

# 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!**

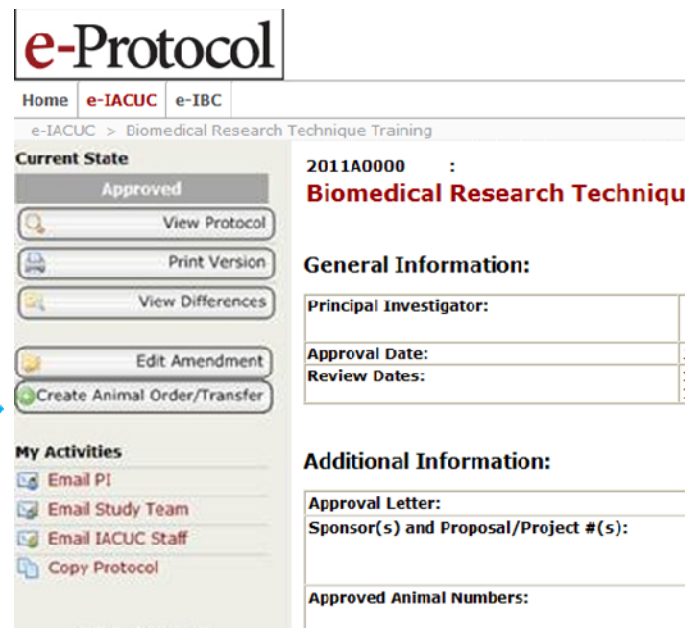
Anyone who is listed on the protocol can check the status of all orders and transfers by clicking on the Animal Order & Transfers tab within the protocol.

## 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 application. 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 divided into two columns. The left column, titled "Current State", shows a status of "Approved" and several action buttons: "View Protocol", "Print Version", "View Differences", "Edit Amendment", and "Create Animal Order/Transfer". A blue arrow points to the "Create Animal Order/Transfer" button. The right column displays protocol details for "2011A0000" under the heading "Biomedical Research Techniqu". It includes sections for "General Information:" (with fields for Principal Investigator, Approval Date, and Review Dates) and "Additional Information:" (with fields for Approval Letter, Sponsor(s) and Proposal/Project #(s), and Approved Animal Numbers).



The screenshot shows the e-Protocol web application at a different stage. The navigation tabs are Home, e-IACUC, e-IBC, Committees, and ULAR. The breadcrumb trail is "e-IACUC > Biomedical Research Technique Traini". The main content area has a "Pre-Submission" section with buttons for "Edit Animal Order/Transfer" and "Print Version". Below that is an "Activities" section with buttons for "Submit Request", "Cancel Request", and "Copy Animal Order Transfer". A blue arrow points to the "Submit Request" button. On the right side, there is a "New Ani" section with various fields: "Created on:", "Request Type", "Associated St", "Order Contac", "Additional Cor", "Procurement Account:", "Org:", "Project:", and "Per Diem Acc Account:".



Office of Research  
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