



## **PI Training Manual**

2/21/2005

Cornell University

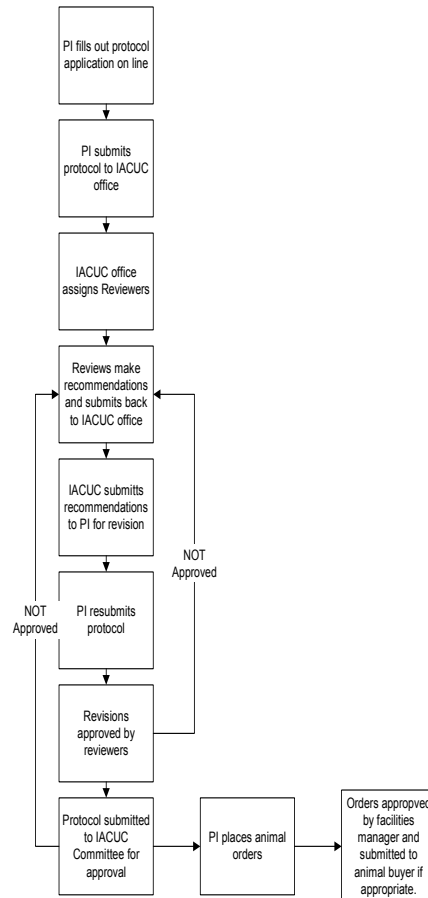
Cornell Center for Animal Resources and Education

## Table of Content

<b>Introduction .....</b>	<b>3</b>
<b>What is eSirius? .....</b>	<b>4</b>
<b>Getting Started.....</b>	<b>5</b>
<b>Login .....</b>	<b>5</b>
<b>Your Home Page.....</b>	<b>6</b>
<b>Entering a Protocol.....</b>	<b>8</b>
<b>Tips for Entering Protocols.....</b>	<b>11</b>
<b>Page Layout .....</b>	<b>11</b>
<b>Field Types.....</b>	<b>14</b>
<b>Revising and Resubmitting to IACUC .....</b>	<b>16</b>
<b>Submitting an Amendment.....</b>	<b>18</b>
<b>Submitting an Annual Review .....</b>	<b>25</b>
<b>Submitting a 3<sup>rd</sup> Resubmission .....</b>	<b>27</b>
<b>Animal Orders .....</b>	<b>31</b>
<b>Institutions and Other Sources .....</b>	<b>33</b>
<b>Vendor Purchase.....</b>	<b>34</b>
<b>Wild Capture.....</b>	<b>35</b>
<b>Order Detail .....</b>	<b>36</b>
<b>Order Confirmation .....</b>	<b>38</b>

# Introduction

In order to use non-human vertebrates for either teaching or research purposes your protocol must be approved by the IACUC before the use or acquisition of the animals. The process of having an animal use protocol approved giving you the ability to order animals looks like this:



In order to accomplish this you must start by entering your protocol in the eSirius system.

## What is eSirius?

eSirius is a web based system for managing the submission, review and approval of protocols concerning the use of non-human vertebrates here at Cornell University as well as the requisition of such animals. In the future, it will also encompass invoicing and census management. All Researchers have access to a personal **eSirius** Home page providing them with a single point of access to select IACUC and Animal Facility related information..

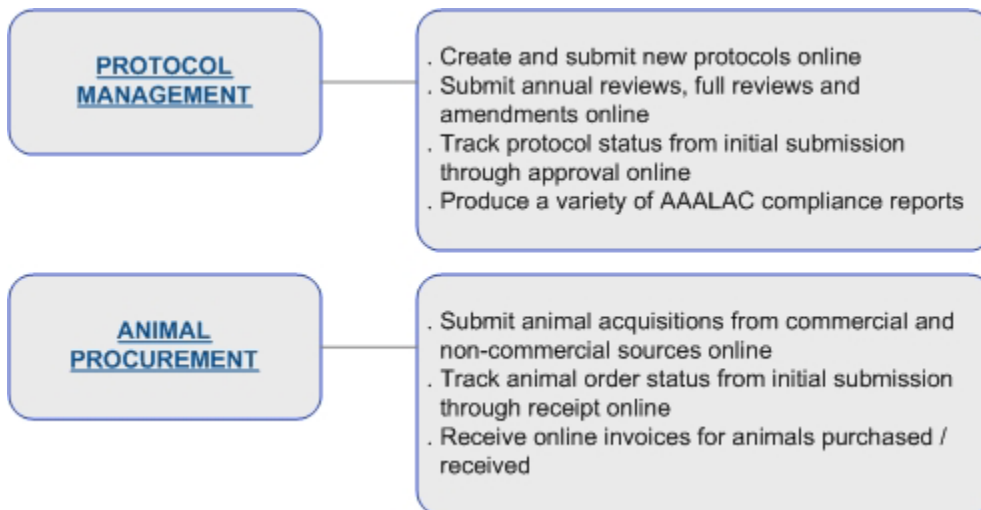
The **eSirius** Home Page content consists of two main areas: ALERTS and ACTIVITIES.

### *Alerts*

The alerts section of the Researcher's **eSirius** home page are automatic notifications of the status of animal orders and animal receipts as well as reminders of outstanding 'TO DO' tasks including protocol revision, annual reviews, standing order approvals and so on.

### *Activities*

The activities section of the Researcher's **eSirius** home page consists of a list of transactions related to the researcher's workflow, such as:



## Getting Started

**eSirius** ONLINE RESEARCH INFORMATION MANAGEMENT

Welcome to **eSirius**, your access to IACUC and Animal Care Information.

To start your **eSirius** session, please type your User ID, Password and Click **Login** to eSirius.

User ID

Password

This site is best viewed with **Netscape 6.0** or later or **Internet Explorer 5.0** or later. Please direct all your questions/suggestions to your [web-site@esirius.jacucatn.manager](mailto:web-site@esirius.jacucatn.manager).

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To obtain a sign on and password for the eSirius system, call or e-mail the CARE office. The PI and anyone a PI delegates the responsibility to enter a protocol or order animals is required to obtain a sign on and password. A Cornell network ID is also required to access eSirius.

### **Login**

Open your web browser and locate the URL assigned to eSirius <http://esirius.research.cornell.edu/esirius>. At the eSirius login screen type your user ID and password and click 'Login to eSirius'. *Your* user ID is your Cornell NetID. Your password should be changed the first time you log on to eSirius. (If forget your password, you can call your eSirius Administrator to have it reset.) Your homepage should appear.

The screenshot shows the eSirius web application interface. At the top left is the eSirius logo, and at the top right is the NTM Consulting Services, Inc. logo. Below the logos is a header bar with 'Home Page', 'Demo, PI', 'SIGN OUT', 'REFRESH', and '01/05/2005'. The main content area is divided into several sections:

- Navigation Area:** A vertical list of links on the left side: Alerts..., Protocols, Animal Orders, Online Invoices, and Change Password.
- Alerts -- UN-FINISHED PROTOCOLS:** A table with columns: Protocol #, Document Type, Title, Created On, and Last Updated. One row is visible with Protocol # 2005-0002, Document Type New, Title e-Sirius 101 - The count down begins, Created On 01/04/2005, and Last Updated 01/04/2005.
- PROTOCOLS:** A list of links: AAALAC Compliance Reports, Protocol Reports, Protocol Search, Request Transfer of Ownership of Protocol to Another Researcher, Submit an Amendment for an Existing Protocol, Submit an Application for a New Protocol from an Existing One, Submit an application for a new protocol, and View Protocol Species Usage Register.
- ANIMAL ORDERS:** A list of links: Animal Order Search, Animal Receipt Reports, Create New Animal Order, Create a new animal order from template, Create a new standing order, Standing Orders Due, and View protocol usage and balance report.
- ONLINE INVOICES:** A list of links: View Invoices.

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## Your Home Page

Once you sign on, your Home page will look like this. On this page you will find :

1. **Navigation Area-** In this section, clicking on an underlined area will take you directly to that area of your Home page. If you click on Change Password, the Password option allows you to change your password; click on password in the TOC and follow the on-page instructions.
2. **Alerts-** Here you will find information about protocols and animal orders that need your attention. You will be able to access them by clicking on the underlined Protocol number or Order number.
3. **Protocols-** In this section of your Home page, you will find functions that pertain to Protocols. By clicking on them you will be taken to that function.
  - AAALAC Compliance Reports- allows you to run reports pertaining to your AAALAC compliance for your group's protocols.
  - Protocol Reports- allows you to run reports pertaining to your group's protocols.
  - Protocol Search- allows you to search for your group's protocols based on selected criteria.
  - Request Transfer of Ownership of Protocol to Another Researcher- allows you to submit an amendment to transfer a protocol to another PI.
  - Submit an Amendment for an Existing Protocol- use this function to submit an amendment to one of you group's protocols.

