

How to Submit an Animal Order in RAMS ACUP

Follow this guide to successfully navigate the RAMS ACUP portal and submit a new animal order. This walkthrough ensures you accurately input required vendor information, strain details, and quantity requests to complete your research procurement process.

Protocol Selection

1 Navigate to <https://research.vcu.edu/rams-systems/>

VIRBs is now live. Moving forward, all IRB reviews will be processed through the VIRBs. No further actions can be taken in the RAMS-IRB. RAMS-IRB is being maintained for archival purposes only and is available to the research community as read-only for retrieval of historical information. Visit the [New IRB review system: VIRBs web page](#) for all information related to the VIRBs transition.

RAMS-AIRS

Activities and Interest
Reporting System

[RAMS-AIRS](#)

RAMS-ACUP

Animal Care and Use
Program

[RAMS-ACUP](#)

ONEera

ONEera systems including
Export Control

[ONEera](#)

RAMS-FORCE

Core Laboratory
Reservation

[RAMS-FORCE](#)

VIRBs

RAMS-IRB

RAMS-SPOT

RAMS-Reports

2 Click "RAMS-ACUP"

VIRBs is now live. Moving forward, all IRB reviews will be processed through the VIRBs. No further actions can be taken in the RAMS-IRB. RAMS-IRB is being maintained for archival purposes only and is available to the research community as read-only for retrieval of historical information. Visit the [New IRB review system: VIRBs web page](#) for all information related to the VIRBs transition.

The dashboard displays eight modules in a 2x4 grid:

- RAMS-AIRS**: Activities and Interest Reporting System. Button: RAMS-AIRS
- RAMS-ACUP**: Animal Care and Use Program. Button: RAMS-ACUP (highlighted with a blue circle)
- ONEeRA**: ONEera systems including Export Control. Button: ONEera
- RAMS-FORCE**: Core Laboratory Reservation. Button: RAMS-FORCE
- VIRBs**: VCU Institutional Review Board
- RAMS-IRB**: The RAMS-IRB has been archived and is now read-only.
- RAMS-SPOT**: Sponsored Programs Online Tracking
- RAMS-Reports**: Access various RAMS-Reports

3 Select the desired protocol the animal order needs to be placed on.

The screenshot shows a table with the following columns: Protocol Number, PI First, PI Last, Title, Project State, and Expiration Date. The table lists 20 protocols, with the 20th protocol, AD10003237, highlighted by a blue circle. The table is on page 1 of 2.

Protocol Number	PI First	PI Last	Title	Project State	Expiration Date
AD10003782					
AD10003740					
AD10003462					
AD10002667					
AD10002549					
AD10001265					
AD10004564					
AD10003008					
AD10003477					
AD10002367					
AD10004678					
AD10004274					
AD100019					
AD10003237					
AD10002961					

20 items

page 1 of 2

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Manage Order Submitters



Note* PI's must update Animal Order Submitters or their faculty/staff will be unable to select the "Create Animal Requisitions" button. The person being added must also be listed in the protocol.

4 Click "Update Animal Order Submitters"

The screenshot shows the IACUC system interface. On the left sidebar, under 'My Study Activities', the 'Update Animal Order Submitters' button is highlighted with a blue circle. The main content area displays a table for 'Animal Ordering Species' and a 'Vet Observations In Progress' section.

Species	Pain Category	Total Approved	Available	On Order	Us
Pigs	D	64	22	3	39
Rats	D	746	391	10	345

Vet Observations In Progress

Filter by ID Enter text to search for + Add Filter X Clear All

No data to display.

page 1 no results 5

History Communications Documents Amendments | Renewals Breeding Update Vet Obs Events ...

Activity	Author	Activity Date
Animal Event Opened	Bradley, Jennifer Leigh	6/18/2026 4:37 PM
Modification Completed	Administrator, System	6/13/2026 12:00 AM

5

Click "Add"

[illegible]

6

Select the submitter listed on the protocol needing to be added.

Add IACUC_AnimalOrderSubmitters

VIEW8D

Update Animal Order Submitters

1. * **Submitter:**

2. **Submit Animal Orders/Transfers:** ☐
3. **Submit Imports/Exports:** ☐

7 Select checkbox for "Submit Animal Orders/Transfers."

VIEW

Update Animal Order Submitters

1. * Submitter:
2. Submit Animal Orders/Transfers: ☐
3. Submit Imports/Exports: ☐

8 If applicable, select checkbox "Submit Imports/Exports"

Update Animal Order Submitters

1. * Submitter:
2. Submit Animal Orders/Transfers: ☒
3. Submit Imports/Exports: ☐

9 Select OK.

* Required

OK OK and Add Another Cancel

Creating Animal Requisition (Order)

