Creating an Animal Requisition
Enter Login ID and Password
### eProtocol Investigator homepage

**Protocols (in Preparation / Submitted)**

<table>
<thead>
<tr>
<th>Protocol ID</th>
<th>Principal Investigator</th>
<th>Protocol Event</th>
<th>Status/Comments</th>
<th>Panel</th>
<th>Meeting Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>15-1288</td>
<td>Lee, Brayton</td>
<td>Yet to Submit to IACUC</td>
<td>NEW</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15-1294</td>
<td>kim, Elaine</td>
<td>Yet to Submit to IACUC</td>
<td>NEW</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15-1295</td>
<td>kim, Elaine</td>
<td>SUBMITTED TO IACUC</td>
<td>SUBMITTED</td>
<td>CSU IACUC</td>
<td></td>
</tr>
</tbody>
</table>

**Approved Protocols**

<table>
<thead>
<tr>
<th>Protocol ID</th>
<th>Principal Investigator</th>
<th>Approval Date</th>
<th>Last Approval Date</th>
<th>Expiration Date</th>
<th>Review Decision</th>
<th>Form Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>15-1285</td>
<td>kim, Elaine</td>
<td>10/16/2015</td>
<td>10/16/2015</td>
<td>10/15/2018</td>
<td>Administrative Review</td>
<td>NEW</td>
</tr>
</tbody>
</table>

**Non Active Protocols**

Currently there are no Non Active Protocols.
Hover mouse on “eAnimal Ordering” then move down to “Investigator”. Click on “Investigator”.

Do NOT click on “List of Protocol(s)” – this only lets you look at your protocols, not actually do anything with them.
Select the correct protocol that the animals need to be ordered against.
If you have not verified your funding on this specific protocol please check that now.

Click the “Funding Details” tab
From here you can check to see if the correct fund(s) are associated with the protocol.

If not click on the “Add” button and fill out the popup to enter your funding information.

To return to the “requisition process” click on the “Approved Species” tab.
Select the check box for the correct species to be ordered and then click “Create Requisition”.

* App Qty - Approved Quantity
* BKM - Balance for Requisition - The number of animals remaining on the protocol
  * BOR - Balance to Order - The number of requested animals that need to be ordered
  * BRE - Balance to Receive - The number of animals that waiting to be received

Approved Species: Mouse

- Protocol Details:
  - Protocol ID: 15-1265 (Update Status)
  - Protocol Title: Testing Cuteness
  - Principal Investigator: Kim, Elaine
  - Admin Contact: Magruder, Stacy
  - Admin Contact’s Phone: 654
  - Admin Contact’s E-Mail: stacy.magruder@colorado.edu
  - Initial Approval Date: 10/15/2015
  - Expiry Date: 10/15/2019

- Protocol Details Table:

<table>
<thead>
<tr>
<th>Species</th>
<th>Pain Category</th>
<th>App Qty</th>
<th>BOR</th>
<th>BRE</th>
<th>Approved Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mouse</td>
<td></td>
<td>50</td>
<td>31</td>
<td>0</td>
<td>10/10/2015</td>
</tr>
</tbody>
</table>
Select the “RP” (Responsible Person) from the dropdown menu and ensure that there is a phone number and e-mail address available.

Click on the blue animal name to be taken to the “Requisitioned Species Details” screen.

<table>
<thead>
<tr>
<th>#</th>
<th>Species / Strain</th>
<th>Gender</th>
<th>Age Range</th>
<th>Weight Range</th>
<th>Req. Qty</th>
<th>BRN</th>
<th>BOR</th>
<th>C. Qty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Mice</td>
<td>Male or Female</td>
<td></td>
<td></td>
<td>0</td>
<td>31</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

* RP - Responsible Person
* Req. Qty - Requested Quantity
* BRN - Balance for Requisition - The number of animals remaining on the protocol
* BOR - Balance to Order - The number of requested animals that need to be ordered
Input the necessary information to ensure that the exact animals required, are correctly ordered.

Please only input “optional” information if it is required for proper differentiation. Otherwise, order lead time and/or cost may delay the order.

There are eight required fields needed at a minimum to requisition any animals.

USDA Pain/Distress Category, Request Now (number of animals), Number of Cages, Date Required By, Source, Preferred Vendor, Housing Location, Building/Room No.:
Note: DO NOT select “Pregnant” or “Sentinel”. If you need to indicate that the animals are to be used for this, please indicate in the description text box below.
First click on the icon and assign the fund/accounts for both the Animal Purchase and the Per Diem.

In the pop-up window check which funds/account(s) will be used to fund the Purchase or the Per Diem, then assign the percentage in which to charge the account/fund.

Note: The Purchase and Per Diem are two separate assignments and will be input separately.
After entering all the required and optional information, double check all fields and click the “OK” button.
Either click “Save” (to be submitted later) or “Submit to ARC”

Note: Saving will allow the requisition to be altered later. An investigator must make a request in writing to LAR for a change to be made after submitting a requisition.
Saved requisition to be submitted later.

Submitted requisition.
Major Changes

• No need for Java or VPN
• eProtocol and LARS are joined in to one platform
• LAR cannot push through whole orders
• Req’s can only go to LAR via PI/Admin Contact/ Other Submitter
• Reports to monitor information
• More features coming soon™
• Brayton Lee

• Brayton.lee@colostate.edu

• 1-6012