- Submit an Application for a New Protocol from an Existing One- allows you to copy data from an existing protocol into an application for a new protocol. Be sure to review (edit) all the data copied from previous protocol. Personnel pages must be completed as the exposure data is not copied from the previous protocol.
  - Submit an Application for a new Protocol- allows you to submit a protocol either as the PI or as a member of the PI's Staff.
  - View Protocol Species Usage Register- allows you to view your animal usage.
4. Animal Orders- In this section of your Home page you will find functions that pertain to ordering animals. By clicking on then you will be taken to the function that allows you to:
- Animal Order Search –You will be able to search for Animal Orders you have placed for your group.
  - Animal Receipt Reports- You will be able to run reports about animals which have been received and those scheduled to be received.
  - Create a New Animal Order- Allows you to create a requisition for acquiring and housing animals. This includes purchasing an animal from a vendor, capture of wild animals, animals transferred from another institution and animals acquired from breeding colonies.
  - Create a new order from a template- Allows you to use a template to create an order. This is used when you have a recurring order i.e. Last week I ordered 5 animals from vendor X all females and I am ready to place the same order again for next week.
  - Create a new Standing order- This function is used to request a standing order i.e. 20 animals to be delivered on every Tuesday for the next 7 weeks.
  - View Protocol usage and balance Report- Allows you to monitor your animal usage and balance by species and pain level category.

## Entering a Protocol

From your Home page click on the function (1) to enter a new Protocol. You will see a page of instructions. At the bottom, if you are not the PI, you will enter the PI's Name and click on **Start New Protocol**; otherwise, just click on **Start New Protocol**. The system assigns the protocol number at this point.

If you are continuing or editing an existing protocol found in your ALERTS-UN-FINISHED PROTOCOLS, click on the protocol number (2). From here follow instructions on each page.

The screenshot shows the eSirius web application interface. At the top left is the eSirius logo, and at the top right is the NTM logo. Below the logos is a navigation bar with 'Home Page', 'Demo, Pi', 'SIGN OUT', 'REFRESH', and '01/05/2005'. The main content area is divided into sections: 'ALERTS -- UN-FINISHED PROTOCOLS', 'PROTOCOLS', 'ANIMAL ORDERS', and 'ONLINE INVOICES'. The 'ALERTS -- UN-FINISHED PROTOCOLS' section contains a table with the following data:

Protocol #	Document Type	Title	Created On	Last Updated
2005-0002	New	e-Sirius 101 - The count down begins	01/04/2005	01/04/2005

The table of contents on the left is marked with a circled '1'. The table of protocol entries is marked with a circled '2'.

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On the left of the page a table of contents is displayed. If you complete each page of the application and move to the next page by clicking on 'save and continue', you will automatically be guided through each section necessary. Some of the sections may not be displayed – depending on your answers to certain questions. For example, if you answer the question “will Drugs be used on this protocol?” –with a ‘No’, then you will not see the page that asks for drug information.

If you choose, you may visit any section by clicking on the section title in the table of contents (TOC). Remember to click 'save and continue' on any page where you have entered data. If you have partially completed a page and then click on the TOC without saving, you may lose the data.

Should you decide at any point to stop data entry, you may click on the ‘Finish Later’ button. The protocol application is saved and will appear on your home page in the Alerts section under ‘Unfinished Protocols’.

Home Page	Wallace, Molly	<a href="#">SIGN OUT</a>	<a href="#">REFRESH</a>	01/15/2004	
<a href="#">Alerts...</a>	<b>ALERTS -- UN-FINISHED PROTOCOLS</b>				
<a href="#">Protocols</a>	<b>Protocol #</b>	<b>Document Type</b>	<b>Title</b>	<b>Created On</b>	<b>Last Updated</b>
<a href="#">Animal Orders</a>	<a href="#">2004-0005</a>	New		01/15/2004	//

When you select it to complete – by clicking on the hyperlink/protocol number - you will be returned to the page where you left off.

Some fields are required and are indicated by a red asterisk. (Your eSirius administrator controls that in Expert.)

Some pages contain ‘conditional navigation’ fields i.e.-a ‘Yes’ response requires an answer to a subsequent question and a ‘No’ response does not.

Using the on-page instructions, complete each required page of the form. For a more detailed discussion of the layout and navigation in eSirius see Tips on Entering Protocols.

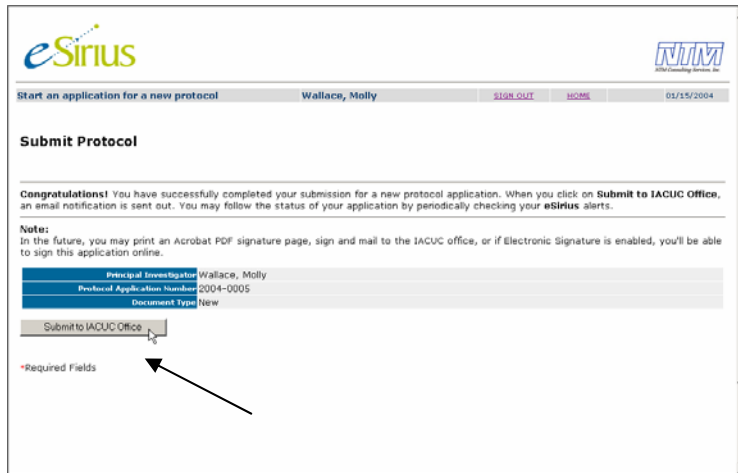
The last section to be completed in the application process is ‘Error Verification’. ESirius checks to see that all required fields are complete, and if not, takes you back to each.

The screenshot shows the 'Error Verification' page in the eSirius system. The page title is 'Error Verification' and the user is logged in as 'Wallace, Molly'. The page contains a sidebar with navigation links such as 'PI Info', 'Title', 'Scientific Goals', 'Scientific Objectives', 'Scientific Benefits', 'Funding', 'Department', 'Work Location', 'Antibodies Use', 'Animal Tissues', 'HCO Use', 'Species Use', 'Personnel', 'Databases Searched', 'Error Verification', 'View/Print Protocol', 'Cancel Unfinished Protocol', and 'Instructions...'. The main content area has a 'Go to page' dropdown menu and a 'Start Error Verification' button, which is highlighted by an arrow. The 'Start Error Verification' button is located below the 'Department' and 'Document Type' fields.

You will be instructed to print a signature page. To print the signature page click on **Print to HTML** and print page. Close the signature page window and click on **Continue**.

Be sure to have it signed by all appropriate persons and sent it to the IACUC office by mail.

The last page indicates successful completion of the application.



When you submit the protocol to the IACUC – it is no longer in the section ‘Unfinished Protocols’, and you may no longer edit it. It does appear in the alert section, ‘New Protocols’, with a column marked ‘Process Flow’. The contents of this column indicate the location of this protocol in the review process. When the process flow column contains ‘PI’, you will be able to open the protocol and edit sections that have been marked for revision by the IACUC. You may click on the protocol number and view or print it.

ALERTS -- NEW PROTOCOLS						
Submitted	PI	Document Type	Protocol #	Title	Work Flow Status	Work Flow Status Date
05/10/2004	Wallace, Molly L	NEW	<a href="#">2004-0002</a>	2nd test protocol - after adding strains to mouse species	Committee	05/10/2004
05/19/2004	Wallace, Molly L	New - Under Revision	<a href="#">2004-0011</a>	title	Committee	05/20/2004
06/09/2004	Wallace, Molly L	New	<a href="#">2004-0023</a>	New testing title - 8.0 sp1 - mouse protocol	IACUC	06/09/2004
05/18/2004	Wallace, Molly L	New - Under Revision	<a href="#">2004-0008</a>	Cortical reorganization in the adult macaque	PI	06/10/2004

# Tips for Entering Protocols

## Page Layout

The pages used to enter protocols are of consistent design. There are two types of pages; the standard data collection page and the list page.

