



Accessing and Starting an IBC Protocol Submission within Cayuse Platform

IBC Protocol Introduction:

All laboratory/benchtop Institutional Biosafety Committee (IBC) protocols on University of Colorado Denver | Anschutz campuses are submitted and maintained via an online platform system, Cayuse. Each Principal Investigator (PI) may have ownership over one IBC protocol.

Once the initial IBC protocol application submission is reviewed and approved by the IBC, the IBC protocol will be active and approved for three years until its renewal/de novo application is due, reviewed at three-year increments starting from the application's previous approval date [e.g., IBC protocol X is approved by the IBC on 07 November 2024. IBC protocol X will require a renewal application to be submitted for review and approval before 07 November 2027]. If renewals/de novo applications are not submitted before their expiration date, the IBC protocol will be retired/closed within the Cayuse system.

Any IBC-related changes to the laboratory's research activities should be accurately captured within their IBC protocol and be changed via an amendment submission. Similar to initial and de novo application submissions, amendments will undergo a prereview before being reviewed by the full IBC at a monthly convened IBC meeting.

Amendments to add/remove laboratory personnel can be managed administratively. However, before new laboratory personnel can be added to an IBC protocol, each laboratory member will first need to receive clearance confirmation from the Occupational Health Office (OCCUPATIONAL.HEALTH@CUANSCHUTZ.EDU) to work with specific biohazards listed on each IBC protocol and be up to date on Skillsoft training. The Occupational Health Office can provide further details regarding specific requirements as that office manages the sensitive personnel information. Additionally, the table listed on the 'Personnel' page of the IBC protocol form will detail training courses required and their completion frequency.

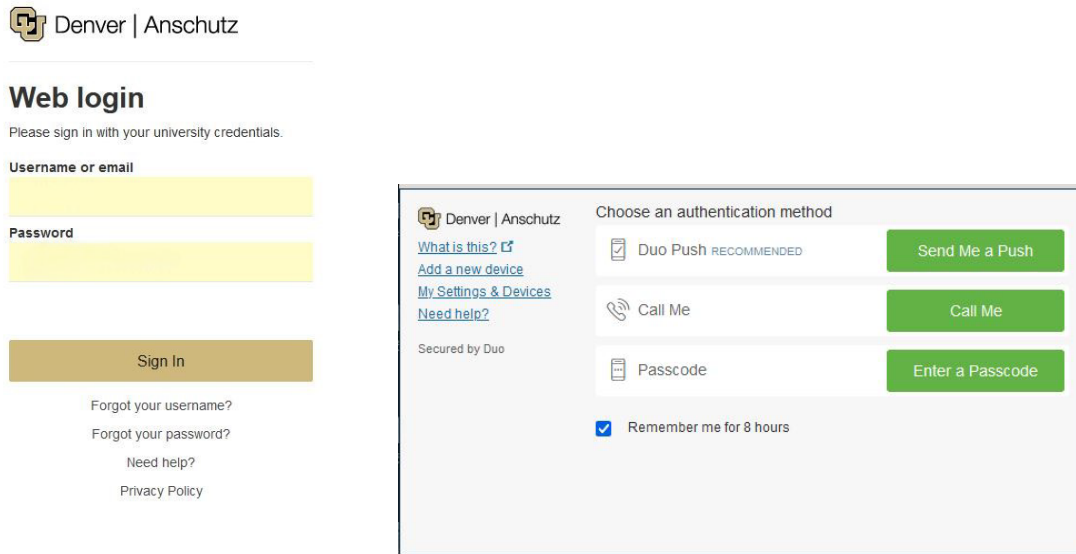
This document is intended to provide guidance for laboratory staff when completing an IBC protocol application. Please email the IBC Office at IBC@CUAnschutz.edu if additional assistance can be provided.

