Guide for the Investigator / Student
Starting a research on animals in the Animals Authority
The Hebrew University

Student / Laboratory Worker / Investigator (not Principal)
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In order to start working with animals, it is first necessary to obtain a personal ethical authorization code.

There are two types of authorizations, as follows:

1. **Temporary authorization** is a temporary authorization code that allows work with animals and entry into the animal facilities themselves (after training) for six months only. It cannot be renewed or extended.
   To receive a temporary authorization a personal authorization request form should be completed, in Word format only (to open the Form, click press Cancel in the panel that opens). It can also be downloaded from the Authority for Biological and Pre-clinical Models’ website: on the home page in the menu on the right, access the link: “Forms” and there open the form: “Personal authorization request form”. Type in all details (it is mandatory to indicate in section C in the form the type of animal with which you are working), sign at the center of the form, and obtain the signature of the laboratory’s head (the laboratory’s head should have a permanent authorization for research in animals of the requested type). The form should be sent to the e-mail address indicated at the top of the form.
   Please note: the process of issuing the temporary approval is not immediate and the temporary code is sent to the applicant by email after a few days to the address specified in the form.

   In order to start working with the animals after receiving the temporary code, the candidate must receive prior training from the laboratory’s principal investigator, which will include:
   A. An explanation regarding the correct treatment of laboratory animals, the use of alternatives, and minimization of suffering of animals subjected to experiments.
   B. A practical demonstration of the experiment in which the worker/investigator will engage.
   C. Conducting at least two experiments in animals by the principal investigator in the presence of the employee/investigator.

2. **Permanent authorization** is a permanent personal authorization number that you will use from now on in every research. This authorization is not limited in time. There are two options for obtaining permanent authorization:

   A. **Students/investigators without permission or with a temporary authorization**
      Please enroll in the course “Ethical use of laboratory animals” 94810 through the website of the Biological Models Authority in the box of courses and trainings (to open the link, click cancel).
The course is held twice a year, in February and September. Registration on the site opens twice a year, about two months before the course date. Graduate and Master’s students of the Hebrew University must also register through the Hebrew University course system called Registration-Net. The course number is 94810. Obtaining a certificate of authorization to engage in research is conditional upon mandatory attendance in two days of lectures, and on a laboratory day – according to the animals with which the student will work/works.

Laboratory on rodents is given in the course itself. Those who work with rodents must choose one of two optional laboratory days. Grade: pass/fail (passing score is 60 in the exam and 60 in the laboratory).

The course in this format grants authorization to mice / rodents only (only those who perform a laboratory on rats also receives the overall rodents’ authorization).

A student / employee who is interested in working with animals of species, is exempt from participation in the rodents’ laboratory, but is required to undergo, in addition to the theoretical part of the course, training on the animal with which he will work.

Trainings conducted on behalf for the Authority of Biological Models are on animals listed below:

-  Ruminants, pigs, birds, amphibians, fish, monkeys, rabbits. The courses are conducted 1-2 times a year at most.
-  All courses will be conducted on demand and in coordination with the Authority.
-  All courses are conditional upon opening a group with a minimum number of participants.

For further questions about courses and trainings at the Biological Models Authority, please contact secethics@savion.huji.ac.il

B. Students / employees who come with a personal authorization from another institution

a. Students / researchers who have a personal authorization from another institution are required to send the certificate from the other institution to secethics@savion.huji.ac.il

Only courses recognized by the National Council for Animal Experiments will be recognized.
b. If the course took place abroad, the course syllabus, number of hours, instruction manner (video, frontal, practical etc.) should also be included.

c. For any of the above documents, either for a course taken in Israel or for a course that was taken abroad, a personal authorization request form must be attached (in Word format only. To open the Form through the link, click cancel in the panel that opens. For instructions on direct download from the website, please see page 3 section 1).

If the permanent permit application is approved, a permanent authorization number will be sent to the employee / student by email, along with the permanent authorization certificate issued to him/her, as well as a file of instructions for using the permanent code.

3. Veterinarian training and obtaining an entry permit to the Animal Facility (after receiving a temporary or permanent authorization)

   In order to obtain a permit to enter the Animals Facility, you will need:

   a. Permission number to work with animals (temporary or permanent)

   b. Taking training on entry to the Animal Facilities where the student/employee will work
      (basic training and supplementary training for the specific Animal Facility where he will work).

   After these two conditions are met, the entrance permit to the specific animal facility may be obtained (the certificate is a handprint performed at the Animal Facility and encoded with the temporary or permanent number the student/employee has received). Registration for training (both general and specific to a particular Animal Facility) is done independently through the Biologic Models Authority Website (to open the link, click cancel. See image above on page 3 in the box courses and trainings).