10 Click "Create Animal Requisition" in sidebar.

View Differences

Create Study Submissions

- Create Breeding Colony Update
- New IACUC Amendment
- New 3-Year Renewal
- Create VVC
- Create Adverse Event
- Create Animal Requisition

My Study Activities

- Update Animal Order Submitters
- Request Additional Cage Cards
- Copy
- Log Public Comment

(Approved)

Details	Group Name	Species	# Yr 1	# Yr 2	# Yr 3	# Total	Pain Category	USDA
●	Pigs	Pigs	30	20	14	64	D	yes
●	Rats	Rats	200	277	269	746	D	no

Animal Ordering Species:

Species	Pain Category	Total Approved	Available	On Order	Us
Pigs	D	64	22	3	39
Rats	D	746	391	10	345

Vet Observations In Progress

Filter by ID Enter text to search for + Add Filter X Clear All

No data to display.

page 1 no results 5

History Communications Documents Amendments | Renewals Breeding Update Vet Obs Events ...

Activity Author Activity Date

11 Select Animal Order

VCU Office of the Vice President
for Research and Innovation

Creating New: Animal Requisition

Getting Started

Select the type of request you would like to request for this IACUC Protocol. The Division of Animal Resources (DAR) will attempt to accommodate this request as best they can. You may cancel with any questions you have along the way. Click cancel if you do not wish to request services from DAR. For general information, initial setup steps and step-by-step instructions click [here](#) to DAR Animal Operations.

1. **Request Type:**

- ☒ Animal Order
- ☐ Import Animals
- ☐ Export Animals
- ☐ Transfer To Another Protocol
- ☐ Transfer On Same Protocol

[Clear](#)

2. **Research Contact:**

12 Select Research Contact you wish to be the main point of contact for the order.

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for Research and Innovation

Creating New: Animal Requisition

Getting Started

Select the type of request you would like to request for this IACUC Protocol. The Division of Animal Resources (DAR) will attempt to accommodate this request as best they can. You may cancel with any questions you have along the way. Click cancel if you do not wish to request services from DAR. For general information, initial setup steps and step-by-step instructions click [here](#) to DAR Animal Operations.

1. **Request Type:**

- ☒ Animal Order
- ☐ Import Animals
- ☐ Export Animals
- ☐ Transfer To Another Protocol
- ☐ Transfer On Same Protocol

[Clear](#)

2. **Research Contact:**

Noah Clough

Exit Save

13 Click "Continue"

VIEW8D53D8CD576F22E

Getting Started

Select the type of request you would like to request for this IACUC Protocol. The Division of Animal Resources (DAR) will attempt to accommodate this request as best they can. You may contact DAR@vcu.edu with any questions you have along the way. Click cancel if you do not wish to request services from DAR. For general information, initial setup steps and step-by-step instructions click [here](#) and then scroll down to DAR Animal Operations.

1. * **Request Type:**

- ☒ Animal Order
- ☐ Import Animals
- ☐ Export Animals
- ☐ Transfer To Another Protocol
- ☐ Transfer On Same Protocol

[Clear](#)

2. * **Research Contact:**

Noah Clough

✕ Exit 📁 Save **Continue** ➔

14 Select the appropriate index to charge the requisition to.

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for Research and Innovation

Validate <<

Getting Started

Billing

Vendor

Animal Group

Animal Line Items

Editing: AR00023091

Go to forms menu

Billing

Click the three grey dots to the right of an entry field to open a popup window listing all index codes you are authorized to use. You may also simply type the index code into the entry field a want to use from the list that appears.

1. * **Procurement Index:**

2. * **Researcher Business Code (Per Diem Index):**



If you don't see your index listed please email Bryan Rowland to have index added to ACUP and FORCE. blrowlan@vcu.edu

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Select Research Business Code (RBC) for the DAR Per Diem charges.

The screenshot shows the VCU Office of the Vice President for Research and Innovation system. The left sidebar contains a menu with 'Billing' highlighted. The main content area is titled 'Editing: AR00023091' and shows the 'Billing' section. Below the title, there is a note: 'Click the three grey dots to the right of an entry field to open a popup window listing all index codes you are authorized to use. You may also simply type the index code into the entry field a want to use from the list that appears.' There are two fields: '1. * Procurement Index:' and '2. * Researcher Business Code (Per Diem Index):'. The 'Researcher Business Code (Per Diem Index)' field is highlighted with a blue circle, and a blue circle is also drawn around the three grey dots to its right, indicating where to click to open the popup window.



Please follow "Creating New RBC" guide if you do not have a RBC set up yet. This is a specific code that a specified index number is associated with on animal cage cards for animal husbandry and care fees.