On the data collection(Illustration 3) you will find:

1. Header Section. Click here on the words SIGN OUT to exit the system or on HOME to return to your Home page. Some pages have REFRESH which will show you the current page again removing the data you just entered.
2. Instruction Section. This section contains information about and the instructions for this particular page. This section can contain links to other web pages with documentation available or e-mail links for communicating with the IACUC staff or CARE staff.
3. Navigation Section. By clicking on the items in this section, you can navigate around the protocol. You will be taken to the page you selected.
4. Protocol Header Section. Identifies the Protocol and PI of the Protocol you are working on.
5. Data Collection area. Here you will answer the questions asked. Data fields that have \* following them are required fields and must be answered before you can save and leave the page. If you do not have an answer or it does not pertain to your protocol, answer with NA.
6. Attachment Section. Some pages will have the ability to attach files. Use the BROWSE to find the file on your computer, enter any of the other information necessary and click ATTACH FILE. You can remove files by selecting them from the list and clicking on REMOVE SELECTED ATTACHMENTS.
7. Action Buttons. This last line of a protocol page allows you to process your entries or clear your screen or place a bookmark to come back to, etc.. Different pages have different buttons so, read them carefully. Remember to click 'Save and Continue' on any page where you have entered data.

1 → **eSirius** **CORNELL**

Start an application for a new protocol Demo, PI [SIGN OUT](#) [HOME](#) 09/05/2004

2. PI Info  
 3. Type, Title & Abstract  
 4. Funding  
 4.1 External Funding  
 5. Scientific Design  
 6. Animal Use Assurance  
 7. Field Studies  
 8. Antibodies Use  
 9. HZO Use  
 10. Animal Use Housing  
 10.1 Use Type(s)  
 12. Transportation  
 13. Species List  
 14. Alternatives  
 15. Personnel  
[Error Verification](#)  
[View/Print Protocol](#)  
[Cancel Unfinished Protocol](#)  
[Instructions...](#)

### 3. Protocol Type, Title & Abstract

Identify this as a teaching or research protocol.

Provide a title for this protocol. The title should be accurate; titles will be matched to titles previously on file, if appropriate.

In the space provided below write a short abstract of the proposed research or teaching **in terms understandable non-scientist**. Include:

- 1) an explanation of research/teaching goals,
- 2) a rationale and a justification for use of animals,
- 3) how the activity will benefit society or advance knowledge, and
- 4) how vertebrate animals will be used.

Define all abbreviations. The abstract should briefly summarize what is to follow. This application will be returned if description is too technical.

Attached are copies of previous documentation concerning this protocol to assure continuity.

Principal Investigator	Demo, PI
Protocol Application Number	2004-0043
Document Type	Now

Protocol Type:

Protocol Title:  
 (If a teaching protocol, provide course number and title.)  
 You can cut and paste into text blocks like this one.

Abstract:  
 You can cut and paste into text blocks like this one.

Anticipated Start Date:  
 10 2 2004

Anticipated End Date (must be within 35 months of anticipated approval date):  
 9 1 2007

Attach File

File Name	<input type="text"/>	<input type="button" value="Browse..."/>
Replace file if it exists	<input type="radio"/>	
Create new version if file exists	<input checked="" type="radio"/>	
File Description	<input type="text"/>	

Attachments List

Select	File Spec	Description	Created
<input type="button" value="Remove Selected Attachment(s)"/>			

\*Required Fields

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On the **List** page sections 1-4 and section 7 are the same as the standard data collection pages ( Illustration 3) but the data area is quite different. The list pages (Illustration 4) show a summary of items ( drugs, funding sources, hazardous agents, etc..). From these pages you can add new items by clicking on the button (1)Add External Funding Source (or what ever the list contains) and you will go to the detail page to select a new item and add details. You can edit existing items by clicking on the item (2) and you will go to the detail page to make your changes. Or, you can delete an item from the list by first clicking on the box next to it (3) and then clicking on the button (4)Remove Selected External Agency Funding Source(s)

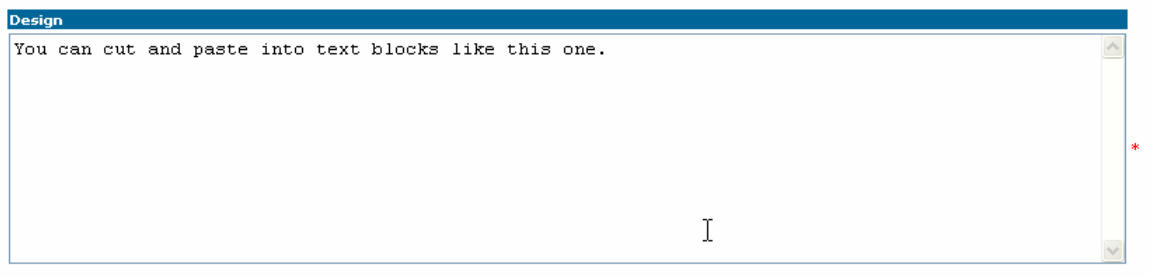
Illustration 4

The screenshot displays the '4.1 External Funding List' page in the eSirius application. The page features a sidebar on the left with a list of navigation options, including 'PI Info', 'Type Title Abstract', 'Funding', 'Scientific Design', 'Animal Use Assurance', 'Field Studies', 'Antibodies Use', 'H2O Use', 'Animal Use Outside Housing', 'Use Type(s)', 'Transportation', 'Species List', 'Alternatives', 'Personnel', 'Error Verification', 'View/Print Protocol', 'Cancel Unfinished Protocol', and 'Instructions...'. The main content area is titled '4.1 External Funding List' and contains a table of external funding sources. The table has columns for 'Select External Funding Source', 'Sponsored Project #', 'Funding Title', and 'Grant'. Two entries are visible: 'Amer Lung Association' with project number 456789 and 'Alcide Corp' with project number 45699. Below the table are two buttons: 'Add External Funding Source' (annotated with 1) and 'Remove Selected External Agency Funding Source(s)' (annotated with 4). There are also 'Continue' and 'Finish Later' buttons. The footer contains copyright information for NTM Consulting Services, Inc. in Fremont, CA.

## Field Types

There are various types of fields in eSirius.

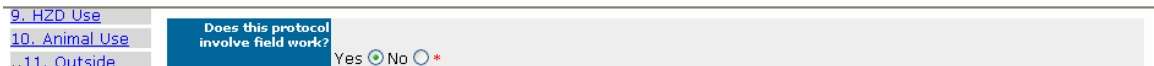
### Text Areas-



The screenshot shows a text area field with a blue header bar labeled "Design". The text inside the field reads "You can cut and paste into text blocks like this one." The text is in a monospaced font. A vertical scrollbar is on the right side of the text area. A red asterisk is visible on the right edge of the field.

These areas hold an unlimited amount of text. You can cut and paste into these fields but all formatting is stripped. You may have to adjust the formatting. For tables and charts, it is better to attach a file.

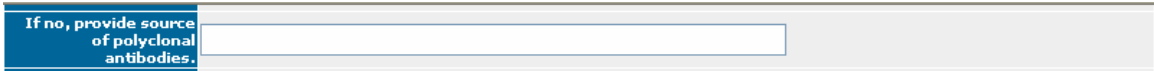
### Yes No Radial-



The screenshot shows a form with a blue header bar containing the text "Does this protocol involve field work?". Below the header, there are three buttons: "9. H2D Use", "10. Animal Use", and "11. Outside". To the right of these buttons, there are two radio buttons labeled "Yes" and "No". The "No" radio button is selected, and there is a red asterisk next to it.

Usually drives another question or page. (If you answer “yes”, you might be required to answer another question). Click on the appropriate button.

### Text Box-



The screenshot shows a text box field with a blue header bar containing the text "If no, provide source of polyclonal antibodies." The text box is empty and has a light gray background.

These fields hold a specific number of characters (what you see is what you get).

### Check Boxes-



The screenshot shows a form with two check boxes. The first check box is labeled "In vitro?" and the second is labeled "In vivo (ascites)". Both check boxes are currently unchecked.

A check is an affirmative response to the question asked. Click on the box with your mouse.

