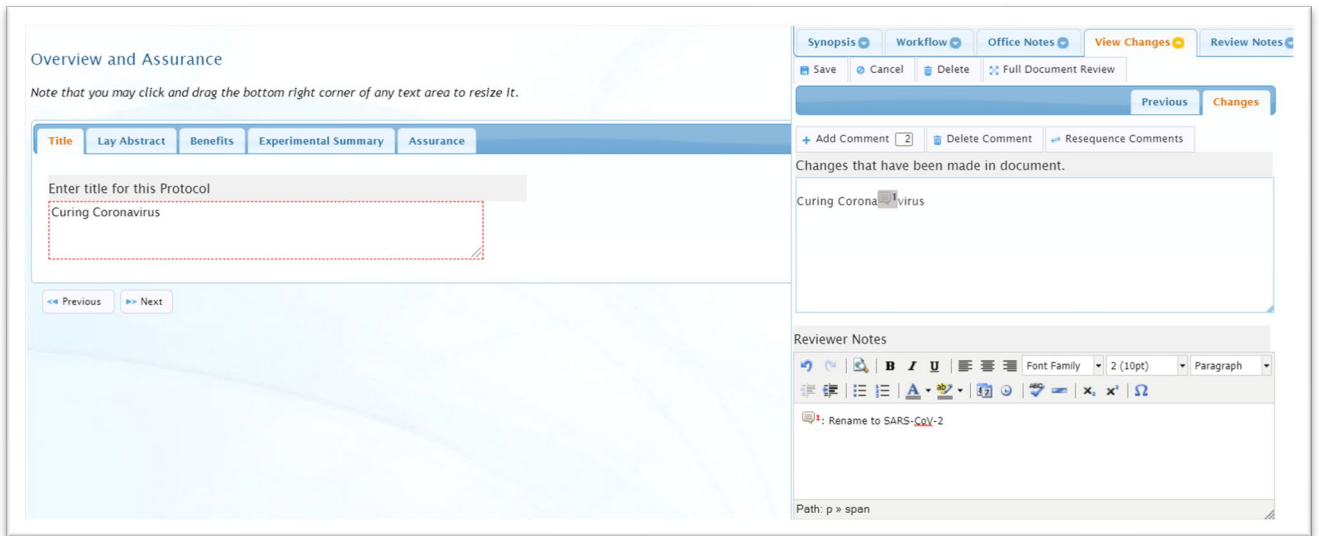


2. Use the previous or next buttons at the bottom of the page to navigate through the protocol form.

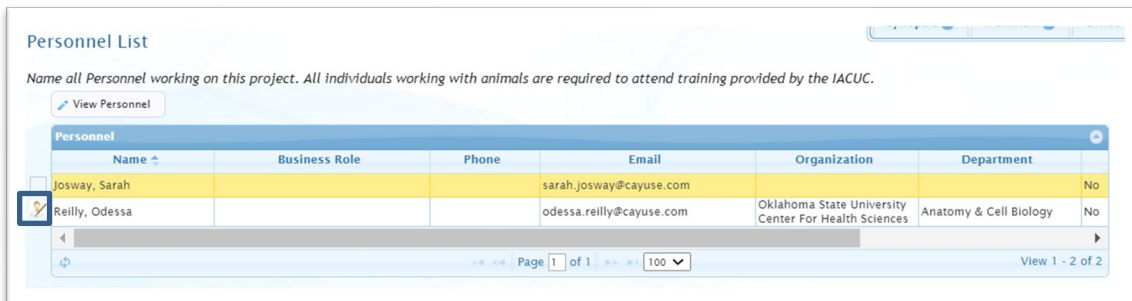
- Click on the Review Notes tab to expand the toolbox. To leave a note at the page level, type the comment in the Reviewer Notes box and click **Save**.



- To leave a reviewer comment within a specific text response, click the response. The text will display in the review toolbox. Click **+ Add Comment** and then click the text to add a footnote. Then add the comment in the Reviewer Notes box below. Click **Save**.

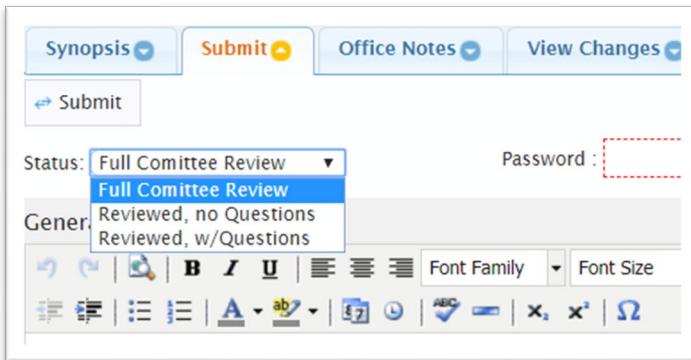


- To add a comment on an item in a grid (ex. Personnel page), click the entry to highlight it and then click **View**. Expand the Reviewer toolbox and add the comment. Click **Save**. After a reviewer comment is saved, a Reviewer Icon will display by the item needing revision.

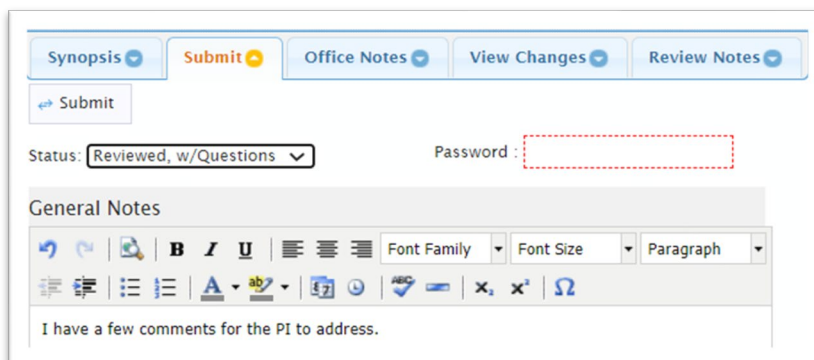


Submitting the Review

1. Click on the **Submit** tab and select a status.
 - Full Committee Review – the IACUC Office will be notified to add the item to the agenda
 - Reviewed, no Questions – the review was completed without any questions for the PI
 - Reviewed, w/Questions – the IACUC Office will be notified that questions were entered for the PI



2. Use the General Notes text box to document your review decision.
 - Designated Member Review – Log your decision (Modifications Required, FCR or Approved)
 - Full Committee Review – provide your review summary and recommendation to the committee
3. Click **Submit** to return the protocol to the office. Once submitted, the protocol will disappear from your alert mailbox.



For more support, check out the guides at <https://support.cayuse.com>.