

Reporting Offspring

1. Introduction

Offspring reporting is completed on the Research Administration Portal (RAP) Animal Operations (AOPS) website: <https://acup.uc.edu/AOPS/>. This document will guide you through the process.

2. Navigating to the Protocol

1. Login to the Research Administration Portal (RAP) website: <https://acup.uc.edu/AOPS/>
2. Select the **Animal Operations** tab, **Protocols** tab, then the **Active** tab to view your active protocols.
3. **Select IACUC Protocol:** Click the protocol ID link for which you are reporting offspring.
4. Select the **Update Breeding Information** link.
5. The next screen will populate all species that are approved on your protocol.
6. **Click the Update button** next to the species and pain category and enter the number of offspring you are reporting and select **OK**.
7. Enter the reporting period in the comments box and select **OK**.

The screenshot shows the 'Update Breeding Information' form in the AOPS system. The form is titled 'Execute "Update Breeding Information"' and is displayed in a browser window. The URL is 'acup.uc.edu/AOPS/sd/ResourceAdministration/Activity/form?ActivityType=com.webridge.entity.Entity%5B...'. The form is divided into two main sections: 'Update Breeding Information' and 'Edit Breeding History'. The 'Update Breeding Information' section includes a 'Last Breeding Update' of 2/7/2023 and a '1. Breeding Information:' section with two rows of 'Animal Group' and 'Mouse-Pain Category' with 'Update' buttons. Below this is a '2. Comments:' section with a text box containing '100 mice for 1/1/2023 - 2/14/2023.'. The 'Edit Breeding History' section includes a '1. Animal Group' (Mouse-Pain Category C), a '2. Births:' field with the value '100', a '3. Total Approved:' field with the value '10980', and a '4. Total Available:' field with the value '0'. At the bottom right, there are 'OK' and 'Cancel' buttons and a '* Required' label.