



UNIVERSITY of  
WASHINGTON

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# **WORKING GROUP: COMPLIANCE UNIT STANDARD PROCEDURE (CUSP) SHARING SITE**

Working Group Meeting  
September 6, 2018



OFFICE OF ANIMAL WELFARE

*Research Support Services*

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## **Agenda:**

- Team Updates
- Goals for October Meeting
- 21<sup>st</sup> Century Cures Update





## Team Updates

1. **Data Storage & Maintenance**  
– No Update
  2. **Data Organization Team**
  3. **Form Team**
  4. **Data Import & Export**
-



# Co-Chair Needed for Data Organization Team

Interested? Email Aubrey ([aubreys@uw.edu](mailto:aubreys@uw.edu)) and Eva ([evamcgee@cdrewu.edu](mailto:evamcgee@cdrewu.edu))



## Team Updates

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# CUSP New Procedure Entry

## Basic Information

**Institution:** University of Academia ? Auto-filled from user profile, not editable here. Only displayed on final procedure if allowed by settings. Help text should indicate this.

**Display Institution Name on Procedure** ? ☒ Yes ☐ No Hover or link for helptext. Default to No

**Procedure Name\*:**

**Parent Procedure, leave blank if N/A:**  Question and text box remain ghosted or invisible unless the user links to a valid parent procedure

Please describe how this procedure differs from the parent procedure\*

### Assumed Precedents:

1. User has an existing, active account
2. Account profile (instution, contact details) is complete
3. User is logged in
4. User has Procedure add permissions



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[Next](#)



[Discard Draft](#)

## CUSP New Procedure Entry

[Title from page 1] for [Institution], in progress

### Species Selection\* <sup>?</sup>

Species:

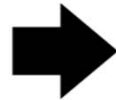
Ch
Chameleon
Cheetah
Chicken
<b><u>Species not found</u></b>

Search as you type box. In the example the user has type "Ch" and the available species list has filtered accordingly

Species Not Found option at bottom of list or as a separate hyperlink, when selected will take user to Other Species page



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Error message if no valid species is chosen.

If existing species is chosen then go to Substances Selection



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## CUSP New Procedure Entry

[Title from page 1] for [Institution], in progress

### Other Species Selection <sup>?</sup>

This page is presented if user chooses "Species Not Found" hyperlink on Species Selection page

Enter Species:

Select Category:

Selection limited to "other", only:

- Other Amphibian
- Other Bird (Non-Poultry)
- Other Bird (Poultry)
- Other Cephalopod
- Other Fish
- Other Lagomorph
- Other Livestock
- Other Mammal
- Other Marine Mammal
- Other Primate
- Other Reptile
- Other Rodent
- Other Wildlife



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Error message if entered species already exists, with option to select hyperlink back to Species Selection page.

Otherwise, system will auto-assign species to existing hierarchical categories



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## CUSP New Procedure Entry

[Title from page 1] for [Institution], in progress

### Substance Type\*

Choose all that apply:

☐ None/NA

☒ Adjuvant

☒ Anesthetic

☒ Antibody

☒ Other, please provide details in keywords

☒ Etc., full list continues

Checking on None  
will disable all  
other choices



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To Procedure Type



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## CUSP New Procedure Entry

[Title from page 1] for [Institution], in progress

### Procedure Type <sup>?</sup>

Category 1:

Antibody Production  
Behavioral Testing  
Blood or Sample Collection  
Capture and Trapping  
Diet Modification  
Euthanasia  
Identification and Genotyping  
Imaging and Irradiation  
Induction of illness  
Other  
Substance Administration

Category 2:

Based on Category 1  
Selection

Category 3:

Based on Category 2  
Selection



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To Description



[Discard Draft](#)

## CUSP New Procedure Entry

[Title from page 1] for [Institution], in progress

### Procedure Description

Keywords\*: <sup>?</sup>

Science, university, FDP

Detailed Description: <sup>?</sup>

Lorem ipsum dolor...



