

# Online Animal Order System

A training tutorial is also available online on <http://ular.osu.edu/training/e-protocol/>

## How do I order animals online?

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

The Contact you chose will get an email as the order or transfer moves through each part of the approval process.

Animal Order Approval Workflow:  
Fiscal Officer  
Vivarium  
RF Procurement

**Be certain that the person you choose as the Fiscal Approver is available to approve the order!**

**Be sure to hit the submit button on the left sidebar on the last page!**

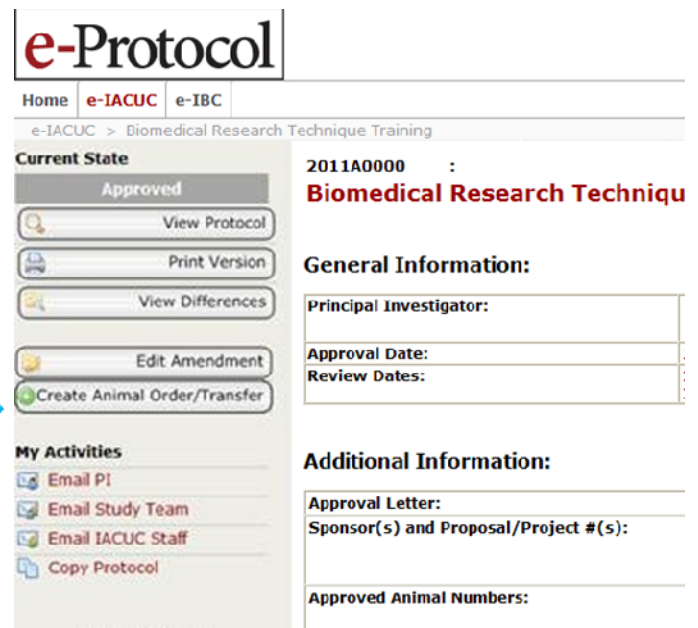
Anyone who is listed on the protocol can check the status of all orders and transfers by clicking on the Animal Order & Transfers tab within the protocol.

## Deadlines

Be sure to submit orders to allow time for processing. Orders need to be through the entire approval process and into the procurement office before the following deadlines:

- NIA – Monday – 10:00 a.m.
- NCI – Tuesday – 10:00 a.m.
- Jackson, Taconic, Charles River, Covance & Harlan – Wednesday – 10:00 a.m.

Need help? Email [ulartraining@osu.edu](mailto:ulartraining@osu.edu) or call 292-5094



The screenshot shows the e-Protocol web interface. At the top, there are navigation tabs for Home, e-IACUC, and e-IBC. Below that, the breadcrumb trail reads "e-IACUC > Biomedical Research Technique Training". The main content area is titled "Current State" and shows a protocol with ID "2011A0000" and title "Biomedical Research Techniqu". A "General Information" section includes fields for "Principal Investigator:", "Approval Date:", and "Review Dates:". Below that is an "Additional Information" section with fields for "Approval Letter:", "Sponsor(s) and Proposal/Project #(s):", and "Approved Animal Numbers:". On the left side, there is a "My Activities" section with links for "Email PI", "Email Study Team", "Email IACUC Staff", and "Copy Protocol". The "Create Animal Order/Transfer" button in the "Current State" section is highlighted with a blue arrow.



The screenshot shows the e-Protocol web interface. At the top, there are navigation tabs for Home, e-IACUC, e-IBC, Committees, and ULAR. Below that, the breadcrumb trail reads "e-IACUC > Biomedical Research Technique Traini". The main content area is titled "Pre-Submission" and shows a protocol with ID "New Ani". A "Activities" section includes links for "Submit Request", "Cancel Request", and "Copy Animal Order Transfer". The "Submit Request" button is highlighted with a blue arrow.



Office of Research  
University Laboratory Animal Resources