Step 1 – Logging into the Cayuse Platform:



Once setup with Cayuse access permissions, the user can log into Cayuse with this link:
<https://cuanschutz.app.cayuse.com/>

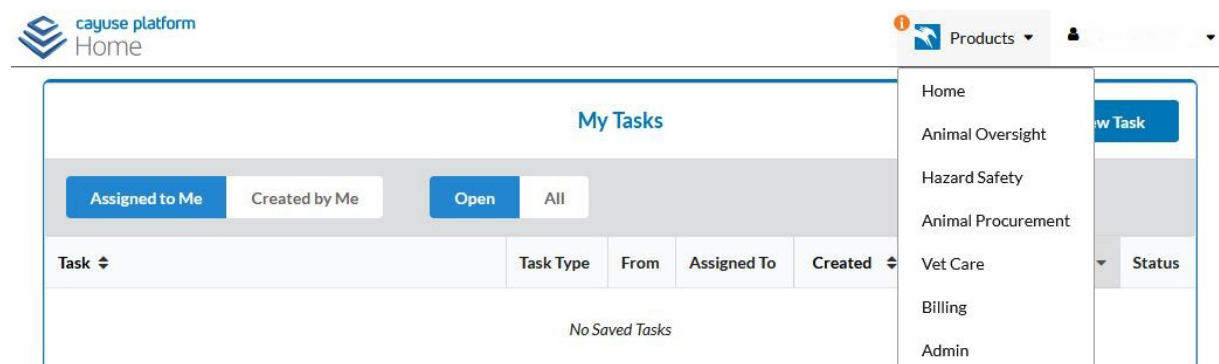
The site will prompt the user to add their university credentials (and may require Duo authentication once the “Sign In” button is pressed):



Once logged-in for the first time, please refresh the browser if any errors appear. If this does not resolve any error issues, please email the IBC Office (IBC@CUAnschutz.edu).

Step 2 – Navigating to the IBC Protocol Section of the Cayuse Platform:

Once logged-in, the user will need to click “Hazard Safety” from the ‘Products’ dropdown menu:



In the next page that will load, the user will need to ensure that they are in the correct “PI



Group” listed along the top and then navigate to the “Hazard Safety” section in the menu on the top, lefthand corner of the page. Once here, the user can start a new IBC application, navigate to a draft protocol within ‘Draft Protocols’, navigate to a draft protocol amendment within ‘Draft IBC Amendments’, start a de novo application within the ‘De Novo Reviews’, or check on the review status of an IBC protocol currently under review within ‘Protocols in Review’:

The screenshot shows the Cayuse Hazard Safety interface. At the top, there is a navigation bar with the Cayuse logo, site information (Site: UC Denver), user role (Role: Researcher Staff Members), and other settings. On the left, a navigation menu lists various sections: Animal Oversight, Animal Procurement, Animal Inventory, Billing, Vet Care, Hazard Safety, Alert, Protocol Actions, Draft Protocols, Protocols in Review, De Novo Reviews, Draft IBC Amendments, and Reports. The 'Hazard Safety' section is currently selected. The main content area is titled 'Protocol Actions' and contains three buttons: '+ Start a New IBC Application', 'Start IBC Amendment', and 'IBC Versions Preview'. Below these buttons is a table with columns for PI, Protocol #, Version, and Protocol Title. The table is currently empty. The interface also includes search and pagination controls.

To open the IBC protocol for reviewing/editing (if on the laboratory’s side and allowing editing privileges), the user will need to click on the hyperlinked IBC protocol number that will appear within an entry of the table in the middle of the page.

If the laboratory also has any Institutional Animal Care and Use Committee (IACUC) protocols within Cayuse, other sections (e.g., Animal Oversight, Animal Procurement, Animal Inventory, Billing, Vet Care) will appear on the menu on the top, lefthand corner of the page.

Step 3 – Making Changes to an IBC Protocol within the Cayuse Platform:

Once an initial, de novo, or amendment application has been initiated within Cayuse, the drafts will be saved under either ‘Draft Protocols’ or ‘Draft IBC Amendments’ section until they are submitted for IBC review. Once a submission has been sent to the IBC Office within Cayuse, it will appear under the ‘Protocols in Review’ section until the current application has been fully processed/approved. If addressing IBC reviewer comments during an application revision, the ‘Protocols in Review’ section will need to be visited to view/address reviewer comments found within the IBC protocol form:



Hazard Safety		
Alert	Inbox	Total
Protocol Actions	0	1
Draft Protocols	0	0
Protocols in Review	1	1
De Novo Reviews	0	0
Draft IBC Amendments	0	0
Reports		

De Novo/Renewal Applications:

Before an initial or de novo IBC protocol application can be submitted within the Cayuse system, any IBC protocol pages or sub/child pages that have not yet been completed (denoted with an empty box or half green-filled box) next to their section titles) will need to be addressed first. Once completed, the pages will have green checkmarks () next to the section title and the PI will be able to submit the IBC protocol.