## Drop Down List-

the type of animal use proposed in this protocol? (check all that apply)	
Research (choose type):	Nutritional
Vet College Teaching	Nutritional
Other Teaching, Training or Demonstration	Not research
Breeding	Clinical Research
Food Source	Biomedical (excluding livestock)
Observation	Biomedical (livestock)
Other	Agricultural (livestock)
Other (Specify)	Behavior
	Ecological
	Field
	Genetic Analysis
	Virus Isolation
	Population Assessment

Save and Continue    Clear Form    Finish Later

\*Required Fields

These fields require you to select a response from a predetermined list of values. If an appropriate value is not found in the list, most of the lists contain “other” as a response and ask for your response in a text area field. Move your cursor down the list until you highlight your response and click your mouse. If you encounter a problem using a particular list, please call the IACUC office.

# Revising and Resubmitting to IACUC

When a protocol is returned to the PI from the IACUC coordinator after it has been reviewed, it appears in 'Alerts – New Protocol Revisions'. Click on the hyperlink/protocol number to access the original application – which now includes revision notes from reviewers.

Submitted	PI	Document Type	Protocol #	Protocol Yr	Title	Work Flow Status	Work Flow Status	Date
01/13/2004	Wallace, Molly	New	2004-0003	1	Test protocol for eSirius User Guide	PI		01/13/2004

**Submit Revision**

Principal Investigator: Wallace, Molly  
 Protocol Number: 2004-0003  
 Protocol Title: Test protocol for eSirius User Guide

Description	Revision Notes	Revised by PI	Date Revised by PI
<a href="#">Procedures</a> <a href="#">Non-Surgical Procedure Information</a>	In the abstract, an indication is made that surgeries will be performed. You do not describe a surgery in the procedures section - only blood collection. Please revise your submission.	Yes	1/13/2004

Submit to IACUC    Return to Home Page    Clear Form

\*Required Fields

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Click on the hyperlink/description to access that portion of your application. Make revisions and save. In the example above, if the investigator adds a surgery as indicated by the revision notes, he will have to complete the surgery section.

Start an application for a new protocol    Wallace, Molly    SIGN OUT    HOME    01/16/2004

### Submit Revision

Principal Investigator	Wallace, Molly		
Protocol Number	2004-0003		
Protocol Title	Test protocol for eSirius User Guide		

Description	Revision Notes	Revised by P1	Date Revised by P1
<a href="#">Procedures</a>	In the abstract, an indication is made that surgeries will be performed. You do not describe a surgery in the procedures section - only blood collection. Please revise your submission.	Yes	1/16/2004
<a href="#">Non-Surgical Procedure Information</a>			
<a href="#">Surgical Procedures</a>			
<a href="#">Surgical Types</a>			
<a href="#">Human Use Animal Categories</a>			

Submit to IACUC    Return to Home Page    Clear Form

\*Required Fields

On the above screen, note that additional sections have been completed for the revision. After revision is complete – click ‘Submit to IACUC’. You will be returned to your home page and the protocol will no longer appear in your alerts.

## Submitting an Amendment

To submit an amendment, on your homepage, click on **Submit an Amendment for an Existing Protocol**.

The screenshot displays the eSirius web application interface. At the top left is the eSirius logo, and at the top right is the NTM logo (NTM Consulting Services, Inc.). Below the logos is a navigation bar with the following elements: "Home Page", "Hansen, PI", "SIGN OUT", "REFRESH", and "01/10/2005".

On the left side, there is a vertical menu with the following items: "Alerts...", "Protocols", "Animal Orders", and "Change Password" (which has a right-pointing arrow next to it).

The main content area is divided into two sections:

- PROTOCOLS** (highlighted in blue):
  - [AAALAC Compliance Reports](#)
  - [Protocol Contact Reports](#)
  - [Protocol Reports](#)
  - [Protocol Search](#)
  - [Request Transfer of Ownership of Protocol to Another Researcher](#)
  - [Submit an Amendment for an Existing Protocol](#)
  - [Submit an Application for a New Protocol from an Existing One](#)
  - [Submit an application for a new protocol](#)
  - [View Protocol Species Usage Register](#)
- ANIMAL ORDERS** (highlighted in blue):
  - [Animal Order Search](#)
  - [Animal Receipt Reports](#)
  - [Create New Animal Order](#)
  - [Create a new animal order from template](#)
  - [Create a new standing order](#)
  - [Standing Orders Due](#)
  - [View protocol usage and balance report](#)

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You then get a page which lists your approved protocols.

**List of Approved Protocols**

The Principal Investigator or Instructor of record must request approval from the IACUC for changes to approved studies.

**A new protocol must be submitted for:**

- change in the objectives of the study;
- proposals to switch from nonsurvival to survival surgery.

**A protocol amendment must be submitted for:**

- change in degree of invasiveness of a procedure or discomfort to an animal;
- change in species or in the number of animals used;
- change in Principal Investigator;
- change in anesthetic agent(s);
- change in method of euthanasia;
- change in types of procedures;
- change in duration, frequency or number of procedures performed on an animal.
- change in personnel

Select	PI	Protocol #	Protocol Title
<input type="radio"/>	Hansen, Pi	<a href="#">2005-0001</a>	Protocol Title

Click on the radial button preceding the protocol you wish to amend, and then click on the 'Continue' button.

On the next page, provide the justification for amending the protocol ①, then choose the section(s) of the protocol ② you wish to amend by clicking on the box preceding it.

### Choose Amendment Sections

#### Amendment > Protocol Info

Investigator Name	Hansen, PI
Protocol Number	2005-0003
Protocol Title	Protocol Title

#### Amendment > Justification

Amendment Number	
Date Started	
Reason/Justification for Amendment	

#### Amendment > Choose Applicable Section(s)

Select/Section	Instruction
<input type="checkbox"/> Mammal- Mouse: 13.12 Pain and Distress Humane Use Animal Categories	Choose this selection if you wish to change number of approved animals on this protocol.
<input type="checkbox"/> 15. Personnel	Choose this selection to add, remove or change personnel information.
<input type="checkbox"/> 15.2 Personnel Information (Continued): Hansen, PI	
<input type="checkbox"/> 10. Animal Use Question	Change this section if you are modifying the uses of your animals
<input type="checkbox"/> 3. Protocol Type, Title & Abstract	
<input type="checkbox"/> 4.1 External Funding List	
<input type="checkbox"/> 4.1.1 External Funding Source: Amer Quarter Horse Assoc anything you want	
<input type="checkbox"/> 4.2 Fellowship Funding	
<input type="checkbox"/> 4.3 Other Funding	
<input type="checkbox"/> 5. Scientific Design	
<input type="checkbox"/> 6. Animal Use Assurance	
<input type="checkbox"/> 8.1 Antibody Source	
<input type="checkbox"/> 9.1 Hazardous Agent Use Information	
<input type="checkbox"/> 10.1 Animal Use Information	
<input type="checkbox"/> 11. Housing Outside Approved Facility	
<input type="checkbox"/> 12. Transportation of Animals	
<input type="checkbox"/> 13. Animal Species List	
<input type="checkbox"/> Mammal- Mouse: 13.1 Species Information	
<input type="checkbox"/> 13.14 CARE SOP Exemptions	
<input type="checkbox"/> Mammal- Mouse: 13.2 Justification For Choice of Species	
<input type="checkbox"/> Mammal- Mouse: 13.3 Species Source	
<input type="checkbox"/> Mammal- Mouse: 13.4 Housing Location	
<input type="checkbox"/> Mammal- Mouse: 13.4.1 Housing Location Information: Transgenic Mouse Core Facility	
<input type="checkbox"/> Mammal- Mouse: 13.5 Enrichment and/or Exercise	
<input type="checkbox"/> Mammal- Mouse: 13.6 Clinical Care, Quarantine, Acclimatization and Daily Care	
<input type="checkbox"/> Mammal- Mouse: 13.7 Overview of Procedures	
<input type="checkbox"/> Mammal- Mouse: 13.7.1 Procedure Location	
<input type="checkbox"/> Mammal- Mouse: 13.7.1.1 Procedure Location Information: Transgenic Mouse Core Facility	
<input type="checkbox"/> Mammal- Mouse: 13.7.2 Non-Surgical Procedures	
<input type="checkbox"/> Mammal- Mouse: 13.7.2.1 Non-Surgical Procedure Information: Blood Collection not otherwise covered	
<input type="checkbox"/> Mammal- Mouse: 13.7.2.1 Non-Surgical Procedure Information: Non-Surgical Procedure not otherwise covered	
<input type="checkbox"/> Mammal- Mouse: 13.7.3 Surgery	
<input type="checkbox"/> Mammal- Mouse: 13.7.3.1 Surgical Procedure: Abdominal Surgery	
<input type="checkbox"/> Mammal- Mouse: 13.7.4 Restraints	
<input type="checkbox"/> Mammal- Mouse: 13.7.4.1 Restraint Types: Rodent Restraint Device	
<input type="checkbox"/> Mammal- Mouse: 13.8 Pain and Distress	
<input type="checkbox"/> Mammal- Mouse: 13.9 Hazardous Agents	
<input type="checkbox"/> Mammal- Mouse: 13.9.1 Hazardous Agents Information: Endotoxin	
<input type="checkbox"/> Mammal- Mouse: 13.10 Drugs	
<input type="checkbox"/> Mammal- Mouse: 13.10.1 Drug Information: Carprofen	
<input type="checkbox"/> Mammal- Mouse: 13.11 Euthanasia	
<input type="checkbox"/> Mammal- Mouse: 13.11.1 Euthanasia Information: Decapitation (with Anesthesia)	
<input type="checkbox"/> Mammal- Mouse: 13.12 Justification For Number Requested	
<input type="checkbox"/> 14. Alternatives	

Click the **Next** button. On the following page, you see a list of the sections you selected (in this case the number of animals and personnel). Select the section you wish to work on and click on the **Edit Selected Section**. (if you decide not to amend a section, click on **Remove Selected Section**.)