16 Click "Continue"

VIEW805308CD578F230

Billing

Click the three grey dots to the right of an entry field to open a popup window listing all index codes you are authorized to use. You may also simply type the index code into the entry field and click the code you want to use from the list that appears.

1. * Procurement Index:

2. * Researcher Business Code (Per Diem Index):

Exit Save Continue

17 Click 3 dots next to Select Vendor to supply box and select desired vendor.

Select Vendor Project

Filter by Name [Search] Go Clear Advance

1-25 of 25

Name

- ☒ Archer Farms
- ☐ Carolina Biological Supply Company
- ☐ Charles River Laboratories
- ☐ GemPharmatech
- ☐ Hilltop Lab Animals, Inc.
- ☐ Inotiv (ENVIGO)
- ☐ Jackson Laboratory
- ☐ Kiser Lake Kennels
- ☐ Liberty Research
- ☐ Marine Biological Laboratory
- ☐ Marshall BioResources



Large animal orders are placed typically with Archer Farms. Rodents are typically ordered through ENVIGO and Charles River. For vendor pricing please contact Deborah Rae drea@vcu.edu

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Click "Continue"

The screenshot shows a web form titled "Vendor" with a sub-header "1. * Select Vendor to supply these animals:". Below this, there is a dropdown menu with "Archer Farms" selected. To the right of the dropdown is a small circular icon with a plus sign. In the top right corner of the form, the text "VIEW8D53D8CD57BF231" is visible. At the bottom right of the form, there are three buttons: "Exit", "Save", and "Continue". The "Continue" button is highlighted with a blue circle and a right-pointing arrow.

Animal Group and Line Items

19 Select Animal Group Species being ordered off of and select Emergency Contact.

Editing: AR00023091

Go to forms menu

Animal Group

1. Species:

Species	Total Approved	On Order	Used	Available

Clear

2. Emergency contact for these animals:

Noah Clough

20 Click "Add" under Order Line Item Detailer.

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Editing: AR00023091

Go to forms menu

Animal Line Items

Vendor Delivers the following days: Wednesday

1. Order Line Item Details:

+ Add

Strain	Catalog Number	Estimated Cost Per Animal	Reproductive Status	Weight	Age	Quantity Requested	Notes for Supplier	Requested Delivery Date	Requested Housing Facility	General Location	Cost Center	Animals Per Cost Center	Hazardous Materials	BioSafety Level
There are no items to display														

21 Type what strain is being ordered.

Vice President and Innovation

Editing: AR000

Animal Line Items

Vendor Delivers the following days:
Wednesday

1. * Order Line Item Details:

+ Add

Strain	Catalog Number	Estimated Cost Per Animal
There are no items to display		

Add AR_OrderLineItemDetails

Animal Line Item Details

As a reminder, the 'OK' or 'OK and Add Another' button must be clicked at the bottom of this page to submit any additions or changes to the order.

1. Strain (Please provide the strain code, item #, model #, or stock number):
2. Catalog Number:
3. Estimated cost per animal:
4. * Select the appropriate reproductive status:
5. Requested weight (include unit of measure):

 For large animal orders "Yorkshire" is typically the main strain researchers use.

22

Select the appropriate reproductive status. (Can use the 3 dots button on the right side)

Animal Line Items

Vendor Delivers the following days: Wednesday

1. * Order Line Item Details

+ Add

Strain	Catalog Number	Estimated Cost Per Animal	Re Stock
There are no items to display			

Animal Line Item Details

As a reminder, the "OK" or "OK and Add Another" button must be clicked at the bottom of this page to submit any additions or changes to it.

1. * Strain (Please provide the strain code, item #, model #, or stock number):
2. Catalog Number:
3. Estimated cost per animal:
4. * Select the appropriate reproductive status:
5. Requested weight (include unit of measure):
6. Requested age (include unit of measure):
7. * Quantity requested:
8. Notes for Supplier:

23

Type the Requested weight range. Include unit of measurement. Standard unit is kilograms.

Animal Line Items

Vendor Delivers the following days:

Wednesday

1. * Order Line Item Details:

+ Add

Strain	Catalog Number	Estimated Cost Per Animal	Reorder Status
There are no items to display			

As a reminder, the "OK" or "OK and Add Another" button must be clicked at the bottom of this page to submit any additions or changes to it.