IBC Protocol with Reviewer Comments for Laboratory to Address:

If an IBC protocol is pending revision and on the laboratory's end for edits, the protocol page(s) where the IBC reviewer comment(s) is(are) located will be denoted with a jedi-looking icon () next to their section titles. Once all pages with a jedi icon next to their titles have been changed to either a green checkmark () or pencil icon (), the PI will then be able to resubmit the IBC protocol for revision review.

PI

- Page has not been completed yet
- Child Page(s) have not been completed yet
- Page completed
- Page marked with Reviewer comments
- Page revised during review process or Amendment
- Page marked for review is completed
- New record added by PI during review

Linking an IACUC Protocol to an IBC Protocol Form:

To link an IBC agent to an IACUC protocol from an IBC protocol, the user will need to first add





the IBC agent to the appropriate section of the IBC protocol as a table entry. Within that table entry's subpage, the user will need to check the "Vertebrate Animals" checkbox and save changes to the subpage. Along with completing this step, the approval of the de novo/renewal or amendment application will first need to be processed within Cayuse before the user can link the IBC agent(s) to the associated IACUC protocol:

In what applications will this product be used? Vertebrate animals should only be checked if administered directly to live animals (this links to the IACUC protocol form). *

- Arthropods
- Bacterial culture
- Benchtop Applications- must be described in narrative
- Cell or Tissue Culture
- Invertebrate Animals
- Micro Organism
- Plants or Transgenic Plants
- Storage- no active use
- Vertebrate Animals

Step 4 – Submitting an IBC Protocol to the IBC Office within the Cayuse Platform:

Once the laboratory and/or PI have completed all edits to an IBC protocol, the PI (individual with ultimate oversight over the laboratory work) will need to log into Cayuse to add their credentials to virtually send off the IBC protocol to the IBC Office. To do so, the PI will need to open the IBC protocol form, navigate to the "Submit Protocol" page, add any credentials as needed, and press "Submit Protocol" for the IBC Office to virtually receive the IBC protocol for review:

Submit Protocol

I acknowledge all requirements and restrictions of the most current NIH Guidelines as assigned to my protocol and approved by the IBC. As the Principal Investigator I accept responsibility for the safe conduct of the experiments described in this protocol and conducted at under the conditions and Biosafety Levels approved by the IBC. I understand that it is my responsibility to assure that all personnel working in my laboratory are fully informed about the specific dangers, safe use and disposal, appropriate steps to take in case of accidents, and are provided/trained with all necessary safety equipment for work with any of the items or procedures described on my protocol.

I understand that prior to beginning work in my laboratory, all research personnel must be cleared by Occupational Health and complete all SkillSoft training as indicated by the IBC. I understand that it is my responsibility to assure that all personnel working in my laboratory are fully informed of their responsibility to report any spills, accidents, exposures, etc. to the Biosafety Office, Department of Health and Safety, Occupational Health, and University Risk Management/Workers Compensation Program, as appropriate. *

Yes No

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Helpful Tips for Cayuse Users:

- The IBC has a university website with the most up-to-date documents, NIH references, and IBC submission deadlines/meeting dates:
<https://research.cuanschutz.edu/committee-support/home/ibc>
- The Cayuse system no longer requires a connection to the university's virtual private network (VPN). The Duo Authenticator application may prompt the user to reauthenticate.
- Although Google Chrome is the preferred web browser for using Cayuse, alternative web browsers (e.g., Firefox, Safari) are known to also be compatible with the platform.
- Prompt answers selected on the 'Options' page will determine which pages will populate in the remainder of the IBC protocol form. To delete a section, the user will need to navigate to the 'Options' page and change their answer to the associated prompt to "No".
- If a research staff member is listed within multiple PI groups, the research staff member will need to ensure that they are in the desired "PI Group" at the top of the Cayuse page.
- If the user encounters a "Forbidden" error message when logging into Cayuse, please reach out to the IBC Office (IBC@CUAnschutz.edu) for support as this may require changes on the Cayuse admin site.