The screenshot shows the 'Update Amendment Sections' page in the eSirius application. The page header includes the eSirius logo, the NTM logo, and navigation links for 'Submit a Protocol Amendment', 'Hansen, Pi', 'SIGN OUT', 'HOME', and the date '01/13/2005'. The main content area is divided into sections: 'Amendment > Protocol Info' with fields for Investigator Name, Protocol Number, and Protocol Title; 'Amendment > Justification' with fields for Amendment Number, Date Started, and Reason/Justification; and 'Amendment > Selected Sections'. The 'Selected Sections' section contains a table with columns for 'Select', 'Section', 'Instructions', 'Reviewed', and 'IACUC Recommendation'. Two sections are listed: 'Mammal - Mouse: 13.12 Pain and Distress Humane Use Animal Categories' and '15. Personnel'. Below the table are buttons for 'Edit Selected Section' and 'Remove Selected Section'. At the bottom of the page are buttons for 'Next', 'Return to Amendment Options', 'Cancel Un-finished Amendment', and 'Finish Later'. A black arrow points to the 'Next' button.

Submit a Protocol Amendment Hansen, Pi SIGN OUT HOME 01/13/2005

### Update Amendment Sections

Amendment > Protocol Info

Investigator Name Hansen, Pi  
Protocol Number 2005-0001  
Protocol Title Protocol Title

Amendment > Justification

Amendment Number D002  
Date Started 1/10/2005  
Reason/Justification for Amendment

Amendment > Selected Sections



Select	Section	Instructions	Reviewed	IACUC Recommendation
<input type="radio"/>	Mammal - Mouse: 13.12 Pain and Distress Humane Use Animal Categories	Choose this selection if you wish to change number of approved animals on this protocol.		
<input type="radio"/>	15. Personnel	Choose this selection to add, remove or change personnel information.		

Edit Selected Section Remove Selected Section

Next Return to Amendment Options Cancel Un-finished Amendment Finish Later

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On the next page enter your amended text or numbers in this case.

---

Start an application for a new protocol
Hansen, PI
[SIGN OUT](#)
[HOME](#)
01/13/2005

### 13.12 Pain and Distress Humane Use Animal Categories

Please enter the number of animals requested for each of the USDA categories. The Animal Welfare Act requires research facilities to annually provide "information on procedures likely to produce pain or distress in any animal." Accordingly, Cornell University must submit an annual report stating the common names and the numbers of animals upon which teaching, experiments, research, surgery, or tests were conducted involving potential pain or distress. The USDA (Department of Agriculture) classifies levels of pain or distress as follows:

**Category B:** No pain or distress. Animals kept for breeding or holding in a colony.  
**Category C:** No more than momentary or slight pain or distress, no use of anesthetics.  
**Category D:** Pain or distress relieved with anesthetics, analgesics and/or tranquilizer drugs or other methods for relieving pain or distress.  
**Category E:** Pain or distress or potential pain or distress that is not relieved with anesthetics, analgesics and/or tranquilizer drugs or other methods for relieving pain or distress.  
 \* Note there is no USDA Category A.

**Protocols in Categories D and E**

Principal investigators are required to consider alternatives to procedures that may cause more than momentary or slight pain or distress to animals, and to provide a written narrative description of methods and sources of such considerations (Page 14).

**Amendment > Information**

Principal Investigator	Hansen, PI
Protocol Number	2005-0001
Protocol Title	Protocol Title
Amendment No.	0002
Amendment Status	Un-Finished
Reason/Justification for Amendment	
Amendment Started Date	1/10/2005

**Amendment > Recommendation**

**Recommendation**

Species Name	Mammal- Mouse
--------------	---------------

Type	Procedure
Non-Surgical	Blood Collection
Non-Surgical	Non-Surgical Procedure not otherwise covered
Restraint	Rodent Restraint Device
Surgical	Abdominal Surgery

Pain Level	# of Animals	Action
E	50	
D	50	
C	100	
B	0	

	Current	Latest
Total # Requested for Species	200	150

\*Required Fields

---

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*(When changing animal numbers, be sure to update both the total number and the number in each pain category)*

When done with amending a section, click on **Save and Continue** .

You will return to the section selection page (note that the section that you have already amended is marked reviewed).

**Submit a Protocol Amendment** Hansen, PI [SIGN OUT](#) [HOME](#) 01/13/2005

### Update Amendment Sections

Amendment > Protocol Info

Investigator Name	Hansen, PI
Protocol Number	2005-0001
Protocol Title	Protocol Title

Amendment > Justification

Amendment Number	0002
Date Started	1/10/2005
Reason/Justification for Amendment	

Amendment > Selected Sections

Select	Section	Instructions	Reviewed	IACUC Recommendation
<input type="radio"/>	Mammal- Mouse: 13.12 Pain and Distress Humane Use Animal Categories	Choose this selection if you wish to change number of approved animals on this protocol.	Yes	
<input checked="" type="radio"/>	15. Personnel	Choose this selection to add, remove or change personnel information.		

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Continue until all the sections you have selected have been amended and then click on **Next**. (If you want to amend more sections click on **Return to Amendment Options**.)

**eSirius** **NTM**  
NTM Consulting Services, Inc.

Submit a Protocol Amendment Hansen, Pi [SIGN OUT](#) [HOME](#) 01/13/2005

### Amendments - Hard copy signature option

Amendment - Protocol Info

Investigator Name	Hansen, Pi
Protocol Number	2005-0001
Protocol Title	Protocol Title
Amendment Number	0002
Date Started	1/10/2005
Reason/Justification for Amendment	

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To print the signature page click on **Print to HTML** ① and print page. Close the signature page window and click on **Continue** . ②

**eSirius** **NTM**  
NTM Consulting Services, Inc.

Submit a Protocol Amendment Hansen, Pi [SIGN OUT](#) [HOME](#) 01/13/2005

### Amendments - Submit For Review

**Congratulations!** You have successfully completed your submission for a protocol amendment. When you click on **Submit to IACUC Office** an email notification is sent out. You may follow the status of your application by periodically checking your **eSirius** alerts.

**Note:**

Investigator Name	Hansen, Pi
Protocol Number	2005-0001
Protocol Title	Protocol Title
Amendment Number	0002
Date Started	1/10/2005
Reason/Justification for Amendment	

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Click on **Submit to IACUC Office** and you are finished.

# Submitting an Annual Review

Your protocols up for annual renewal within the next 90 days will show up under **Alerts-Annual Reviews**

The screenshot displays the eSirius web application interface. At the top left is the eSirius logo, and at the top right is the NTM Consulting Services, Inc. logo. Below the logos is a navigation bar with the text "Home Page", "Hansen, Pi", "SIGN OUT", "REFRESH", and "02/08/2005".

On the left side, there is a vertical menu with the following items: "Alerts...", "Protocols", "Animal Orders", and "Change Password". An arrow points from the "Change Password" link to the right.

