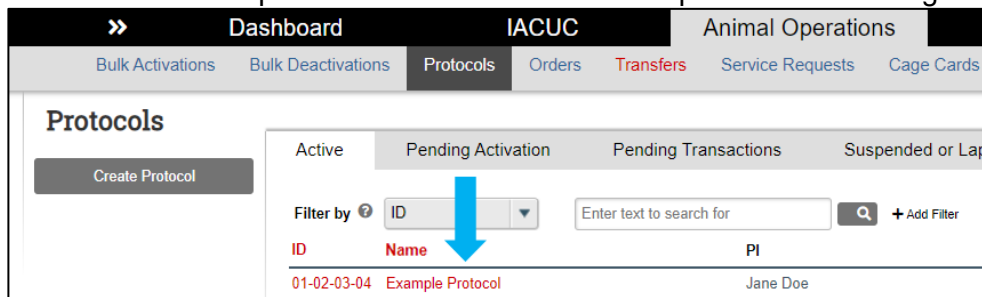
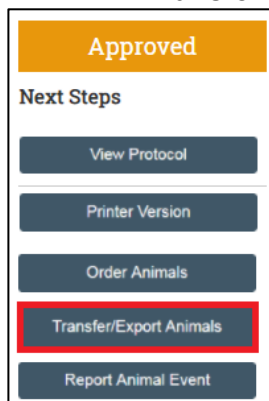


How to Create a Per Diem Transfer

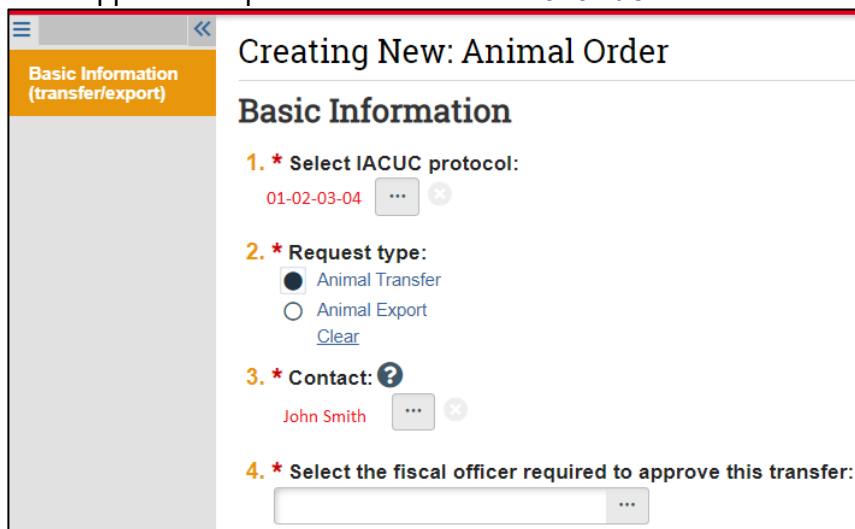
1. Log in to [RAP AOPS](#) with your UC credentials. Click on **Animal Operations**, then select the ID or Name of the active protocol from which the animals per diems are being transferred.



2. Select the **Transfer/Export Animals** button.



3. In the **Basic Information** section, select **Animal Transfer** for question 2 and select the appropriate fiscal approver in question 4. Press the **Continue** button to advance to the next section of the form.

