How to Accept a Transfer from Another Principal Investigator (PI)

1. Log in to RAP AOPS with your UC credentials. Click on Animal Operations, then Transfers. All transfers pending approval are located in the In-Review section. Click on the name of the transfer that you want to approve.

2. Review the transfer details and press the Accept Transfer button if all information is correct. You can review the status of a transfer in the top left corner of the screen (orange rectangle).

Types of Transfer Status
- **Pre-Submission**: the transfer has not been submitted
- **Receiving PI Review**: the transfer has been submitted and is pending receiving PI approval
- **Fiscal Review**: the transfer has been sent to receiving PI’s financial person
- **Processing**: the financial person approved the transfer and has now been sent off to LAMS
- **Complete**: the transfer has been completed by LAMS
3. Answer the following questions:
   a. **Transfer to Destination Protocol**: select the protocol of where these animals will go. Three (3) fields will popup asking you to select the room in **Transfer to destination facility**. If the requested facility does not appear, contact [LAMS@UC.EDU](mailto:LAMS@UC.EDU).
   b. **Transfer to financial account**: add account string
   c. **Transfer destination animal group**: add animal group
   d. **Comments**: add if needed (not required)
   e. **Select the fiscal officer required to approve this transfer**: select appropriate person

4. Click the **OK** button.

5. The transfer has now been submitted to the selected financial person for approval. Once the transfer is approved by the financial person, LAMS will print cage cards and put them on the animal cages.