

Online Animal Transfers

Processing a Transfer

Go to e-Protocol and logon. If You have more than one protocol, chose from the list the protocol that you are transferring from. From the protocol screen, click on the “Create Animal Order/Transfer” button.

The screenshot shows the e-Protocol interface for protocol 2011A0000, titled 'Biomedical Research Technique Training'. The 'Current State' is 'Approved'. A blue arrow points to the 'Create Animal Order/Transfer' button in the 'My Activities' section. Other buttons include 'View Protocol', 'Print Version', 'View Differences', and 'Edit Amendment'. The 'General Information' section includes fields for 'Principal Investigator', 'Approval Date', and 'Review Dates'. The 'Additional Information' section includes 'Approval Letter', 'Sponsor(s) and Proposal/Project #(s)', and 'Approved Animal Numbers'.

You will choose “Transfer Animals”. You will then have 3 choices:

Funds Transfers

Select the account group from which you wish to change funding information. In the next screen, you will choose the number of cages involved and then asked for the new fund and account information.

Protocol to Protocol Transfers

This transfer must be initiated from the delivering protocol. When designating the receiving PI, **you must chose the PI who is listed on the receiving protocol.** (you cannot chose another study team member or the transfer will not go through.)

The receiving PI will then get an email alerting them to the transfer and they will fill in the receiving protocol and account numbers.

Internal Transfers

Select the account group from which you wish to change housing location. In the next screen, you will choose the number of cages involved and then asked for the requested housing location.

The status of transfers can be checked at any time under the Animal Orders/ Transfer tab.

Need help? Email ulartraining@osu.edu or call 292-5094

The screenshot shows the detailed view of protocol 2011A0000, 'Biomedical Research Technique Training'. The 'Current State' is 'Approved'. The 'General Information' section includes 'Principal Investigator', 'Approval Date' (1/13/2011), 'Review Dates' (1/13/2012 (yr1), 1/13/2013 (yr2)), and 'Expiration Date' (1/13/2014). The 'Additional Information' section includes 'Approval Letter', 'Sponsor(s) and Proposal/Project #(s):' (OSURF Proposal/Project No), and a table of 'Approved Animal Numbers'.

Species	Approved	Used	On-Order
Mouse	1789	21	0
Rabbit	259	13	0
Rat	518	7	0

The 'Related IBC Protocols' section shows 'None Associated'. A blue arrow points to the 'Animal Orders and Transfers' tab in the bottom navigation bar.



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