1. **Strain (Please provide the strain code, item #, model #, or stock number):**
2. **Catalog Number:**
3. **Estimated cost per animal:**
4. **Select the appropriate reproductive status:**
5. **Requested weight (include unit of measure):**
6. **Requested age (include unit of measure):**
7. **Quantity requested:**
8. **Notes for Supplier:**

* Required

24 Type number of animals needing to be ordered.

The screenshot shows the 'Animal Line Items' form. On the left, a sidebar contains a table with columns: Strain, Catalog Number, Estimation Cost, and Animal. Below the table, it says 'There are no items to display'. The main form area has the following fields:

- 1. * Order Line Item Details: (with a '+ Add' button)
- 2. Vendor Delivers the following days: Wednesday
- 3. (Empty text box)
- 4. * Select the appropriate reproductive status: (Dropdown menu showing 'Male' and a close button)
- 5. Requested weight (include unit of measure): (Text box containing '45-50kg')
- 6. Requested age (include unit of measure): (Empty text box)
- 7. * Quantity requested: (Text box with a blue circle highlighting it)
- 8. Notes for Supplier: (Large text area)
- 9. * Requested Delivery Date: (Calendar icon button)

25 Click this button next to the requested delivery date text box.

The screenshot shows the 'Animal Line Items' form. On the left, a sidebar contains a table with columns: Strain, Catalog Number, Estimation Cost, and Animal. Below the table, it says 'There are no items to display'. The main form area has the following fields:

- 7. * Quantity requested: (Text box containing '4')
- 8. Notes for Supplier: (Large text area)
- 9. * Requested Delivery Date: (Calendar icon button highlighted with a blue circle)
- 10. Requested Housing Facility: (Dropdown menu showing '...')
- 11. General Location: (Empty text box)
- 12. * Select the appropriate cost center: (Dropdown menu)
- 13. * Select the number of animals per cost center: (Dropdown menu)

26 Select the desired delivery date.

Animal Line Items

Vendor Delivers the following days:
Wednesday

1. * Order Line Item Details:

+ Add

Strain	Catalog Number	Estimate Cost	Animal
There are no items to display			

9. * Requested Delivery Date:

10. Jul 2026

11.

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

12. Now Done

13. Cost center:

14. * Hazardous Materials:

- ☐ Biological
- ☐ Chemical
- ☐ Radiological
- ☐ Recombinant DNA



IMPORTANT** DAR requires large animal requisitions to be placed at least 3 weeks in advance. Animal deliveries must be scheduled on Wednesdays only for large animals.

- 27 Click this button and select which vivarium room animals are to be housed in.

ng: AR000

il Line Items

livers the following days:

der Line Item Details:

Add

Strain	Catalog Number	Estim Cost	Animal
There are no items to display			

0. Notes for Supplier:

9. * Requested Delivery Date: 7/15/2026

10. Requested Housing Facility: [Dropdown Menu]

11. General Location:

12. * Select the appropriate cost center: Pigs (>20 kg) {Pig >20kg}

13. * Select the number of animals per cost center: 2

14. * Hazardous Materials: ☐ Biological



If you are unsure what room your animals should be housed, contact the DAR for more information and/or email Rob Nelms rnelms@vcu.edu or darvs@vcu.edu

28 Select the appropriate cost center.

Animal Line Items

Vendor Delivers the following days:
Wednesday

1. * Order Line Item Details:

+ Add

Strain	Catalog Number	Estimate	Cost Center	Animal
There are no items to display				

9. * Requested Delivery Date: 7/15/2026

10. Requested Housing Facility:

11. General Location:

12. * Select the appropriate cost center: Pigs (>20 kg) {Pig >20kg}

13. * Select the number of animals per cost center: 2

14. * Hazardous Materials:

- ☐ Biological
- ☐ Chemical
- ☐ Radiological
- ☐ Recombinant DNA
- ☐ None

15. Notes for DAR:

29 Click "OK"

☐ Chemical

☐ Radiological

☐ Recombinant DNA

☒ None

15. Notes for DAR:

16. Cage Card Comments: (NOTE: These comments will be printed on the cage card.)

* Required

OK OK and Add Another Cancel

30 Click "Continue"

VIEW8D73C6F01896184

Animal Line Items

Vendor Delivers the following days: 
Wednesday

1. * Order Line Item Details: 



Strain	Catalog Number	Estimated Cost Per Animal	Reproductive Status	Weight	Age	Quantity Requested	Notes for Supplier	Requested Delivery Date	Requested Housing Facility	General Location	Cost Center	Animals Per Cost Center	Hazardous Materials	BioSafety Level	Notes for DAR	Cage Card Comments
Update 	Yorkshire		Male	45-50kg		2		7/15/2026	Sanger B2-039/038			Pigs (>20 kg) (Pig >20kg)		2	None	

  

31 Select "Submit Requisition Now" checkbox, then "Finish."

VIEW8D6C685D35E407A

Requisition Complete:

To submit this requisition now, click the *Submit Requisition Now* checkbox below and then click the **Finish** button.

Submit Requisition Now: ☒

NOTE: If you do not submit your requisition now, DAR will not receive your requisition.
You can submit the requisition later by clicking *Submit Requisition* on the left side of the next screen.

  