

## How to create a Protocol Transfer to another PI

1. (Researcher) Use your web browser and go to [rapqa.uc.edu/aops](http://rapqa.uc.edu/aops)



**Login As**

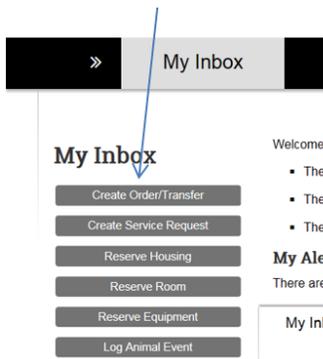
User Name:

Password:

Remember me

After signing into this site, you are bound by the terms and conditions set forth when you received your account.

2. Log in with your 6+2 uc user name and password. (use Bearcat17! For password during the testing phase)
3. Click on Create Order/ Transfer



4. You have 2 ways to enter the protocol information.  
Option 1 Enter Protocol number if you know then click the highlighted protocol.

### Getting Started

1. \* **Select IACUC Protocol:**

04-02-03-02 X ...

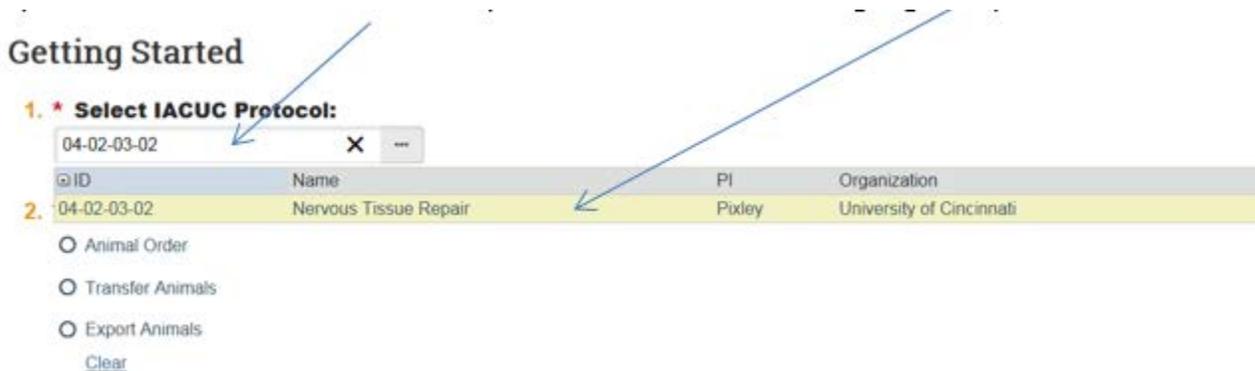
ID	Name	PI	Organization
04-02-03-02	Nervous Tissue Repair	Pixley	University of Cincinnati

2.  Animal Order

Transfer Animals

Export Animals

[Clear](#)



Option 2 click on the 3 dots to search for the protocol number with the filter option (example **Filter by PI Last Name** enter the PI last name and click go.)

**Getting Started**

1. \* **Select IACUC Protocol:**  
0 result --

2. \* **Request Type:**

- Animal Order
- Transfer Animals
- Export Animals

[Clear](#)

**Select AOPS Protocol Project**

Filter by **PI**  **Go** **Clear** **Advanced**

« 1-1 of 1 »

ID	Name	PI	Organization
<input type="radio"/> 04-02-03-02	Nervous Tissue Repair	Pixley	University of Cincinnati

« 1-1 of 1 »

**OK** **Cancel**

Click on the bubble for the correct protocol and click okay.

**Select AOPS Protocol Project**

Filter by **PI**  **Go** **Clear** **Advanced**

Total Selected: 1 « 1-1 of 1 »

ID	Name	PI	Organization
<input checked="" type="radio"/> 04-02-03-02	Nervous Tissue Repair	Pixley	University of Cincinnati

Total Selected: 1 « 1-1 of 1 »

**OK** **Cancel**

5. Click on Request Type which should be Transfer Animals. Order/Transfer Contact auto populates. Now click Continue.

2. \* **Request Type:**

- Animal Order
- Transfer Animals
- Export Animals

[Clear](#)

3. \* **Order/Transfer Contact**

Jermaine Houston

« Back **Save** **Print** **Continue** »

6. Fill in the below information to choose the cage or cages to transfer, then click add.

### Cages to Transfer

Select the cages you would like to transfer.

