**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, choose 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 or call 292-5094

**Office of Research**
University Laboratory Animal Resources