Internal Animal Transfer

During the process of research, species can be transferred internally between the protocols, locations or PIs, as per the requirement. For transferring the species, you need to submit animal transfer request to the Procurement Staff for their approval.

Follow the steps given below to navigate to the Animal Transfer page:

Point to **eAnimal Ordering** > **Investigator** in the top left corner of your screen and click the **Animal Transfer** tab.

Types of Internal Transfer

1. **PI to PI** - species are transferred from one protocol of a PI to another protocol of other PI.
2. **Protocol to protocol** - species are transferred from one protocol to another protocol where both protocols belong to same PI.
3. **Location to location** - species of a protocol are transferred from one location to another location.

Follow the steps on the next pages to submit an internal transfer request.

Click the **Internal** tab in the **Animal Transfer** page.

You are directed to the **Internal Transfers** page with the list of transfer requests that are in the **New/In Progress**, **Completed** or **Not Proceeded** status.

Click the **"New Transfer"** button. You will then be directed to the **New Transfer** page with the **Transfer Type** option **PI to PI** selected by default.

INTERNAL TRANSFERS

Transfer ID : T-000000155

Date : 03/15/2022 04:29:17 PM

Transfer Type : ⦿ PI to PI ○ Protocol to Protocol ○ Location to Location

Transfer Policies

[Save] [Submit] [Delete] [Print] [Cancel]

From Protocol # :	Select One ▾ ☐ Expired	**Original PI :**	
Responsible Person :	Select One ▾		
Phone :			
Email :			
Species :	Select One ▾		
To Protocol # :	Select One ▾	**New PI :**	
Responsible Person :	Select One ▾		
Phone :			
Email :			

☑ Update From protocol(s) quantity. [ ]   ☑ Update To protocol(s) quantity. [ ]

From Location : Building C ▾   **From Building :** Select One ▾   **From Room :** Select One ▾

Fill out the sections on the form.

*In the cage card section, click the ▨ icon and select cage cards to equal the number of animals you are transferring. The specific cage card does NOT matter, only that the number of animals match what you would like to transfer. Click the check boxes and **"Add"**

☐ Show all Cage Cards irrespective of the selected RP.

Cage Card(s)

[Add] [Cancel]

Search : [ ]

☐	Bar Code No.	No. of Animals	USDA ID	TATTOO ID	Building	Room
☐	0000023618	2			Conventional Facility	160K
☐	0000023619	3			Conventional Facility	160K
☐	0000023620	2			Conventional Facility	160K
☐	0000023621	2			Conventional Facility	160K
☐	0000023622	3			Conventional Facility	160K
☐	0000023623	3			Conventional Facility	160K
☐	0000023627	3			Conventional Facility	160K
☐	0000023631	3			Conventional Facility	160K
☐	0000023632	3			Conventional Facility	160K

When you have filled all the details of the transfer request, click the "Submit" button at the top to submit the request to the Procurement Staff.

Transfer Policies

| | | Save | Submit | Delete | Print | Cancel |

From Protocol # :	20-08-275 ⌄	☐ Expired	Original PI :	Sloan, Patricia
Responsible Person :	Sloan, Patricia ⌄			
Phone :	6559			
Email :	psloan@neomed.edu			
Species :	Chick ⌄			
To Protocol # :	19-11-245 ⌄		New PI :	Lu, Yong
Responsible Person :	Select One ⌄			
Phone :				

The **Transfer ID** is auto generated for the request and you are redirected to the **Internal Transfers** page.

You may follow the steps mentioned above if you select **Protocol to Protocol** or **Location to Location** as the **Transfer Type**. **Please note - at this point the accepting PI must go in and confirm the transfer** Please contact the accepting PI and inform them they must go into the system and click submit.

NOTES

If you click the Save button, your request is saved and it can be modified any time later.
Click the Print button to print the details of the new transfer before saving or submitting it.
Click the Cancel button to cancel the new transfer.
Click the Delete button to delete the new transfer.

Following are the Transfer Statuses which takes place during transfer:

New/In Progress	
In Preparation	Transfer request created but not yet submitted.
Waiting for Transfer	Transfer of animals approved by IACUC and needs to be confirmed.
Waiting for New PI Acceptance	Transfer of animals needs to be approved by the new PI. This happens only in case of PI to PI transfer.
Waiting for IACUC Approval	Transfer of animals needs IACUC approval.
Completed	
Transfer Completed	Transfer of animals completed.
Not Proceeded	
Not Accepted by New PI	Transfer of animals not accepted by New PI.
Transfer Cancelled	Transfer of animals cancelled.
Transfer not approved by IACUC	Transfer of animals not approved.