The main content area is divided into several sections:

- ALERTS -- NEW PROTOCOLS**: A table with columns: Submitted, PI, Document Type, Protocol #, Title, Work Flow Status, and Work Flow Status Date. It lists three entries for 02/07/2005 and 02/08/2005.
- ALERTS -- PROTOCOL ANNUAL REVIEWS**: A table with columns: Protocol No, Protocol Yr, Protocol Title, Approved On, Status, and Due Days. It lists one entry for 2005-0001.
- ALERTS -- UN-FINISHED AMENDMENTS**: A table with columns: Protocol #, Protocol Yr, Amendment #, and Title. It lists one entry for 2005-0003.
- ALERTS -- NEW AMENDMENTS**: A table with columns: Protocol #, Protocol Yr, PI, Amendment #, Submitted, Title, Work Flow Status, and Work Flow Status Date. It lists one entry for 2005-0001.
- PROTOCOLS**: A list of links including "AAALAC Compliance Reports", "Protocol Contact Reports", "Protocol Reports", "Protocol Search", "Request Transfer of Ownership of Protocol to Another Researcher", "Submit an Amendment for an Existing Protocol", "Submit an Application for a New Protocol from an Existing One", "Submit an application for a new protocol", and "View Protocol Species Usage Register".
- ANIMAL ORDERS**: A list of links including "Animal Order Search", "Animal Receipt Reports", "Create New Animal Order", "Create a new animal order from template", "Create a new standing order", "Standing Orders Due", and "View protocol usage and balance report".

At the bottom of the page, there is a copyright notice: "Copyright © 2002, NTM Consulting Services, Inc. 3550 Mowry Avenue, Suite 201 Fremont, CA 94538 Phone: 510-744-3901 Fax: 510-744-3904 www.ntmcs.com".

Click on the protocol number.

On next page, indicate the disposition of your protocol in the Review Action Section ①

The screenshot displays the eSirius Annual Review Form for user 'Demo, Pi'. The interface includes a header with the eSirius logo and NTM Consulting Services, Inc. logo. A navigation bar contains links for 'SIGN OUT', 'HOME', and a date '02/17/2005'. The form is divided into several sections:

- Annual Review Form**: Title of the form.
- PI Info**: A table with fields for PI Name (Demo, Pi), Campus Name (CVM Complex), Organization (Center for Animal Resources and Education), Department (CARE), Email Id (care@cornell.edu), and Phone (5-5555).
- Protocol Info**: A table with fields for Protocol Number (2005-0002), Original Approval Date (3/7/2002), Protocol Title (e-Sirius 101 - The count down begins), and Work Flow Status.
- Funding Source**: A table with columns for Type, Name / Source, and Title. One entry is listed: Type: Other, Name / Source: My piggy bank, Title: My piggy bank.
- Review Action**: A section with three radio button options: 'Research continues as previously approved', 'Research continues with modifications', and 'Research withdrawn'. Below these is a dropdown menu for 'If research is withdrawn, please indicate the animal disposition'. An arrow points to this section.
- Progress Report**: A large text area for entering the progress report. An arrow points to this area.
- Buttons**: 'Continue', 'Clear Form', 'Cancel & Return to Home Page', and 'Return to Home Page'.
- Footnote**: '\*Required Fields'.
- Footer**: Copyright information for NTM Consulting Services, Inc. (2002), 3950 Mowry Avenue, Suite 201, Fremont, CA 94538. Phone: 510-744-3901, Fax: 510-744-3904, www.ntmcs.com.

and enter in your progress report . ②

If you select and click on **Continue**:

- ❑ Research continues as previously approved- you will see a signature page
- ❑ Research Continues with modification- you will continue with an amendment submission
- ❑ Research withdrawn- you will be required to state the disposition of your animals

# Submitting a 3<sup>rd</sup> Year Resubmission



Starting 90 days before your protocol is due to expire you will find your protocol under **Alert -3<sup>rd</sup> Year Review** on your Home Page. Click on the Protocol number to resubmit, or expire a protocol.

The screenshot displays the eSirius web application interface. At the top left is the eSirius logo, and at the top right is the NTM Consulting Services, Inc. logo. Below the logos is a navigation bar with 'Home Page', 'Staff, Iacuc', 'SIGN OUT', 'REFRESH', and '02/08/2005'. The main content area is divided into several sections:

- ALERTS -- UN-FINISHED PROTOCOLS**: A table with columns: Protocol #, Document Type, Title, Created On, Last Updated. One entry is shown: 2005-0002, Full Review, e-Sirius 101 - The count down begins, 02/08/2005, 02/08/2005.
- ALERTS -- NEW PROTOCOLS**: A table with columns: Submitted, PI, Document Type, Protocol #, Title, Work Flow Status, Work Flow Status Date. Three entries are shown, all with Protocol # 2005-0006.
- ALERTS -- 3RD YEAR REVIEW**: A table with columns: Protocol No, Protocol Yr, Protocol Title, Approved On, Status, Document Type, Due Days. One entry is shown: 2005-0002, 1, e-Sirius 101 - The count down begins, 03/07/2002, Approved (w/o Stipulation), IACUC Review, 27. An arrow points to this section.
- ALERTS -- NEW AMENDMENTS**: A table with columns: Protocol #, Protocol Yr, PI, Amendment #, Submitted, Title, Work Flow Status, Work Flow Status Date. One entry is shown: 2005-0001, 1, Hansen, PI, 0002, 01/04/2005, Protocol Title, IACUC, 01/13/2005.
- PROTOCOLS**: A list of links including AAALAC Compliance Reports, Contact Management, Online Agenda, Protocol Reports, Protocol Search, Request Transfer of Ownership of Protocol to Another Researcher, Setup Facilities & Rooms, Setup IACUC, Reviewers, Committee Members, and Agenda, Setup Protocol Lists (Dictionaries), Submit an Amendment for an Existing Protocol, Submit an Application for a New Protocol from an Existing One, Submit an application for a new protocol, and View Protocol Species Usage Register.

At the bottom of the page, there is a copyright notice: Copyright © 2002, NTM Consulting Services, Inc. 3550 Henry Avenue, Suite 201, Fremont, CA 94538. Phone: 510-744-3901 Fax: 510-744-3904. www.ntmcs.com

On the next page you need to supply a brief progress report ① and indicate the disposition of your protocol and the animals ( if withdrawn) ② . click on **Save and Continue**.

---

Full/Continuation Review Form
Hansen, PI
[SIGN OUT](#)
[HOME](#)
02/08/2005

---

### 3rd Year Review Form

**PI Info**

PI Name	Hansen, PI
Campus Name	
Organization	College of Veterinary Medicine
Department	Dept of Clinical Sciences
Email Id	mh286
Phone	3-4372

**Protocol Info**

Protocol Number	2005-0003
Original Approval Date	3/20/2002
Protocol Title	Protocol Title

**Funding Source**

Type	Name / Source	Title
Agency	Amer Quarter Horse Assoc	anything you want
Fellow	AKC	*****
Other		*****

**Progress Report**

Progress Report

① →

**Review Action**

Protocol will be renewed  \*

Protocol will lapse upon expiration  \*

If research is withdrawn, please indicate the animal disposition

② →



Save & Continue
Finish Later
Clear Form
Cancel & Return to Home Page

\*Required Fields

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On the next page you will select the pages you want to copy into your resubmission .

---

Full/Continuation Review Form
Hansen, PI
[SIGN OUT](#)
[HOME](#)
02/08/2005

### 3rd Year Renewal Form

**PI Info**

PI Name	Hansen, Pi
Campus Name	
Organization	College of Veterinary Medicine
Department	Dept of Clinical Sciences
Email Id	mh286
Phone	3-4372

**Protocol Info**

Protocol Number	2005-0003
Original Approval Date	3/20/2002
Protocol Title	Protocol Title