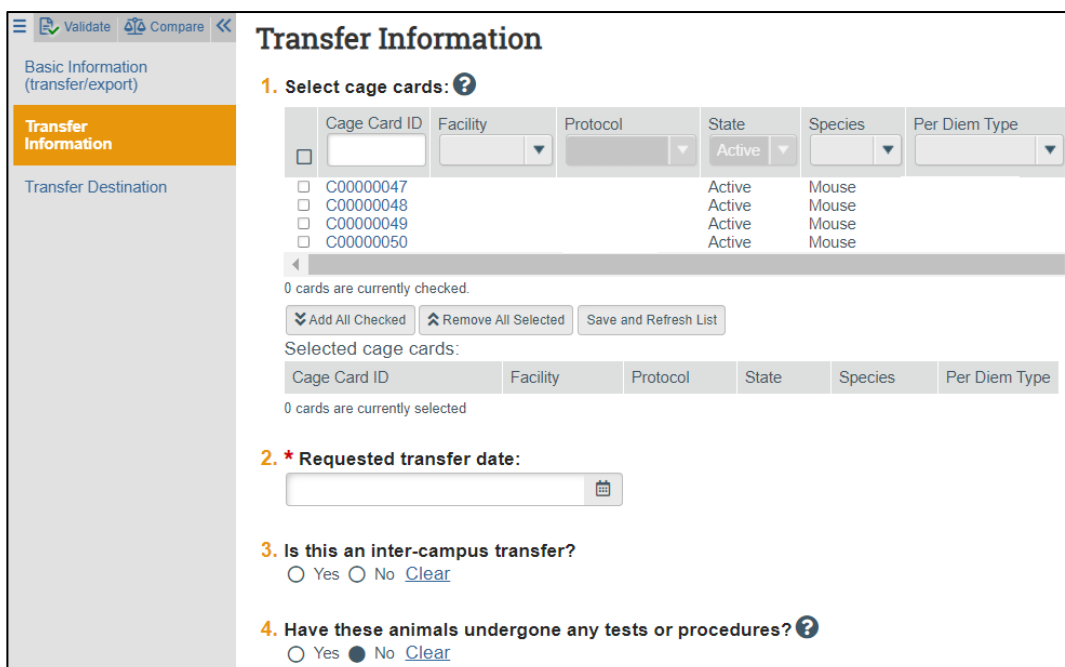


Creating New: Animal Order

Basic Information

- * Select IACUC protocol:**
01-02-03-04
- * Request type:**
 Animal Transfer
 Animal Export
[Clear](#)
- * Contact:**
John Smith
- * Select the fiscal officer required to approve this transfer:**

4. In the **Transfer Information** section, answer the following questions then press the **Continue** button to advance to the next section of the form.
- Select cage cards:** mark the checkbox of any barcodes that you want to transfer to another per diem account, then press the **Add All Checked** button.
 - Requested transfer date:** use the date you want the per diem transfer to take effect
 - Inter-campus transfer:** select based on your research needs
 - Have these animals undergone any tests or procedures?** The default answer is **No**. If you select **Yes**, you must describe previous tests and/or procedures in subsequent questions.



Transfer Information

1. **Select cage cards:** ?

<input type="checkbox"/>	Cage Card ID	Facility	Protocol	State	Species	Per Diem Type
<input type="checkbox"/>	C00000047			Active	Mouse	
<input type="checkbox"/>	C00000048			Active	Mouse	
<input type="checkbox"/>	C00000049			Active	Mouse	
<input type="checkbox"/>	C00000050			Active	Mouse	

0 cards are currently checked.

Add All Checked Remove All Selected

Selected cage cards:

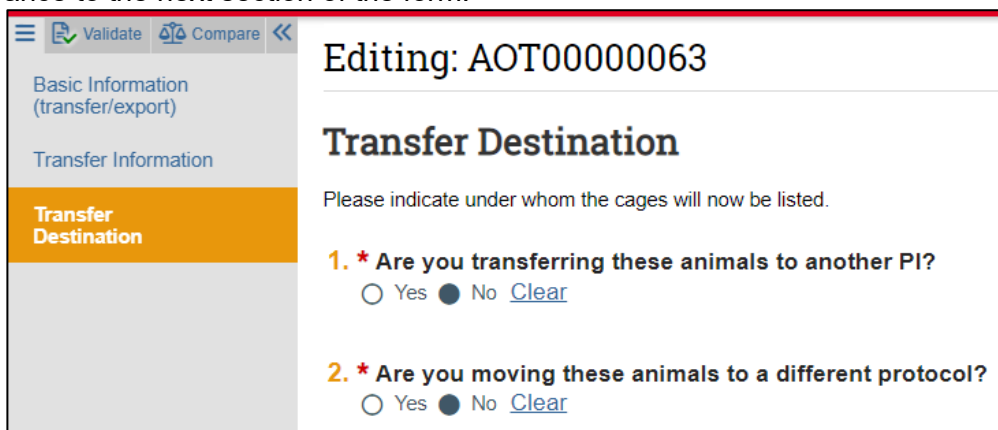
Cage Card ID	Facility	Protocol	State	Species	Per Diem Type
0 cards are currently selected					

2. *** Requested transfer date:**

3. **Is this an inter-campus transfer?**
 Yes No [Clear](#)

4. **Have these animals undergone any tests or procedures?** ?
 Yes No [Clear](#)

5. In the **Transfer Destination** section, select **No** for both questions then press the **Continue** button to advance to the next section of the form.



