

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.



[Home](#) » Animal Transfer



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.

The image shows the 'Internal Transfers' page. A 'New Transfer' button is circled in red in the top right corner. Below the header, there are two sections: 'New / In Progress' and 'Completed'. The 'New / In Progress' section shows 'Records are not available.' The 'Completed' section has a table with one row of data.

Transfer ID	Transfer Type	Original PI	New PI	From Protocol #	To Protocol #	Species	From Location	To Location	Date Submitted	Transfer Status	Status Date	# of Cage(s)
T-000000159	PI to PI	Raman, Priya	Fleming, Shella	21-05-298	20-09-277	Mice	Conventional Facility / 160K	Conventional Facility / 160K	04/15/2022	Transfer Completed	04/18/2022	1

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](#)

From Protocol # :	Select One <input type="button" value="v"/>	<input type="checkbox"/> Expired	Original PI :		
Responsible Person :	Select One <input type="button" value="v"/>				
Phone :	<input type="text"/>				
Email :	<input type="text"/>				
Species :	Select One <input type="button" value="v"/>				
To Protocol # :	Select One <input type="button" value="v"/>		New PI :		
Responsible Person :	Select One <input type="button" value="v"/>				
Phone :	<input type="text"/>				
Email :	<input type="text"/>				
<input checked="" type="checkbox"/> Update From protocol(s) quantity. <input type="text"/>		<input checked="" type="checkbox"/> Update To protocol(s) quantity. <input type="text"/>			
From Location :	Building C <input type="button" value="v"/>	From Building :	Select One <input type="button" value="v"/>	From Room :	Select One <input type="button" value="v"/>

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)						
	Bar Code No.	No. of Animals	USDA ID	TATTOO ID	Building	Room
<input type="checkbox"/>	0000023618	2			Conventional Facility	160K
<input type="checkbox"/>	0000023619	3			Conventional Facility	160K
<input type="checkbox"/>	0000023620	2			Conventional Facility	160K
<input type="checkbox"/>	0000023621	2			Conventional Facility	160K
<input type="checkbox"/>	0000023622	3			Conventional Facility	160K
<input type="checkbox"/>	0000023623	3			Conventional Facility	160K
<input type="checkbox"/>	0000023627	3			Conventional Facility	160K
<input type="checkbox"/>	0000023631	3			Conventional Facility	160K
<input type="checkbox"/>	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 <input type="text"/>	<input type="checkbox"/> Expired	Original PI :	Sloan, Patricia
Responsible Person :	Sloan, Patricia <input type="text"/>			
Phone :	6559 <input type="text"/>			
Email :	psloan@neomed.edu <input type="text"/>			
Species :	Chick <input type="text"/>			
To Protocol # :	19-11-245 <input type="text"/>		New PI :	Lu, Yong
Responsible Person :	Select One <input type="text"/>			
Phone :	<input type="text"/>			

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

Home » Animal Transfer » Internal Transfers

INTERNAL TRANSFERS

Transfer Type: Building: Room:

Internal Transfers

New / In Progress											
Transfer ID	Transfer Type	Original PI	New PI	From Protocol #	To Protocol #	Species	From Location	To Location	Date Submitted	Transfer Status	Status Date
T-000000012	PI to PI	Herke, Marsha	Atherton, Michael	14-01-PN-00012	14-01-PN-00001	penguin	Building1 / Room1	AP3-NHP / 1090	02/26/2014	Waiting for New PI Acceptance	02/26/2014
T-000000009	Protocol to Protocol	Atherton, Michael	Atherton, Michael	14-01-D-00007	14-02-D-00011	Mouse	AP13 / 1023	Building1 / Room1	02/12/2014	Waiting for ARC Approval	02/12/2014
T-000000007	PI to PI	Herke, Marsha	Atherton, Michael	14-01-PN-00012	14-01-PN-00001	penguin	Building1 / Room1	AP13 / 1023	02/10/2014	Waiting for New PI Acceptance	02/10/2014
T-000000006	Protocol to	Atherton, Michael	Atherton, Michael	14-01-00007	13-12-00001	Mouse	AP13 / 1023	AP13 / 1023	02/10/2014	In Preparation	02/10/2014

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.