#### 1. Select census units by query:

Cage Card Filter

Cage Card ID:

Room:

Group / Species:

Status:

Chart String:

Per-Diem:

# of Cages Currently Selected: 0 of 70

Filter Actions

**Add** From the current filter settings, add cage cards to the Selected Cage Card list below.

**Remove** From the current filter settings, remove cage cards from the Selected Cage Card list below.

**Remove Selected** Remove selected cage cards from the Selected Cage Card list below.

**Remove All** Remove all cage cards from the Selected Cage Card list below.

Filter Action Results: 1 cards were removed from the selection as they are already under transfer. Removed all Cage Cards because of multiple species are not allowed

7. If there are any cards you do not want to transfer, click the box to remove.

#### 2. Cage Cards for this Request:

Cage Card ID	Room	Group	Species	Status	Chart String	Per Diem	# Animals	Highest Pain	Protocol ID	Remove? <input type="checkbox"/>
0000060	006	Mice-ID00000002	Mice	Active	ENH120012-E100816-6263000000-1-S09011-Per Diem		4	B	04-02-03-02	<input type="checkbox"/>
0000061	006	Mice-ID00000002	Mice	Active	ENH120012-E100816-6263000000-1-S09011-Per Diem		4	B	04-02-03-02	<input type="checkbox"/>
0000062	006	Mice-ID00000002	Mice	Active	ENH120012-E100816-6263000000-1-S09011-Per Diem		4	B	04-02-03-02	<input type="checkbox"/>
0000063	006	Mice-ID00000002	Mice	Active	ENH120012-E100816-6263000000-1-S09011-Per Diem		4	B	04-02-03-02	<input type="checkbox"/>
0000064	006	Mice-ID00000002	Mice	Active	ENH120012-E100816-6263000000-1-S09011-Per Diem		4	B	04-02-03-02	<input type="checkbox"/>
0000065	006	Mice-ID00000002	Mice	Active	ENH120012-E100816-6263000000-1-S09011-Per Diem		4	B	04-02-03-02	<input type="checkbox"/>
0000066	006	Mice-ID00000002	Mice	Active	ENH120012-E100816-6263000000-1-S09011-Per Diem		4	B	04-02-03-02	<input checked="" type="checkbox"/>
0000067	006	Mice-ID00000002	Mice	Active	ENH120012-E100816-6263000000-1-S09011-Per Diem		4	B	04-02-03-02	<input type="checkbox"/>
0000068	006	Mice-ID00000002	Mice	Active	ENH120012-E100816-6263000000-1-S09011-Per Diem		4	B	04-02-03-02	<input type="checkbox"/>
0000069	006	Mice-ID00000002	Mice	Active	ENH120012-E100816-6263000000-1-S09011-Per Diem		4	B	04-02-03-02	<input checked="" type="checkbox"/>
0000070	006	Mice-ID00000002	Mice	Active	ENH120012-E100816-6263000000-1-S09011-Per Diem		4	B	04-02-03-02	<input type="checkbox"/>
0000071	006	Mice-ID00000002	Mice	Active	ENH120012-E100816-6263000000-1-S09011-Per Diem		4	B	04-02-03-02	<input checked="" type="checkbox"/>
0000072	006	Mice-ID00000002	Mice	Active	ENH120012-E100816-6263000000-1-S09011-Per Diem		4	B	04-02-03-02	<input checked="" type="checkbox"/>
0000073	006	Mice-ID00000002	Mice	Active	ENH120012-E100816-6263000000-1-S09011-Per Diem		4	B	04-02-03-02	<input type="checkbox"/>
0000074	006	Mice-ID00000002	Mice	Active	ENH120012-E100816-6263000000-1-S09011-Per Diem		4	B	04-02-03-02	<input type="checkbox"/>
0000075	006	Mice-ID00000002	Mice	Active	ENH120012-E100816-6263000000-1-S09011-Per Diem		4	B	04-02-03-02	<input type="checkbox"/>
0000076	006	Mice-ID00000002	Mice	Active	ENH120012-E100816-6263000000-1-S09011-Per Diem		4	B	04-02-03-02	<input checked="" type="checkbox"/>
0000077	006	Mice-ID00000002	Mice	Active	ENH120012-E100816-6263000000-1-S09011-Per Diem		4	B	04-02-03-02	<input checked="" type="checkbox"/>
0000078	006	Mice-ID00000002	Mice	Active	ENH120012-E100816-6263000000-1-S09011-Per Diem		4	B	04-02-03-02	<input checked="" type="checkbox"/>
0000079	006	Mice-ID00000002	Mice	Active	ENH120012-E100816-6263000000-1-S09011-Per Diem		4	B	04-02-03-02	<input type="checkbox"/>
0000080	006	Mice-ID00000002	Mice	Active	ENH120012-E100816-6263000000-1-S09011-Per Diem		4	B	04-02-03-02	<input type="checkbox"/>
0000081	006	Mice-ID00000002	Mice	Active	ENH120012-E100816-6263000000-1-S09011-Per Diem		4	B	04-02-03-02	<input type="checkbox"/>
0000082	006	Mice-ID00000002	Mice	Active	ENH120012-E100816-6263000000-1-S09011-Per Diem		4	B	04-02-03-02	<input type="checkbox"/>
0000083	006	Mice-ID00000002	Mice	Active	ENH120012-E100816-6263000000-1-S09011-Per Diem		4	B	04-02-03-02	<input type="checkbox"/>
0000084	006	Mice-ID00000002	Mice	Active	ENH120012-E100816-6263000000-1-S09011-Per Diem		4	B	04-02-03-02	<input type="checkbox"/>

8. Click remove Selected

### Cages to Transfer

Select the cages you would like to transfer.