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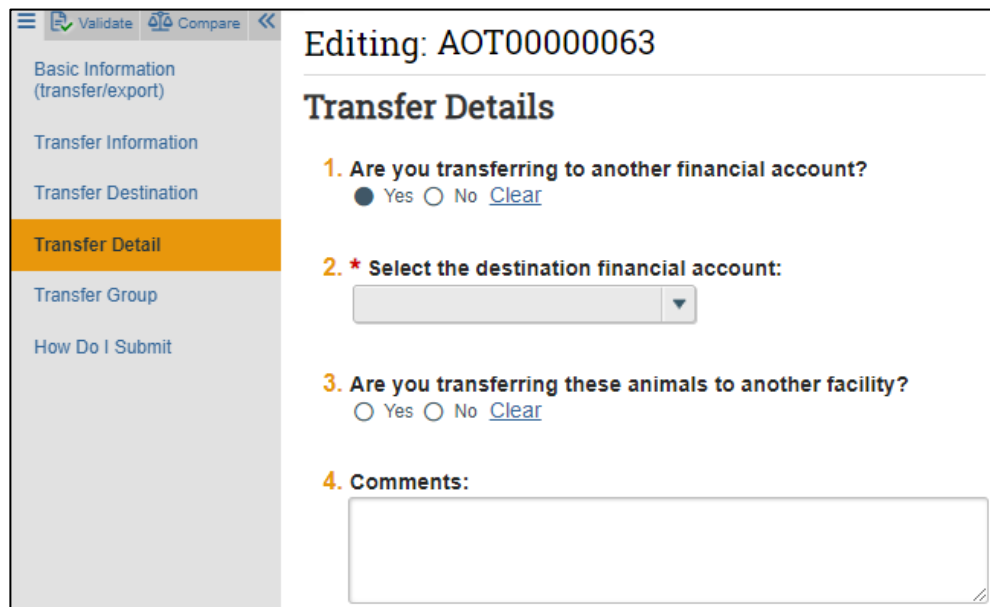
Transfer Destination

Please indicate under whom the cages will now be listed.

1. *** Are you transferring these animals to another PI?**
 Yes No [Clear](#)

2. *** Are you moving these animals to a different protocol?**
 Yes No [Clear](#)

6. In the **Transfer Detail** section, answer the following questions then press the **Continue** button to advance to the next section of the form.
- Are you transferring to another financial account?** Select **Yes**.
 - Select the destination financial account:** list the new per diem account here
 - Are you transferring these animals to another facility?** Select **Yes** or **No** based on your research needs. If you select **Yes**, you will be prompted to provide the destination facility in a subsequent question. **If the requested facility does not appear, contact LAMS@UC.EDU.**



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Transfer Details

1. Are you transferring to another financial account?
 Yes No [Clear](#)
2. * Select the destination financial account:
3. Are you transferring these animals to another facility?
 Yes No [Clear](#)
4. Comments:

7. In the **Transfer Group** section, respond to Question 3 (**Are you moving these animals to a new animal group**) with either **Yes** or **No**. If you select **Yes**, you will be prompted to select the destination animal group. Press the **Continue** button to advance to the next section of the form.



