

To our University researchers,

It's hard to believe that 2022 is almost over! As we head into winter break and the University closure, the Animal Welfare Program (AWP) and IACUC have some reminders and information, below.

We wish you all the best of the season and in the new year!

Do not hesitate to reach out to AWP staff with any questions or concerns.

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University Closure

The Animal Welfare Program office will be closed for University closure and will reopen on 1/3/23. Thank you for your patience as we close out the old year and start up the new.

Animal welfare concerns that are of an immediate impact should be directed to the emergency contact information for veterinarians and/or facility management, posted in each animal space.

New Fees

The AWP is still working on a fee structure for IACUC users – please rest assured that detailed information will be provided well ahead of the implementation, including a timeline, requirements, and instructions.

Listing Funding on Protocols

During your next IACUC protocol submission, you may be asked to update your funding listings, if you have not already. Every fund listed in Federal or Other Funding, including Departmental and non-federal sources, should have a corresponding aim in the Methodology, and each aim should have funding listed. Your AWP Specialist will be happy to assist in making updates as needed.

DeNovo Renewals & Protocol Expiration

Protocols at risk of expiration due to inaction by the Principal Investigator are becoming more common. Allowing a protocol to expire means that all animal work must halt, and any animals are transferred to University Animal Care for maintenance. See I-IC-GU-107, attached.

The AWP sends reminders at ~90, 60, and 45 days, and if needed, at 30 days, with deadlines. Your protocol should be ready for administrative review at 60 days, and ready to review by the Committee at 45 days. Responses to review comments should be made promptly to keep the review process moving forward.

Protocols will appear in your “De Novo Reviews” tab in Cayuse Animal Oversight 99 days prior to expiration. You are free to start your renewal from that page as soon as you see it available. Once it is started, you will then see it in the Draft Protocols section. (see image below).

Once the de novo renewal is available, no new amendments should be started, but rather any requested changes worked into the renewal.

Renewal will appear here once started

Start Here



Animal Oversight ...		
Alert	Inbox	Total
Protocol Actions	0	1
Draft Protocols	2	2
Protocols in Review		
De Novo Reviews		
Draft Amendment	0	0
Transfer Ownership	0	0
Animal Procurement ...		
Animal Inventory ...		

Once a protocol is in review, the PI and any contacts listed on the protocol should receive an automated email if action is needed. Alternately, you can look in the "Protocols in Review" tab to see where the workflow is directed. The "To" field will show "PI":

"To" field will list PI

Draft Protocols	2	2
Protocols in Review	0	1
De Novo Reviews		
Draft Amendment	0	0
Transfer Ownership	0	0
Animal Procurement	...	
Animal Inventory	...	

Submitted	PI	Protocol #	Date Sent	Time Sent	Title	From	To	Action
Amendment - 1 Protocol(s) Submitted								
09/26/2022	Neely, Ginger	2022-0959	12/14/2022	15:37:59	SAMPLE PROTOCOL <Sample, Not a live protocol>	PI	IACUC Office	Revision Submission

Cayuse Review Errors

We are aware of increasing errors in Cayuse Animal Oversight when working on submissions, and during the review process. To minimize a specific error (xml/html/programming code showing up in certain fields) that makes it difficult for IACUC reviewers to read the changes made to a protocol, we ask that you refrain from copying and pasting directly from a Word document. Any pasting done into the text boxes in the draft submission should be done as plain text, with needed formatting performed within the text box itself. AWP staff can assist with this process if needed. The code error is suspected to be related to invisible characters being pasted into the text boxes. A fix is being worked on, but may not be available in a timely manner, so we appreciate your patience while we work through challenges with the Cayuse platform.

If you need a pdf of your protocol, please use Firefox or Safari as Edge and Chrome currently have issues working with Adobe options.

Training & Documentation

This is a reminder that all lab personnel who handle animals must be listed on your IACUC protocol, must be trained in lab procedures, and training or qualifications must be documented and kept by the PI/lab. All personnel handling animals must have read the IACUC protocol and have access to the protocol any time they are working with animals. Documentation should include that personnel have read and understand the IACUC protocol. See I-IC-GU-302, attached.

The Animal Welfare Program has developed tools to assist in training documentation, and the IACUC has minimum requirements to be included on an animal protocol. However, it is ultimately the responsibility of each PI to ensure that lab staff have adequate, documented training in animal handling, protocol procedures, surgery, and etc.

Look for an announcement in the new year regarding requirements for CITI refresher training.

Do not hesitate to reach out to the AWP for assistance in setting up a training folder or system for your lab to use.

Let us know if you have any questions.

Happy holidays!

Ginger Neely, BA, CPIA

Assistant Director

Animal Welfare Program

The University of Arizona

(520) 626-9071 – Voice Mail Only

Open office hours Tuesdays 10-12 – ask for zoom link

research.arizona.edu/compliance/IACUC



The IACUC office continues to work remotely and may experience delays in response times. We appreciate your patience.

We want your feedback! Please complete the [IACUC Customer Service Survey](#) to let us know how we are doing.