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## CUSP New Procedure Entry

[Title from page 1] for [Institution], in progress

### Summary

Name of submitter: Cordell Baden

Institution: University of Academia

Email: cbaden@uacad.edu

Display Institution Name on Procedure ☒ Yes [edit](#)

Takes user back to relevant form/page

Procedure Name:  [edit](#)

Species:  [edit](#)

Species Category 1:

Species Category 2:

Species Category 3:

Non-editable, based on species selection

Concatenated list

Substances:  [edit](#)

Keywords:  [edit](#)

Description:  [edit](#)



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[Submit and Save](#)



[Discard Draft](#)

## CUSP New Procedure Entry

Completed Title for [Institution], in progress

### Success

Displayed  
dependent on  
user's preference  
settings. Display as  
"Hidden" if display  
preference is "No"

**Institution:** University of Academia

**Date Submitted:**

System Date

**ID Number:**

System Generated

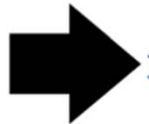
**Procedure State:**

In Progress

**Display Institution Name on Procedure** ☒ Yes

**Procedure Name:** Completed Title

[View Procedure](#)



[To My Account](#)

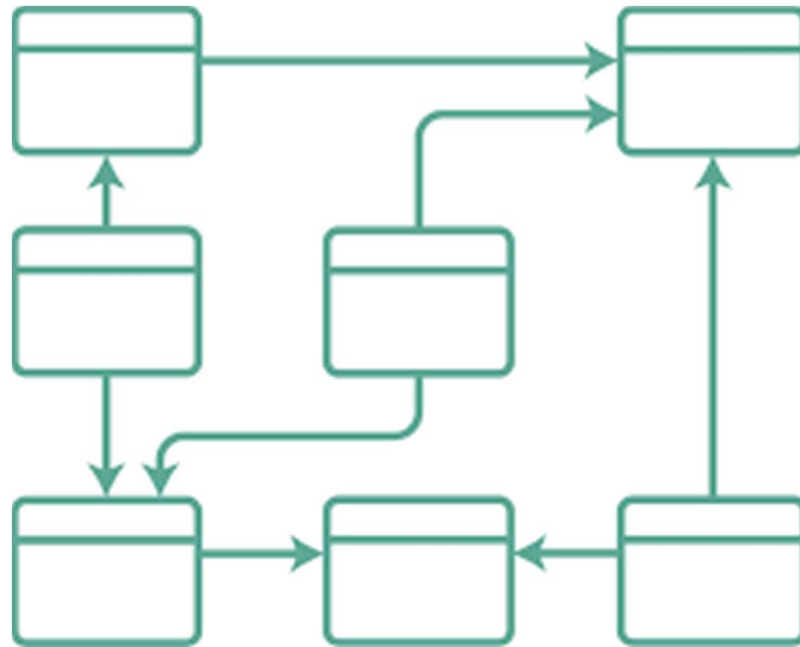


## Team Updates

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-

## Goal: Build a model of the CUSP database in Microsoft Access

- This exercise will help determine underlying data architecture
- Demo model (thanks again to everyone that contributed procedures!)







## Check out Trello!

- Brainstorm FAQs
- Final draft of emails
- Wireframes



A Web Page

https://

Home My Procedures My Accounts Reports Site Administration Help

Search

Download Selected Procedures

Procedure Name	Species	Procedure Type	Contributing Institution	Date Submitted	Select
Supernormal Analysis	Mouse	Substance Administration	University of Washington	9/16/17	<input type="checkbox"/>
Intraperitoneal Injection	Mouse	Survival Surgery	Emory University	2/7/17	<input checked="" type="checkbox"/>
Administration of AAV	Rat	Substance Administration	Institution Not Identified	4/21/17	<input type="checkbox"/>
CO2 Euthanasia	Mouse	Euthanasia	University of Washington	9/16/17	<input checked="" type="checkbox"/>
CO2 Euthanasia	Rat	Euthanasia	Michigan State University	8/15/17	<input checked="" type="checkbox"/>
Tricaine Overdose	Zebrafish	Euthanasia	Penn State University	3/22/17	<input checked="" type="checkbox"/>

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## **Goals for October Meeting**

