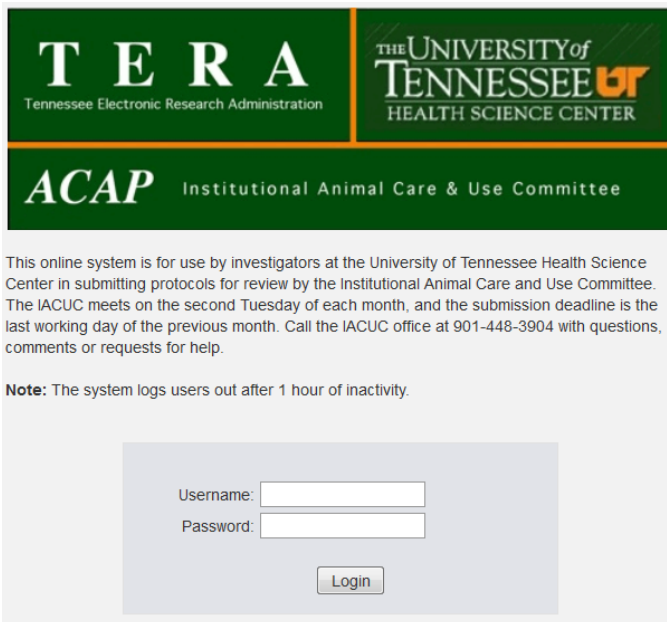


Instructions for viewing Pending Charges and Statements

1 – Please use FireFox or Safari to access the site. Not all versions of Internet Explorer work with the systems. Login to ACAP using your NetID and Password . You will be automatically logged out of the system after one hour of inactivity. System messages regarding maintenance may show on the login screen in red.

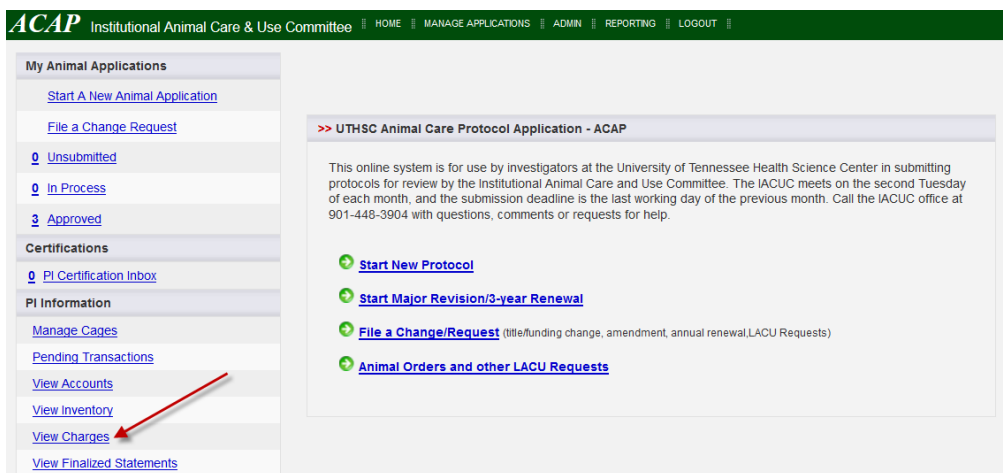
<https://uthsc.tera.tennessee.edu/acap/index.cfm>



The image shows the top portion of the ACAP website. It features a green header with the TERA logo (Tennessee Electronic Research Administration) and the University of Tennessee Health Science Center logo. Below the header, the text 'ACAP Institutional Animal Care & Use Committee' is displayed. A paragraph of text explains the system's purpose for investigators. Below this is a 'Note' about the 1-hour inactivity timeout. At the bottom is a login form with fields for 'Username:' and 'Password:', and a 'Login' button.

Viewing Pending Charges

2 – Choose view charges in the lower left corner



The image shows the ACAP dashboard. At the top is a green navigation bar with the ACAP logo and menu items: HOME, MANAGE APPLICATIONS, ADMIN, REPORTING, and LOGOUT. On the left is a sidebar menu with sections: 'My Animal Applications' (containing links for 'Start A New Animal Application', 'File a Change Request', 'Unsubmitted', 'In Process', and 'Approved'), 'Certifications' (containing 'PI Certification Inbox'), and 'PI Information' (containing 'Manage Cages', 'Pending Transactions', 'View Accounts', 'View Inventory', 'View Charges', and 'View Finalized Statements'). A red arrow points to the 'View Charges' link. The main content area is titled '>> UTHSC Animal Care Protocol Application - ACAP' and contains a paragraph of text and a list of links: 'Start New Protocol', 'Start Major Revision/3-year Renewal', 'File a Change/Request (title/funding change, amendment, annual renewal LACU Requests)', and 'Animal Orders and other LACU Requests'.

3 – Your account number(s) will be listed with the total pending charges for the current month listed to the right. The default is to view the current month’s pending charges. To see the finalized statement for any other month choose that month from the drop down menu and then click Submit Query.

>> Pending Account Charges for July, 2014

View charge for:
July 2014 (Current Month) ▾ Submit Query

E070160 Total Charges: \$4,559.02

To see the detailed listing of the charges, click on the account number.