**Select All Application Information to Carry Forward**

Select Pages	Page Name
<input type="checkbox"/>	10.1 Animal Use Information
<input type="checkbox"/>	3. Protocol Type, Title & Abstract
<input type="checkbox"/>	4. Project Funding
<input type="checkbox"/>	4.1.1 External Funding Source
<input type="checkbox"/>	Protocol Department Funding Source
<input type="checkbox"/>	4.2 Fellowship Funding
<input type="checkbox"/>	4.3 Other Funding
<input type="checkbox"/>	5. Scientific Design
<input type="checkbox"/>	6. Animal Use Assurance
<input type="checkbox"/>	7. Field Studies
<input type="checkbox"/>	Outside Institution Collaboration
<input type="checkbox"/>	Inside Collaboration
<input type="checkbox"/>	8. Antibody Production
<input type="checkbox"/>	8.1 Antibody Source
<input type="checkbox"/>	Animal Tissues Info
<input type="checkbox"/>	9. Use of Hazardous Agents
<input type="checkbox"/>	10. Animal Use Question
<input type="checkbox"/>	11. Housing Outside Approved Facility
<input type="checkbox"/>	12. Transportation of Animals
<input type="checkbox"/>	Human Clinical Info
<input type="checkbox"/>	13. Animal Species List
<input type="checkbox"/>	13.1 Species Information
<input type="checkbox"/>	13.2 Justification For Choice of Species
<input type="checkbox"/>	13.3 Species Source
<input type="checkbox"/>	13.4.1 Housing Location Information
<input type="checkbox"/>	13.5 Enrichment and/or Exercise
<input type="checkbox"/>	13.6 Clinical Care, Quarantine, Acclimatization and Daily Care
<input type="checkbox"/>	13.7 Overview of Procedures
<input type="checkbox"/>	13.7.1.1 Procedure Location Information
<input type="checkbox"/>	13.7.2 Non-Surgical Procedures
<input type="checkbox"/>	13.7.2.1 Non-Surgical Procedure Information
<input type="checkbox"/>	13.7.3.1 Surgical Procedure
<input type="checkbox"/>	13.7.4.1 Restraint Types
<input type="checkbox"/>	13.7.5 Breeding Information
<input type="checkbox"/>	13.8 Pain and Distress
<input type="checkbox"/>	13.9.1 Hazardous Agents Information
<input type="checkbox"/>	13.10.1 Drug Information
<input type="checkbox"/>	13.11.1 Euthanasia Information
<input type="checkbox"/>	13.12 Pain and Distress Humane Use Animal Categories
<input type="checkbox"/>	13.13 Justification For Number Requested
<input type="checkbox"/>	Protocol Species Strains Information
<input type="checkbox"/>	13.14 CARE SOP Exemptions
<input type="checkbox"/>	14. Alternatives
<input type="checkbox"/>	15.2 Personnel Information (Continued)

---

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Click on **Continue** and you will continue through the process as if it were a new protocol. Your protocol will retain the same protocol number. You will find your unfinished resubmission under unfinished protocols with a document type of **Full Review**

Home Page Demo, PI SIGN OUT REFRESH 02/08/2005

Alerts... Alerts -- UN-FINISHED PROTOCOLS

Protocol #	Document Type	Title	Created On	Last Updated
<a href="#">2005-0002</a>	Full Review	e-Sirius 101 - The count down begins	02/08/2005	02/08/2005
<a href="#">2005-0007</a>	New	e-Sirius 101 - The count down begins	02/07/2005	02/07/2005

Protocols

Animal Orders

Online Invoices

Change Password

Alerts -- NEW PROTOCOLS

Submitted	PI	Document Type	Protocol #	Title	Work Flow Status	Work Flow Status Date
02/07/2005	Demo, PI	New - Under Revision	<a href="#">2005-0008</a>	e-Sirius 101 - The count down begins	IACUC	02/08/2005

PROTOCOLS

- [AAALAC Compliance Reports](#)
- [Protocol Reports](#)
- [Protocol Search](#)
- [Request Transfer of Ownership of Protocol to Another Researcher](#)
- [Submit an Amendment for an Existing Protocol](#)
- [Submit an Application for a New Protocol from an Existing One](#)
- [Submit an application for a new protocol](#)
- [View Protocol Species Usage Register](#)

ANIMAL ORDERS

- [Animal Order Search](#)
- [Animal Receipt Reports](#)
- [Create New Animal Order](#)
- [Create a new animal order from template](#)
- [Create a new standing order](#)
- [Standing Orders Due](#)
- [View protocol usage and balance report](#)

ONLINE INVOICES

- [View Invoices](#)

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## Animal Orders


To request initial housing (wild captures) and/or procurement of animals from various sources or transfer from breeding colonies, click on Create New Animal Orders ① .

The screenshot shows the eSirius web application interface. At the top left is the eSirius logo, and at the top right is the CORNELL logo. Below the logos is a navigation bar with 'Home Page', 'Hansen, PI', 'SIGN OUT', 'REFRESH', and '08/06/2004'. The main content area is divided into several sections: 'Alerts...', 'Protocols', 'Animal Orders', and 'Phage Research'. The 'Animal Orders' section is highlighted in yellow and contains a circled '1' with an arrow pointing to it. Below this section are links for 'Animal Order Search', 'Animal Receipt Reports', 'Create New Animal Order', 'Create a new animal order from template', 'Create a new standing order', 'Standing Orders Due', and 'View protocol usage and balance report'. At the bottom of the page is a copyright notice for 2002, NTH Consulting Services, Inc.

You will then see a page which lists all species on your protocols ②. Click on the line representing the species and protocol you wish to place a requisition. You will only see and be able to order animals from approved protocols which have animals remaining. The system monitors your animal balances.

The screenshot shows the eSirius web application interface for the 'Create New Animal Order (Multiple Sources)' page. The page title is 'Create New Animal Order > List of Approved Protocol'. Below the title is a message: 'Choose a protocol from your list of approved protocols.' A table with the following columns is displayed: 'Select', 'Protocol #', 'Protocol Title', 'Species Name', 'Authorized #', 'Balance', and 'Expiration Date'. The first row of the table is highlighted in blue and contains the following data: a green checkmark in the 'Select' column, '2004-0022' in the 'Protocol #' column, 'any title' in the 'Protocol Title' column, 'Mammal- Mouse' in the 'Species Name' column, '30' in the 'Authorized #' column, '47' in the 'Balance' column, and '7/6/2007' in the 'Expiration Date' column. Below the table are two buttons: 'Continue' and 'Cancel & Return to Home Page'. A circled '2' with an arrow points to the first row of the table. At the bottom of the page is a copyright notice for 2002, NTH Consulting Services, Inc.

The next page you will see allows you to select the type source of your animals. ③

**eSirius** 

Create New Animal Order (Multiple Sources) Hansen, PI [SIGN OUT](#) [HOME](#) 08/06/2004

### Create New Animal Order > Animal Sources

Choose source of animals:

- **Other Commercial Source**, animal purchased from commercial sources not commonly used
- **Transfer from External Source (Institution/Lab)**, are animals received from a non-commercial entity such as another Institution
- **Vendor Purchase**, are animals procured from approved commercial vendors
- **Wildlife Capture**, are animals captured in the wild

Order Number	New
Protocol No	2004-0022
Principal Investigator	Hansen, PI
Protocol Title	any title
Species Name	Mammal- Mouse
Expiration Date	7/5/2007

Select Animal Source

Other Commercial Source ③

Transfer from External Source (Institution/Lab)

Vendor Purchase



Wildlife Capture - Housed

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Each source type has its own page requesting different information necessary to process your request. If you have a vendor that you use often, speak with your Facility Manager about adding them to the approved commercial vendor list. Once you select the source type click on the Continue button which will take you to the appropriate page for your source type.

The next page you will see collects information pertinent to your source type. Fill in all the necessary data. You must have an account on file with the Animal Buyer associated with your facility to order animals. You can order animals and charge them to another PI as long as you have made previous arrangements with your Animal Buyer. Section ④ is where you identify the other PI responsible for payment of any fees or charges associated with these animals. After you have entered your information, click on Continue.

# Institutions and Other Sources

Create New Animal Order (Multiple Sources)    Hansen, PI
[SIGN OUT](#)    [HOME](#)
03/06/2004

### Create New Animal Order > Order Information

Enter all information pertinent to this order such as Source, Requester, and Sponsor

Order number	New
Protocol No	2004-0022
Principal Investigator	Hansen, PI
Protocol title	any title
Species Name	Mammal- Mouse
Expiration date	7/6/2007
Animal source	Other Commercial Source

#### Institutions or Other Sources

Please enter all information pertinent to Shipping PI

Requester	Hansen, PI
Name of person you are receiving animals from.	
Requester Phone	3-4372
Shipping institution or company name	
Requester Email	mh236
Please specify Institution or company name of file and in list.	
Name of person shipping animals, if different from above.	
Shipping person e-mail address	
Shipping person phone number including area code	
Shipping person fax number including area code	
External Health Report Provider Name and Contact Information	
External health report provider code	
Shipping Company	
CRAR Health Report Approval Date	
Shipping Date	
Approving CRAR Staff Veterinarian Name	
Shipper Address	
Shipment Tracking #	

If this order will be paid for by a person other than the PI who owns the protocol, please indicate so and enter the name of this person.

