

Checking Animal Order Status

Be sure to check the status of your order prior to the deadline!

This can be done by clicking on the Animal Orders/Transfer tab located on the first page of your protocol.

The Status and what to do to get your order processed:

Pre-submission: You need to hit the submit button on the order.

Fiscal Review: The fiscal approver that you chose must approve the order.

Vivarium Review: ULAR needs to approve the order.

Order Processing: Being processed by RF.

Submitted: Order has been submitted to the vendor.

Delivered: Order has been received onto OSU Campus.

Complete: Order has been received into the animal room assigned.

The screenshot shows the e-Protocol system interface. At the top, there's a navigation bar with 'Home', 'e-IACUC', and 'e-IBC'. Below that, the protocol name '2011A0000 : Biomedical Research Technique Training' is displayed. The 'Current State' is 'Approved'. There are buttons for 'View Protocol', 'Print Version', and 'View Differences'. A message states: 'You do not have sufficient privileges to create Projects with this Project Creator Component.' Below this, there's a 'My Activities' section showing 'IACUC Protocol: Approved'. The main content area is divided into 'General Information' and 'Additional Information'. 'General Information' includes fields for 'Principal Investigator', 'Approval Date', 'Review Dates', 'Additional Contacts', and 'Expiration Date'. 'Additional Information' includes 'Approval Letter', 'Sponsor(s) and Proposal/Project # (s)', 'Approved Animal Numbers' (with a table), and 'Related IBC Protocols'. The table for 'Approved Animal Numbers' has columns for Species, Approved, Used, and On-Order. The 'Animal Orders and Transfers' tab is highlighted in the bottom navigation bar.

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

Click here to check on the status!

The screenshot shows the 'Animal Orders and Transfers' tab in the e-Protocol system. It features a filter bar with 'Filter by ID' and a search input field. Below the filter bar is a table listing animal orders with columns for ID, Name, Date Modified, Owner, and State. A blue arrow points to the 'State' column.

ID	Name	Date Modified	Owner	State
AOT00000289	New Animal Order - 11/15/2011	11/15/2011 4:04 PM	Ranganathan, Parvathi	Pre-Submission
AOT00000137	New Animal Order - 11/7/2011	11/17/2011 11:58 AM	Gilbreath, Kate M.R.	Submitted
AOT00000130	New Animal Order - 11/7/2011	11/17/2011 2:42 PM	Green, Jeanne E	Submitted
AOT00000173	New Animal Order - 11/8/2011	11/17/2011 2:42 PM	Lee, Tae Jin	Submitted
AOT00000346	New Animal Order - 11/21/2011	11/22/2011 9:19 AM	Di Leva, Gianni	Order Processing

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



Office of Research
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