

**University of Cincinnati  
Animal Care and Use Program**

**Animal Transfer**

The UC ACUP recognizes the need for an efficient mechanism for transferring animals to other UC approved protocols. This process will facilitate collaborative research between UC investigators and is consistent with the principles of the 3 R's (Replacement, Reduction & Refinement).

**Temporary Transfer of Animals (Maximum of 90 Days)**

All temporary animal transfers must be submitted via a [Temporary Protocol Transfer Form for Rodents](#).

Temporary transfers of animals to another protocol can occur for the purpose of having specialized procedures performed as a service for other researchers or as part of a collaboration. The procedure must be approved in both the protocol the animals are being transferred from as well as the protocol they are being transferred to. The number of animals temporarily transferred will be debited from the receiving PI's protocol.

**1. Temporary Protocol Transfer (TPT) Requirements**

- a. A minimum of 5 business days prior to temporary transfers. Extraordinary circumstances will be handled on a case-by-case basis (contact [LAMS veterinary staff](#)).
- b. Transfer can only be done between the original PI and the receiving PI. A receiving PI cannot do a TPT to another receiving PI.
- c. All procedures being conducted during the TPT must be referenced in the original PI's protocol.
- d. If procedure(s) is/are not referenced, an amendment to the original PI's protocol must be submitted and approved by the IACUC in advance of the TPT.

**2. Cage Identification Requirements**

- a. The original barcoded cage card must be visible on the cage for census purposes. The cage must be labeled with a [secondary card](#) containing the words TEMPORARY PROTOCOL TRANSFER, original PI name, original barcode, receiving PI name, receiving protocol number, and start and end dates.
- b. Once temporary transfer is initiated, only procedures and personnel listed in the receiving PI's protocol can be performed and actively using animals respectively. The receiving PI will then be responsible for the animals.
- c. If animals are returned to the original protocol, the Temporary Transfer Card must be removed.

**Permanent Transfer of Animals**

All permanent animal transfers must be submitted through [Research Administration Portal \(RAP\) AOPS](#). For the permanent transfer of animals in which ownership of the animal or funding source used will change, anyone from the sending PI lab may initiate the request. However, only the receiving PI can accept the transfer (there is no proxy designation in Animal Operations). Please refer to the companion [instructions for permanent protocol transfers](#) for steps to complete this transfer.

**Recordkeeping**

Both the sending and receiving PIs should keep records on transfers.