Will this purchase be paid for by someone other than PI?	Yes <input type="radio"/> No <input checked="" type="radio"/>
Payee First Name	
Middle Initial	
Last Name	

#### Attach File

File Name	<input type="text"/> <input type="button" value="Browse..."/>
Replace file if it exists	<input type="radio"/>
Create new version if file exists	<input checked="" type="radio"/>
File Description	<input type="text"/>

#### Attachments List

Select	File Size	Description	Created
<input type="button" value="Remove Selected Attachment(s)"/>			
<input type="button" value="Continue"/> <input type="button" value="Cancel &amp; Return to Home Page"/>			

\*Required Fields

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This section is specific for these sources. Be sure this information is filled out or the order for the animals won't be approved.

④

←

## Vendor Purchase

If your source is a frequently used one and the CARE veterinarians have approved them, use this source type. All the demographic and contact information on these vendors are on file and therefore it is not necessary to enter detail data. Just pick the vendor name and location from the list. ⑤



Create New Animal Order (Multiple Sources)    Hansen, PI    [SIGN OUT](#)    [HOME](#)    09/06/2004

### Create New Animal Order > Order Information

Enter all information pertinent to this order such as Source, Requester, and Sponsor

Order Number	New
Protocol No	2004-0022
Principal Investigator	Hansen, PI
Protocol Title	any title
Species Name	Mammal- Mouse
Expiration Date	7/6/2007

Animal Source: Vendor Purchases

Select commercial vendor from approved list of vendors, and write specific notes or instructions, if any, for this vendor

Vendor Name	<input type="text" value="▼"/> ⑤
Request Current Health Report	<input type="checkbox"/>
Notes to Vendor	<input type="text"/>

Confirm phone number and e-mail id of person to notify about this order

Requester	Hansen, PI
Requester Phone	3-4372
Requester Email	mh206

If this order will be paid for by a person other than the PI who owns the protocol, please indicate so and enter the name of this person.

Will this purchase be paid for by someone other than PI? Yes  No

Payee First Name	<input type="text"/>
Middle Initial	<input type="text"/>
Last Name	<input type="text"/>

#### Attach File

File Name	<input type="text"/> <input type="button" value="Browse..."/>
Replace file if it exists	<input type="radio"/>
Create new version if file exists	<input checked="" type="radio"/>
File Description	<input type="text"/>

#### Attachments List



Select	File Spec.	Description	Created
<input type="button" value="Remove Selected Attachment(s)"/>			
<input type="button" value="Continue"/> <input type="button" value="Cancel &amp; Return to Home Page"/>			

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# Wild Capture

Use this vendor source when you have animals arriving in a housing facility that have been captured in the wild. This will notify the Facility Manager of their pending arrival and that necessary arrangements need be made.



Create New Animal Order (Multiple Sources)    Hansen, PI    [SIGN OUT](#)    [HOME](#)    08/06/2004

### Create New Animal Order > Order Information

Enter all information pertinent to this order such as Source, Requester, and Sponsor

Order Number	New
Protocol No	2004-0022
Principal Investigator	Hansen, PI
Protocol Title	any title
Species Name	Mammal- Mouse
Expiration Date	7/5/2007
Animal Source	Wildlife Capture - Housed

#### Wildlife Capture

Wildlife Source (i.e. Field, Jungle)

Confirm phone number and e-mail id of person to notify about this order

Requester	Hansen, PI
Requester Phone	3-4372
Requester Email	mh206

If this order will be paid for by a person other than the PI who owns the protocol, please indicate so and enter the name of this person.

Will this purchase be paid for by someone other than PI? Yes  No

Payee First Name	<input type="text"/>
Middle Initial	<input type="text"/>
Last Name	<input type="text"/>

#### Attach File

File Name	<input type="text"/> <input type="button" value="Browse..."/>
Replace file if it exists	<input type="radio"/>
Create new version if file exists	<input checked="" type="radio"/>
File Description	<input type="text"/>

#### Attachments List

Select	File Spec	Description	Created
<input type="button" value="Remove Selected Attachment(s)"/>			

\*Required Fields

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## Order Detail

The next page is the order detail. Information is carried forward from the previous page, where you can edit if necessary. In the detail section⑥, enter the detailed information concerning your order.

- a) Qty- Enter the number of animals for each unique combination of factors.
- b) Per Cage- Number of animals per cage you want them housed.
- c) USDA Category- The highest pain level category that this group of animals will be used. This will decrement your Protocol register by pain level for used animal. If your protocol was approved for 50 animals in Pain Level C and 50 animals in Pain Level D be sure and enter a line item for animals whose highest pain level will be C and another for those animals whose highest pain level is D.
- d) Receiving Location- Enter by choosing a facility from the drop down list the facility where these animals will be received. Example- if the animals need to go to a quarantine facility first, choose the quarantine facility.
- e) Charge Account- You must have an account(s) on file with the Animal Buyer associated with your facility to order animals. These accounts will show in the drop down list. If you indicated that another PI was fiscally responsible for these animals, his accounts(that you have approval to use) will show in the list.
- f) Desired Delivery Date- The date on which you want the animals delivered.
- g) Strain/Breed- The strain or breed of the animals you are ordering.
- h) Sex-your choices are male, female, mixed pair, either. If you need a specific number of male and female create two line items.
- i) Weight-specify weight of animals if appropriate.
- j) Age- specify age of animals if appropriate.
- k) SpecReq- if there are any special requirements of the animals such as pregnant, a litter etc.
- l) Remarks- remarks for this particular line item.

If you have any special instructions concerning the whole order enter in Special Instruction section⑦.

You can save the order to use again by creating a template. Check the box⑧ and name the template.

To submit the order, click on **Submit to Facility Manager**. The Facility Manager will review the order and either schedule delivery or pass it on to the Facility Animal Buyer.

**Order Line Detail**  
 Enter all information pertinent to species, strain, age, weight, sex, etc.

**Institutions or Other Sources**  
 Please enter all information pertinent to shipping to:

Enter as many line items as will fit on this order. Each item represents a variation on Delivery (Sex, Strain, Age, Weight, Sex, etc.)  
 In cases where you wish to order multiple items, use the following information:

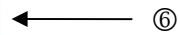
Order Line	Quantity	Description	Unit Price	Total Price	Tax	Weight	Sex	Genotype	Remarks
13	1	...	...	...	...	...	Female	...	...
13	1	...	...	...	...	...	Female	...	...
13	1	...	...	...	...	...	Female	...	...

**Order Notes**  
 Provide any special instructions to Facilities Managers, Animal Buyers or technicians.

**Save as Template**  
 If this is a frequent spot order, you may save it as a template for future use.



**Required Fields**

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# Order Confirmation

Once you have submitted your order to the Facility Manager, an order confirmation page will come up. You can print this page using your browser Print function and save it for your records.

Create New Animal Order (Multiple Sources)
Hansen, PI
[SIGN OUT](#)
[HOME](#)
08/06/2004

### Create New Animal Order > Order Line Detail

**ORDER CONFIRMATION #: C-00000019-**

Order Number	New
Protocol No	2004-0022
Principal Investigator	Hansen, PI
Protocol Title	any title
Species Name	Mammal- Mouse
Expiration Date	7/6/2007
Animal Source	Other Commercial Source

**Institutions or Other Sources**

Name of person you are receiving animals from	Anybody
Shipping institution or company name	NTM Consulting Services, Inc.
Please specify institution or company name if it is not in list	
Name of person shipping animals, if different from above	
Shipping person e-mail address	
Shipping person phone number including area code	555-5555
Shipping person fax number including area code	
External Health Report Provider Name and Contact Information	000000
External Health report provider code	
Shipping Company	
CRAR Health Report Approval Date	
Shipping Date	
Approving CRAR Staff Veterinarian Name	
Shipper Address	
Shipment Tracking #	

#	Qty	Per Cap	USDA Category	Receiving Location	Charge Account	Desired delivery date	Strain/Seed	Sex	Weight	Age	Spec Req (Litter, Preg, Dev, etc.)	Remarks
1	3	8		VNC	402370069000000	8/7/2004		Female				

**Order Notes**

Special Instructions

**Save as Template**

Save as Template for future use

Type a description to identify the template with

Requestor	Hansen, PI
Requestor Phone	3-4372
Requestor Email	mh286

[Return to Home Page](#)

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