

Guidelines and Template Submission of a new IACUC protocol or SOP

Prepared by the Animal Welfare Committee
Department of Biological Sciences, A-State

Note: Our guidelines, comments, and recommendations hereafter will be in blue. Anything in black is what you would see in Cayuse.

If you need to submit an SOP, follow these steps:

1. Sign in [CayuseIRB](#). If you do not have an account yet, contact CayuseIRB@atate.edu to get an account.
2. Click on **New Study**
3. Under **Study details**, type a title for your study
4. Click on the check mark to validate
5. A blue button + **New Submission** should appear (or become active) toward the top-right corner. Click on this button
6. Select **Initial**.
7. Now your protocol has been assigned a number and you're ready to enter the information needed.
8. Click on **Edit**.
9. Answer all questions. Below, you will find the questions you will be asked to complete for a protocol or SOP.
10. Once you are done completing these questions, make sure it's all saved (the **Save** option is under the Actions button)
11. Go back by clicking on **SUBMISSION DETAILS** to the left on the title ribbon.
12. Click on **Complete Submission** and **Certify**. If a student is the primary contact, Cayuse will send a request to the Faculty Advisor for certification. If co-PIs are included in the protocol, Cayuse will also send a request to them for certification.

A. PI Contact Information

***A.1. Primary Contact**

Browse to select the primary contact for this study.

Typically, this is the PI. This field is required by the CayuseIRB software.

This will automatically populate in a table. To the far right, you'll see a View link. If you click on it, it will show your CITI trainings with their expiration dates.

***A.2. Principal Investigator (PI)**

Browse to select the PI for this study.

This field is required by the CayuseIRB software.

FIND PEOPLE

Even if you are listed as primary contact, you would still need to populate your information here, unless, of course, someone else is the primary investigator. Click on the **Find People** button to generate this information.

***A.3. Attach PI's CITI Certificates**

- At a minimum, these parties must complete the most relevant Responsible Conduct of Research course. Other courses may apply, e.g., Human Subjects Research course for IRB protocols, Working With the IACUC course for IACUC protocols, or Biosafety/Biosecurity course for IBC protocols.
- To complete these courses, please create an account at www.CitiProgram.org. You must affiliate with Arkansas State University when you register.
- To obtain a PDF of the completion report, log in to CITI, select Arkansas State University Courses, select View Previously Completed Coursework, select View under the Completion Report column for the course, right-click on the report, and save as a PDF file.

ATTACH

The PI may be the primary contact but even if their training can be seen from the View button, the PI still needs to attach the completion report (or certificate of completion) of their CITI training.

***A.4. PI's relationship to Arkansas State University**

- Arkansas State University – Jonesboro**
 - Faculty**
 - Staff – If you are conducting this research as a student, please select your student status.**
 - Post Doc**
 - Graduate Student**
 - Undergraduate Student**

- Other (e.g., ASU-MH, NYIT, or Catalyst entities)**

Please provide your organization, position, and contact information.

***A.4.a. Faculty Advisor or A-State Contact**

This will appear if post-doc, graduate, or undergraduate student selected. Use the **Find People** button to populate advisor.

FIND PEOPLE

***A.5. Co-Principal Investigator(s)**

Does this project involve Co-PI(s)?

- Yes
- No

***A.5.a. Co-Principal Investigator(s)**

Browse to select the Co-PI(s).

FIND PEOPLE

This will appear if you selected Yes in question A.5. Use the **Find People** button to populate the appropriate information. Then, attach their CITI training.

Attach CITI Certificates for Co-PI(s)

ATTACH

***A.6. SPONSOR**

Is this project funded by a grant, internal or external?

- Yes
- No

A.6.a. Please list internal grant and FOAP, if known.

Example: FRAC grant.

This question and the next will appear if you selected Yes in question A.6.

A.6.b. Please list external funding source and FOAP, if known.

If A-State is the subrecipient, list both the funding agency and the prime recipient.

Example: NSF grant awarded to University of California-Irvine, subawarded to A-State.

A.7. COMPLIANCE COMMITTEE SELECTION

Select the appropriate committee for this protocol.

- Institutional Review Board (IRB) -- for research involving human subjects
- Institutional Animal Care and Use Committee (IACUC) -- for research involving animals
- Institutional Biosafety Committee (IBC) -- for research involving recombinant DNA or other potentially hazardous biological materials

Obviously, if you opened this document, you'd select IACUC here. When you do, a new section (B. IACUC Protocol) will appear in the left table of content of the Cayuse page. You can either click on the forward arrow or on the section link in the table of content to access this section. See below for questions you'll be expected to address under this section B.

B. IACUC Protocol

PLEASE NOTE: THE FIRST USE OF EACH ABBREVIATION OR ACRONYM MUST INCLUDE THE DEFINITION.

Example: APHIS (Animal and Plant Health Inspection Service)

RESEARCH OR SOP

Are you submitting a research protocol or a standard operating procedure (SOP)?

- Research Protocol
- Standard Operating Procedure (SOP) – *Typically submitted by the Animal Facility Manager*

--If you select [SOP](#), you will be prompted to attach a PDF of your SOP. Unfortunately, the A-State IACUC does not provide an SOP template, so we encourage you to look at the example available on our AWC webpage. Once you have attached your SOP, you are pretty much done; just make sure to save before you complete the submission.

--If you select [Research Protocol](#), more subsections appear, as shown in the template and guidelines for a new IACUC protocol document we made available on our [webpage](#).