



How to request animals to be transferred from one Rutgers location to another, while staying within the same IACUC Protocol

Select “PI’s Menu” on the side bar and click “my animal orders” tab. Once open, click the “Request Animals” button. This will direct you to a page containing an order request form. From here, you will fill this form out in the same fashion as if you are placing an order with a vendor, except, you will make the following selections:

1. **Vendor**- select “Internal Animal Transfer Within Same Protocol”
2. **Vendor Location**- select “no preference”
3. **Account**- select account(s) you wish to use to pay for any applicable charges regarding the transfer
4. **Requester’s Email Address**- enter the email address of who you wish CMR to be contact for information about the request
5. **Species**- select a species from the drop-down list
6. **Strain/Stock/Breed**- select the strain to be transferred from the drop-down
7. **Vendor Catalog Number**- enter “none”
8. **Sex**- select the sex of the animals from the drop-down (Please note, if you wish to transfer males and females, you will select “unspecified” and then elaborate in the comments section)
9. **Age and/or Birth Dates***- enter the DOB of the animals or “unknown” if the information is not available (Please note, if you wish to transfer animals of different age groups, write “multiple” and then elaborate in the comments section)
10. **Number of Animals**- enter the number of animals you wish to transfer
11. **Preferred Delivery Date**- select the preferred transfer date from the drop-down (Please note, the date of the actual transfer is subject to CMR’s availability to do so)
12. **Campus**- select the campus from the drop-down where you wish to have the animals delivered
13. **Building**- select the building from the drop-down where you wish to have the animals delivered

14. **Preferred Room**- select the room from the drop-down where you wish to have the animals housed

15. **Comments**- please use this section to enter all information relating to origin of the animals and this should include:

- a. **Building, room number and rack location of the animals needing to be transferred**
- b. **Date that the animals will be available for transfer**
- c. **Total number of cages to be transferred**
- d. **Any special handling/delivery requests**

Once submitted, the facility supervisor will contact you through your indicated “requester’s email address” to coordinate the transfer of the animals. **All cages must be designated with the appropriate transfer cage cards, prior to submission of the request.**

***Please note that all transfer requests are subject to approval by CMR. There may be fees associated with the transfer and if applicable, these will be assessed to the PI’s indicated Account information.**