>> Pending Account Charges for July, 2014

View charge for:
July 2014 (Current Month) ▾ Submit Query

E070160

4 – The IACUC protocols supported by the account will be listed along with the PI and total for each protocol. Click the protocol to see a charge break down.

ACAP Institutional Animal Care & Use Committee | HOME | MANAGE APPLICATIONS | ADMIN | REPORTING | LOGOUT

>> Pending Account Charges for May, 2014

View charge for: May 2014 [Submit Query]

E070160 Total Charges: \$4,262.08

R07 Total Charges: \$11,414.67

11-1 PI: Total Charges: \$10,060.38

Daily Cage Count for May, 2014

Cage Type	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	Care Days	Per Diem	Charges
Mouse BCU (RBL Only)	37	37	37	37	57	23	23	21	21	21	21	45	45	45	45	45	45	45	54	52	33	33	33	29	29	29	29	21	21	21	1055	2.00	\$2,110.00	

Charge Ticket Totals for May, 2014

Ticket ID	Service Date	Account Number	Received By	Amount
140737	05/02/2014	R0		\$169.34

Order Costs for May, 2014

Order	Account	Submitted	Requested	Delivered	Contact	Vendor	Strain	Age	Weight	Gender	Cages	Animals	Order Costs
2991	R07	04-28-2014	05-05-2014	05-05-2014		Jackson Laboratory, The	C57BL/6	8 to 10 weeks		Female	22	1	Animal Order : \$2,898.29 Carton : \$117.00 Shipping : \$495.00
3006	R07	05-06-2014	05-12-2014	05-12-2014		Jackson Laboratory, The	C57BL/6	8 - 10 weeks		Female	24	1	Animal Order : \$2,772.02 Carton : \$65.00 Shipping : \$275.00
3032	RI	05-13-2014	05-19-2014	05-19-2014		Jackson Laboratory, The	C57BL/6	8 to 10 weeks		Female	7	1	Animal Order : \$954.73 Carton : \$39.00 Shipping : \$165.00

12- PI: Total Charges: \$637.53

13- PI: Total Charges: \$716.76

5 – The detailed listing can be shown for one or more protocols at a time. The number of active cages is shown for each cage type for each day. These numbers are totaled to get the care days for that cage type and then multiplied by the cage type per diem to get the total charged thus far for that cage type. If you would like a listing of the actual cages for any one of the days click the summary number and a card id listing will be generated.

E070160 Total Charges: \$1,664.88

12-100.0 PI: Total Charges: \$46.80

12-101.0 PI: Total Charges: \$58.32

13-075.0 PI: Total Charges: \$15.60

13-088.0 PI: Total Charges: \$1,294.56

Daily Cage Count for May, 2014

Cage Type	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	Care Days	Per Diem	Charges
Mouse	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	1380	0.81	\$1,117.80	
Mouse BCU (RBL Only)	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	36	2.00	\$72.00	
Mouse Medium Box	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	24	1.09	\$26.16	
Mouse Microisolator	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	60	1.31	\$78.60	

13-089.0 PI: Total Charges: \$249.60

6 – Card ID listing for a single cage type day.

Active Cage List
Cage Type: Mouse Medium Box
IACUC ID: 13-088.0
Date: 05/12/2014

Count	Card ID	Start Date	Building	Room
1	143229	03/06/2014	CRB	142
2	143234	03/06/2014	CRB	142

Viewing Finalized Statements

1 – Choose View Finalized Statements in the lower left corner

ACAP Institutional Animal Care & Use Committee | HOME | MANAGE APPLICATIONS | ADMIN | REPORTING | LOGOUT

My Animal Applications

[Start A New Animal Application](#)

[File a Change Request](#)

0 [Unsubmitted](#)

0 [In Process](#)

3 [Approved](#)

Certifications

0 [PI Certification Inbox](#)

PI Information

[Manage Cages](#)

[Pending Transactions](#)

[View Accounts](#)

[View Inventory](#)

[View Charges](#)

[View Finalized Statements](#)

>> UTHSC Animal Care Protocol Application - ACAP

This online system is for use by investigators at the University of Tennessee Health Science Center in submitting protocols for review by the Institutional Animal Care and Use Committee. The IACUC meets on the second Tuesday of each month, and the submission deadline is the last working day of the previous month. Call the IACUC office at 901-448-3904 with questions, comments or requests for help.

- [Start New Protocol](#)
- [Start Major Revision/3-year Renewal](#)
- [File a Change/Request](#) (title/funding change, amendment, annual renewal,LACU Requests)
- [Animal Orders and other LACU Requests](#)

2 – Your statements will be listed by year and month along with summary information.

>> Your Finalized Statements from IACUC

Monthly Statements

File Name	Account Owner	Account Number	Statement ID	Procurement	Services	Per Diems	Total	Created On
2014_06_5715.PDF	name	E07 nnnn	5715	745.55	0.00	4,086.95	4,832.50	06/23/2014
2014_05_5586.PDF	name	E07 nnnn	5586	0.00	0.00	4,226.17	4,226.17	05/31/2014
2014_04_5446.PDF	name	E07 nnnn	5446	350.87	0.00	4,076.35	4,427.22	04/14/2014