



How to Start a New Protocol in eSirius

Overview

The purpose of this guide sheet is to provide guidance on starting a new protocol, completing the form and submitting the protocol to the IACUC office for review.

Supported Browsers

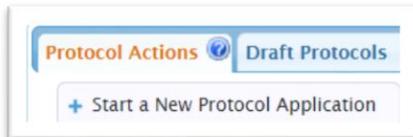
Chrome, Safari, and Firefox

Initiating a New Protocol

1. Before initiating a new protocol, make sure that the PI in the upper right-hand corner is correct. The name showing in **Orange** will be the PI on the IACUC protocol. If you are not part of another PI group, the system will only show your name.



2. Click on **+Start a New Protocol Application** from the **Protocol Actions** alert tab.



3. Click on **Yes** and then click on **+ Start New Application**
4. Options Page: the questions here will populate additional pages for the form once saved. Complete this page.



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Best Practices for Completing the Protocol form

Understanding Dictionaries

The eSirius form uses dictionary lists to manage information from the following categories:

1. Contacts
2. Species/Strains
3. Drugs/Hazardous Agents/Route of Administration
4. Surgery/Procedure/Euthanasia/Restraint
5. Facilities/Room
6. Funding

TIP: If you are completing the form and don't have the option of entering **Other** or **New Drug** contact the IACUC office for help.

TIP: All personnel must register with eSirius by contacting the IACUC Office before they can be added to a protocol.

TIP: If you would like a person listed on your protocol to have access to your protocol, ask the IACUC Office to add them to your **PI Group**.

Using Tables or Grids

Some sections allow you to enter information that is displayed in a table. Items added often have *hidden* questions.

Drug Information

For assistance in determining species-appropriate drugs and dosages, contact one of our veterinarians.

Drug	Type	Dosage	Route of Administration	Frequency	Reason for Administration	Pharma Gr
Acepromazine	Sedative	2.5 mg/kg	IP			
Acepromazine	Sedative	25 - 100 mg/kg	IV			No

Page 1 of 1 | 1000 | View 1 - 2 of 2



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TIP: Make sure that your protocol is complete! You can do this by clicking on an entry and it will highlight yellow. Next, click *Edit* to view the questions.

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TIP: On the personnel page, you will automatically see the name of the PI and the name of the person who created the protocol. **THESE RECORDS MUST BE EDITED TO ADDRESS ADDITIONAL QUESTIONS.**

TIP: Adding drugs or hazardous agents from the dictionary will not complete the record. You must click on the agent and then click *Edit* to address additional questions.