

Greetings researchers!

Fall is here and with it we have information from the Animal Welfare Program.

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### **eSirius/Cayuse**

We are seeing increased technical issues with eSirius/Cayuse Animal Oversight. We understand the continued problems are incredibly frustrating for all of us, and we appreciate your patience while we attempt to work them out with the vendor.

Please keep in mind that making fixes and updates to Cayuse may require us to bring the program offline for a period of time – we try to schedule this for as late in the day as possible, but our vendor ultimately sets the time for updates, and needs to do them during their business hours which, may overlap with our own.

One error that is becoming more common is the presence of “code dump” text in editable text boxes – IE Methodology, Surgery, and 3Rs fields. The vendor has suggested that this code dump is most frequently caused by invisible or hidden characters (letters, symbols, etc) and/or review tags being copy and pasted from another document like Word or Google Docs.

The vendor offered a few tips that may help in some cases when copy and pasting from another document (Word, Google Docs, etc) into the protocol text boxes:

- When copying from Cayuse, paste into your word document as plain text. If you right click in the text box, select “Paste as plain text,” or use Ctrl + Shift + V
- Paste as plain text when going back into Cayuse. This means you’ll need to do any formatting within the text editing fields in Cayuse, rather than on the word document itself.

We are attempting to ensure the errors are corrected as we catch them, and may have to ask for additional updates during our usual administrative or IACUC review in order to do so. Some errors may require a trouble ticket with our vendor, which may add to our review time.

### **Updates to surgery format**

Recent changes to the surgery format will require updates to be made to surgical fields – this is primarily a rearrangement of information already there, but some items may need to be moved or a few questions answered the next time you do an amendment. AWP staff will be happy to assist in getting these items moved as needed.

### **Updates to Submission Assertion**

Changes are being made to the submission assertion page in Cayuse – the final page where you would submit a protocol after its admin review or email us if you have changes ready to review. See the attached document for the updated version. The submission page will have the updated assertion in the coming weeks.

### **AAALAC Site Visit & Semi-Annual Inspections**

Our triennial AAALAC site visit is scheduled for the second week of October, which will lead into our IACUC semi-annual inspections of PI lab locations. AAALAC site visitors may request to see any location listed for use on any protocol. This means we need everyone’s assistance in ensuring your protocols are up to date with personnel and lab locations and that your labs get some extra attention.

What do you need to do?

1. Look at your protocol: [arizona.esirius.cayuse.com/eSirius3g/](http://arizona.esirius.cayuse.com/eSirius3g/) to ensure your personnel and use locations are up to date.
2. **If you need to make changes**, start an amendment and make your updates. If you're removing surgical locations, you will need to update the Surgery page first, then the Use Location.
3. Once you've made the changes you need to make, send us an email at [orcr-iacuc@arizona.edu](mailto:orcr-iacuc@arizona.edu) and we'll review and proceed from there.

When doing our regulatorily required semi-annual inspections, the IACUC is interested in seeing your labs in action. All too often, our inspectors are looking at labs that are empty – no animals present and no staff available who can discuss what happens in the space, much less able to see a procedure being performed.

When scheduling for semi-annual inspections, we may be requesting information on what might be scheduled during the time frame and expect that knowledgeable lab staff will be available to speak with inspectors. Please do not purposely request or rearrange a schedule so inspectors are not able to see the lab at work.

### **Funding/IAs/MOUs**

Fall is busy with incoming funding additions and requests for documentation. As we are making adjustments to our processes to better align with regulatory requirements across other RII divisions (COI, IRB, etc), we may need to wait for information before we can release certain documents like Memoranda of Understanding (MOU), Interinstitutional Assurances (IIA), or updated approval letters. This may cause a delay in receipt of these documents.

NIH funding for animal work comes with certain requirements the University must meet, including grant congruency review and IACUC approval, and understand that the process can take time. AWP staff does have a letter available that indicates funding is undergoing IACUC review, which may be accepted by NIH funding agencies in order to continue their own processes, until IACUC approval is received. Let us know when you begin your amendment if you need such a letter.

You may be asked to update your methodology to include information on any funding sources you have listed - federal, departmental, private, and others - and you may be asked to ensure each aim has a funding source. In other words, if you have a funding source in Federal or Other funding, expect to indicate in the Methodology which aims it funds, and if you have an aim in Methodology, expect to list a funding source for it.

We do everything in our power to process grant amendments quickly, but appreciate your patience if it takes longer than expected.

### **IACUC Fee Changes**

The AWP office continues to make changes to bring it more in line with other internal research regulatory divisions (IE IRB, Occ Health, RLSS, etc) and industry standards; and as such will be looking at its fee structure for animal protocol users, both UArizona and external users. Please keep an eye out for official RII communication regarding this in the coming months.

### **Office Hours**

As a reminder, the AWP has office hours on Zoom available each week, and we are always willing to schedule individual time to assist you. See the attached flyer for information. To ensure safety, we do have a password for our Zoom meeting, but do not hesitate to request it if you'd like to drop in!

Do you know of anyone in your lab who should be receiving this newsletter, or be on the IACUC listserv? Instructions to subscribe are available on the sidebar of our website <https://research.arizona.edu/compliance/IACUC>, or you can email us and we can make the addition.

Have a wonderful and safe fall, and do not hesitate to contact us with any questions!

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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.**