- Aubrey/UW: Finish updating wireframes and post to Trello; Finalize site spec sheet
- Data Organization Team: Propose naming convention/guidelines
- Data Import & Export Team: TBD
- Data Storage & Maintenance Team: Process for 're-activating' a procedure.
- David & Jaret: Review implementation guidelines & develop SSO prototype



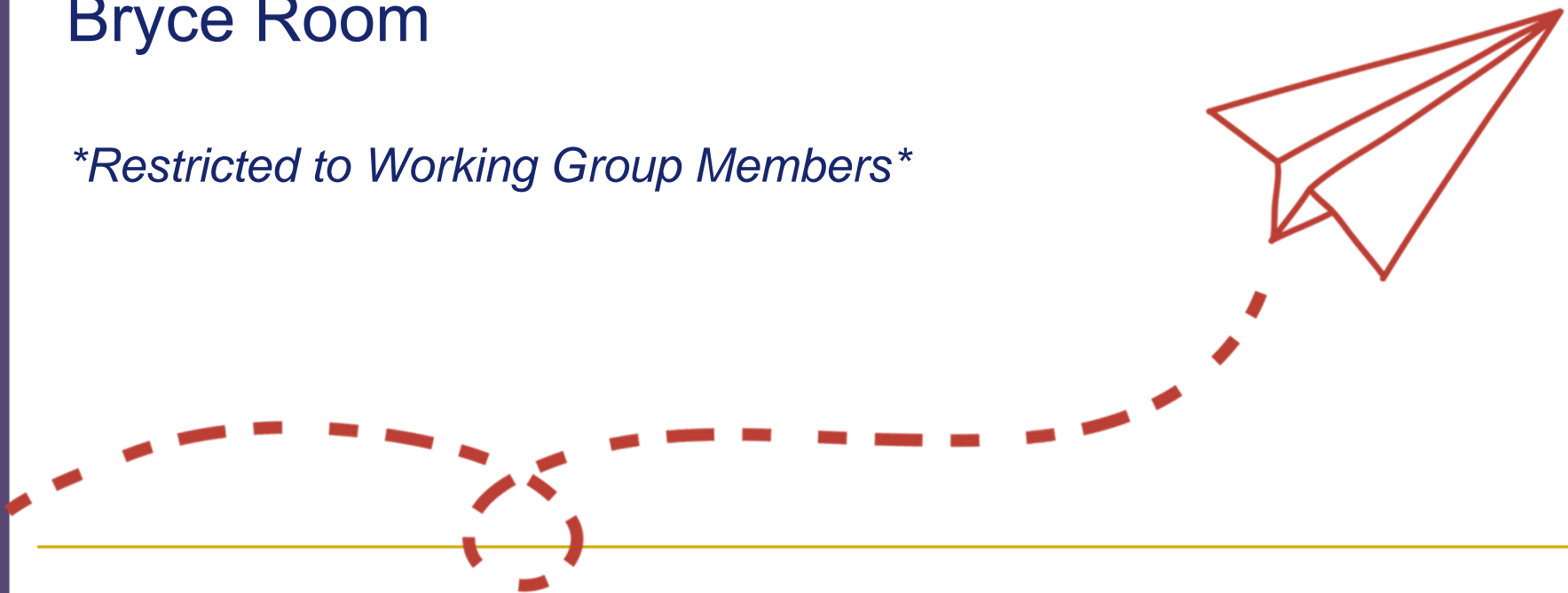
## **Proposed Agenda Topics for October:**

- Site security follow up – encrypt institution name?
  - Email Aubrey ([aubreys@uw.edu](mailto:aubreys@uw.edu)) if you'd like to add a topic to the agenda.
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# Pilot Planning Session

September 6th, 3:50-5:50pm  
Bryce Room

*\*Restricted to Working Group Members\**





Next Meeting:  
October 12, 2018 at 11:00 am PST

**Upcoming Events:**

- Platform Presentation @ AALAS National Meeting – October 2018
  - Submitted session proposal for PRIM&R IACUC 2019 conference
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# 21<sup>st</sup> Century Cures Act – RFI Update