

# Guidance Document: Report Animal Numbers Activity

Picture 1: Where to Find the Report Animal Numbers Link (Homepage of Protocol)

The screenshot displays a web interface for a protocol homepage. On the left is a sidebar with a search bar and several buttons: 'View Protocol', 'Print Version', 'View Differences', and 'Create Animal Order/Transfer'. Below these is a 'My Activities' section with a list of actions: 'Propose Study Team Change', 'Submit Study Team Change', 'Email PI', 'Email Study Team', 'Edit Correspondence', 'Send Correspondence', 'Suspend Protocol', 'Deactivate Protocol', 'Terminate Protocol', 'Link Related IBC Protocols', 'Log Note to File', 'Edit Pain Code', 'Reset Approval Period', 'Make Legacy', 'Toggle Notifications', 'Copy Study Team to Proposed Study Team', 'Add Supporting Documents', and 'Report Animal Numbers'. The 'Report Animal Numbers' link is highlighted with a red box and an arrow pointing to it.

The main content area is divided into two sections: 'General Information' and 'Additional Information'. The 'General Information' section contains a table with the following data:

Principal Investigator:	-----	Additional Contacts:	-----
Approval Date:	1/31/2012	Expiration Date:	1/31/2015
Review Dates:	1/31/2013 (yr1) 1/31/2014 (yr2)	Next Review Due:	1/31/2013
Animal Numbers:	Species Approved Used On-Order -----	Approval Letter:	View

The 'Additional Information' section contains a table with the following data:

Pain Category:	D
Sponsor(s) and Proposal/Project #(s):	Sponsor Name OSURF Proposal/Project No -----
Related IBC Protocols:	None Associated


Below the 'Additional Information' section is a 'History' tabbed interface with tabs for 'Attachments', 'Amendments', 'Annual Reviews', 'Reviewer Notes', 'Full Activity Log', and 'Animal Orders and Transfers'. The 'History' tab is active, showing a table of activities:

Activity	Author	Activity Date
Correspondence Sent	Yonkura, Anthony Robert	1/31/2012 8:14 AM EST
View Correspondence Letter		
Correspondence Edited	Yonkura, Anthony Robert	1/31/2012 8:14 AM EST

Click **“Report Animal Numbers”** link on the left hand side of the protocol homepage. A new window will pop up with the animal numbers’ report that will need to be completed. See Picture 2 below for more details.

Picture 2: What to Complete on the Animal Numbers Report

**Report Animal Numbers**

\* **Transaction Date:**   ← Use the calendar to select the date in which new animals are being reported

\* **Animal Species:**

Name

- Amphibian
- Bat
- Birds
- Camelid
- Cat
- Chinchilla
- Cow
- Dog
- Ferret
- Fish
- Gerbil
- Goat
- Guinea Pig
- Hamster
- Horse
- Lemming
- Mouse, Deer
- Mouse, Grasshopper
- Mouse, Standard (Mus Musculus)
- Nonhuman Primate
- Opossum
- Pig (Sus Scrufa)
- Pony
- Poultry
- Rabbit (Oryctolagus sp)
- Raccoon
- Rat, Cotton
- Rat, Grass
- Rat, Rice
- Rat, Standard (Rattus Norvegicus)
- Reptile
- Sheep
- Squirrel
- Vole
- Clear

← Check the circle next to the species you wish to report the number of animals for. You can only select one species at a time. The only species available will be species approved on your protocol.

\* **Number Of Animals:**  ← Enter the number of animals that are new for this reporting period.

**Comments:**

← Leave any additional comments.

OK Cancel ← Click "OK" to have these new numbers reported to the protocol.