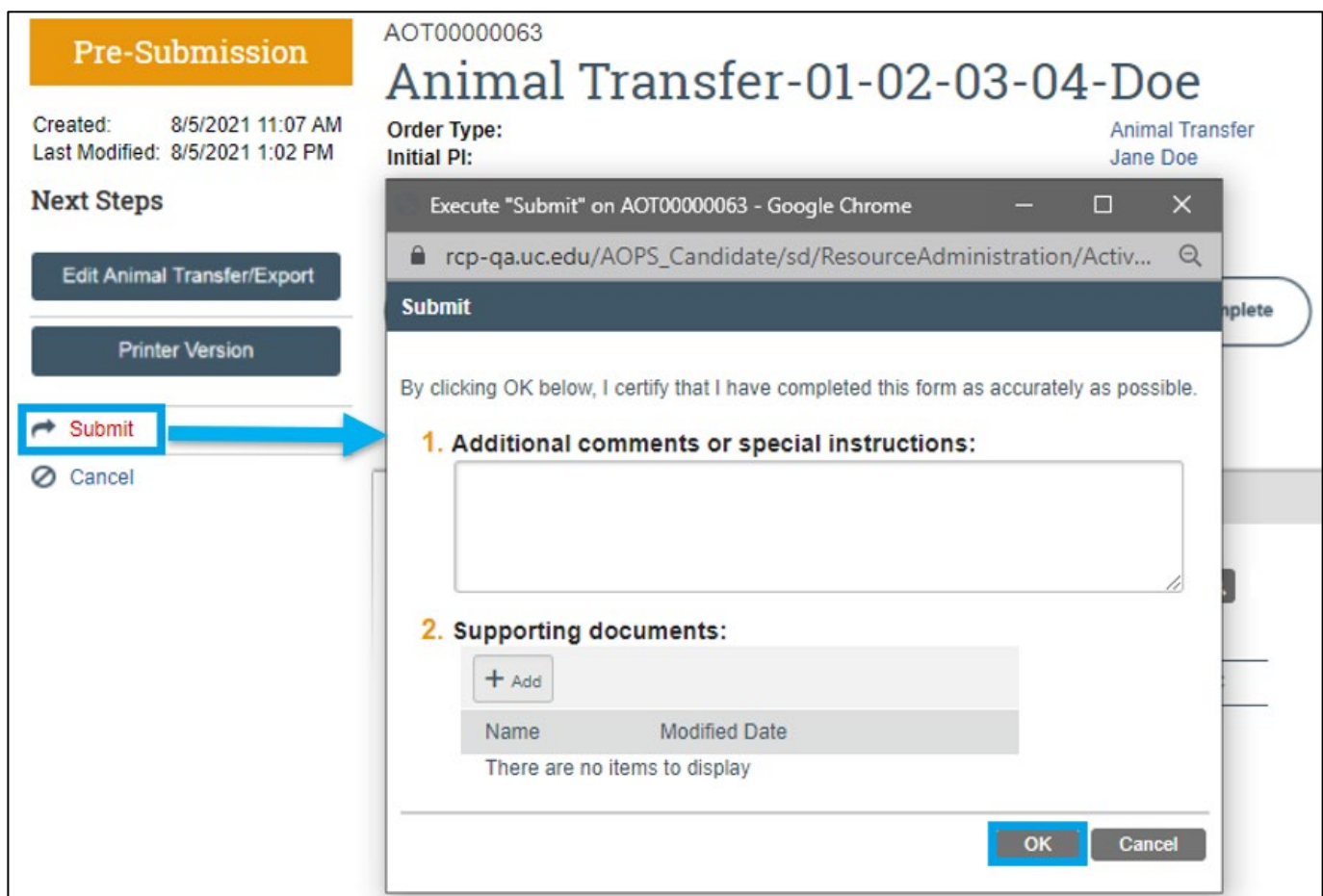
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Transfer Group

1. Number of cages to transfer:
1
2. Total animals:
1
3. Are you moving these animals to a new animal group?
 Yes No [Clear](#)
4. Cage cards to be transferred:

ID	Species	Facility	Protocol	Group
C00000624	Mouse	MSB-R152-IVC	01-02-03-04	Mouse-Pain Category E

8. The last section of the form is the **How Do I Submit?** section, which includes information on how to submit your transfer. Press the **Finish** button to save changes, close the form, and return to the animal transfer workstation.
9. On the animal transfer workstation, select the **Submit** button on the left side of your screen to generate a popup window. You may optionally choose to provide comments, special instructions, or supporting documents. Press the **OK** button to submit your animal transfer form for fiscal review and approval.



Pre-Submission AOT00000063

Animal Transfer-01-02-03-04-Doe

Created: 8/5/2021 11:07 AM
Last Modified: 8/5/2021 1:02 PM

Order Type: Animal Transfer
Initial PI: Jane Doe

Next Steps

Edit Animal Transfer/Export

Printer Version

Submit (highlighted with a blue arrow)

Cancel

Execute "Submit" on AOT00000063 - Google Chrome

rcp-qa.uc.edu/AOPS_Candidate/sd/ResourceAdministration/Activ...

Submit

By clicking OK below, I certify that I have completed this form as accurately as possible.

1. Additional comments or special instructions:

2. Supporting documents:

+ Add

Name	Modified Date
There are no items to display	

OK Cancel

You can review the status of a transfer in the top left corner of the screen (orange rectangle).

Status Types

- **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