#### 1. Select census units by query:

Cage Card Filter

Cage Card ID:

Room:

Group / Species:

Status:

Chart String:

Per-Diem:

# of Cages Currently Selected: 51 of 70

Filter Actions

**Add** From the current filter settings, add cage cards to the Selected Cage Card list below.

**Remove** From the current filter settings, remove cage cards from the Selected Cage Card list below.

**Remove Selected** Remove selected cage cards from the Selected Cage Card list below.

**Remove All** Remove all cage cards from the Selected Cage Card list below.

Filter Action Results: Added 51 cards to your selection

9. Click yes or no for "Have these animals undergone any test or procedures". Now click continue.

#### 3. Have these animals undergone any tests or procedures?

Yes  No [Clear](#)

10. If you clicked yes the animals had a previous procedure, the below window will pop up and you will need to list the procedure. Now click continue.

### Previous Experiments Performed

Please indicate what tests and procedures you have performed on these animals.

1. Tests and Procedures:

Navigation bar: << Back Save Exit Hide/Show Errors Print Jump To >> Continue >>

11. Chose yes to transfer to another PI and enter the PI name and then click continue.

### Destination PI

Please indicate under whom the cages will now be listed.

1. \* Are you transferring these animals to another PI?

Yes  No [Clear](#)

\* Select Destination PI:

her	X	...
<input type="checkbox"/> Last	First	Organization
Herman	James	COM Psychiatry

Navigation bar: << Back Save Exit Hide/Show Errors Print Jump To >> Continue >>

12. Review and click Yes to confirm transfer and then click Finish.

### Transfer Confirmation

Please confirm that you wish to transfer the following cages to another investigator and indicate when you would like the transport to take place. Once complete, use the "submit" activity to send this request to new PI for completion.

1. Number of Cages To Transfer:

1

2. \* Indicate the number of animals you are transferring from each group:

Animal Group	Current Used Count	Species	Pain Category	Number of Cages	Number of Animals	Comments
Rats-ID00000003	0	Rats	D	1	<input type="text" value="1"/>	

Total Number Of Animals:

1

3. Transfer To PI:

James-Herman

4. \* By checking this box, I confirm that I would like to transfer the above animals to another investigator, and that I have completed this form as accurately as possible.

Yes  No [Clear](#)

5. \* Transfer Cage Cards:

ID	Species	Facility	Protocol	Group	Number of Animals	Status	Highest USDA Pain Category
0001427037	Rats	R354	04-02-03-02	Rats-ID00000003	1	Active	B

Navigation bar: << Back Save Exit Hide/Show Errors Print Jump To >> Finish

13. Review and click Submit.

14. Enter any comments and click ok.

15. Request has been submitted to receiving PI.

16. The Receiving PI now has to log into the Click system.

17. Click on My Inbox

18. Click on the transfer request.

**My Alerts**  
There are no alerts for Jermaine Houston at this time.

My Inbox   Protocols   Orders   **Transfers**   Service Requests   Reservations   Invoices   ...

Filter <sup>?</sup> ID  Go [+ Add Filter](#) [x Clear All](#) [Export](#)

ID	Name	Source Study	Status	Modified Date	Destination Protocol	Destination Room	Destination Building	Destination Account	Destination Group	# Cage Cards	Transfer Date	Completed Date
AOT00000169	Transfer Animals-04-02-03-02-Pixley	04-02-03-02	Transfer Receiving PI Review	11/9/2017 4:04 PM						1		

19. Review then click on Accept Transfer

**Transfer Receiving PI Review**

**Next Steps**

[View Transfer](#)

[Print Transfer](#)

Accept Transfer

Reject Transfer

**Animal Order Transfer**  
(AOT00000169)

### Transfer Animals-04-02-03-02-Pixley

**Date Requested:** 11/9/2017 3:45 PM

**Request Contact:** [Jermaine Houston](#)

**Initial PI:** [Sarah Pixley](#)

**Initial Protocol:** 04-02-03-02

**# Cage Cards:** 1

**# Animals:** 0

**Cage Cards:** There are no items to display

**Special Instructions:** Mice on yellow rack

**Created:** 11/9/2017 3:45 PM

**Last Modified:** 11/9/2017 4:04 PM

**Receiving PI:** [James Herman](#)

**Receiving Study:** [Same Protocol]

**Receiving Facility:** Same Facility

**Receiving Account:** Same Account

History   **Cage Cards**   Facility Manager Approvals

Activity	Author	Activity Date
Submitted Request	<a href="#">Houston, Jermaine O</a>	11/9/2017 4:04 PM

20. Enter the last name to find the protocol that the animals will be transferred to and any comments if any.

**Accept Transfer**

**Source Information**

**Source Study:** 04-02-03-02

**Source PI:** [Sarah Pixley](#)

**Transfer Species:** Rats

**Destination Information**

**Transfer To PI:** [James Herman](#)

**Total Animals:** 0

1. \* **Transfer Destination Protocol:**

...

ID	PI Last	PI First Name	Protocol
04-08-03-01	Herman	James	Functional Anatomy of Limbic-Neuroendocrine Circuits