   Please note – Training sessions are conducted in bulk for groups of new users (usually on a monthly basis). Individual meetings will not be held beyond the set dates.

4. Access to the ethics system participation in completing the study group’s ethics applications

   In order to participate in completion of ethics applications in the electronic system of the principal investigator with whom the employee/student is associated, an account must first be opened (to obtain a user name and password) on the faculty’s EKMD server, through which one connects to the ethics system, as follows:

   A. Students at the Hebrew University can open an EKMD account themselves at the registration website for EKMD in the following link: https://adminportal.ekmd.huji.ac.il/Pages/ekmdresetMain.aspx. Choose Registration for Students.

   B. To open an EKMD account for University researchers / employees or Hadassah researchers/staff who are not students, the principal investigator or the laboratory manager of the research group arranges an EKMD account for each new laboratory worker or a new researcher in his group (this stage is carried out as part of the process of admission of the new employee in the principal investigator’s laboratory, and without any connection to the work with animals thereafter).
      The principal investigator will send an e-mail to helpdesk@ekmd.huji.ac.il and will request for an EKMD account to be arranged for each of the employees in the group, who have not yet had an account on this server.

   C. To open an EKMD account for researchers / employees from external companies or other institutions (external entities) please address by email to secethics@savion.huji.ac.il and send: first and last name in Hebrew and English, ID number, e-mail from the workplace.

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through which correspondence can be maintained with the investigator and mobile telephone number.

**Detailed instructions for writing and submitting ethical requests are found on every screen and in every section of the ethical application that should be filled out in the electronic system.**

For further help on using the Ethics System and submission of applications in the Ethics System, please read the FAQ on the home page of the site.

For further questions, please address: secethics@savion.huji.ac.il
Principal Investigator (University or Hadassah researcher)

Regulating the status of principal investigator

Receiving a temporary or permanent authorization and Submission of an ethics application (starting an actual experiment only after receiving a permanent authorization)

Training by a veterinarian and obtaining a permit to enter the Animals Facility

Obtaining a permanent authorization (course)

Opening a budget + ordering animals

Start of work with animals subject to an approved ethical application

Regulation of a Principal Investigator status in the Authority for Biological Models

A. **Principal Investigators from the Hebrew University** will send to secethics@savion.huji.ac.il a letter of appointment or any other official document from the receiving faculty / department confirming their status as principal investigators in the institution.

B. **Principal Investigators from Hadassah** will contact Dr. Hadas Lemberg at lhadas@hadassah.org.il and ask her to send a confirmation to the email address in section A above, that they are principal investigators at Hadassah.

In order to start working with animals it is necessary first to obtain an ethical authorization code. There are two types of authorizations as follows:

1. **A temporary authorization** is a temporary authorization code that allows work with animals and entry into the animal facilities themselves (after training) for six months only. In cannot be renewed or extended.

To receive a temporary authorization a **personal authorization request form** should be completed (in Word format only, to open the form, click cancel in the panel that opens). It can also be downloaded from the Authority for Biological and Pre-clinical Models' website: on the home page in the menu on the right, access the link: “Forms” and there open the form “Personal authorization request form”. Type in all details (it is mandatory to indicate in section C the type of animal with which you are working), sign at the bottom of the form, and send by e-mail to the address indicated at the top of the form. Should also be attached, a letter from the investigator in which he/she is guarantee not to start the work before obtaining a permanent authorization.
Please note: the process of issuing the temporary approval is not immediate and the temporary code is sent by email after a few days to the address specified in the form.

2. **Permanent authorization** is a permanent personal authorization number you will use from now on in every research. There are two options for obtaining permanent authorization:

A. **Principal investigators without authorization or with a temporary authorization**

Please enroll in the course “Ethical use of laboratory animals” 94810 in the Biological Models Authority website in the box of courses and trainings (see image. To open the link, click cancel).

![Registration Link](image)

The course is conducted twice a year, in February and September. Registration opens twice a year, about two months before the course date.

Obtaining a certificate of authorization to engage in research is conditional on mandatory presence on both days of lectures, and on a laboratory day – according to the animals with which the student will work. Laboratory on rodents is given in the course itself. Those who work with rodents must also choose one of two optional days. Grade: pass/fail (passing score is 60 in the exam and 60 in the laboratory).

The course grants authorization to mice / rodents only (only those who perform a laboratory on rats receive also the authorization inclusive of rodents).

A Principal Investigator who is interested in working with other species of animals, is exempt from participation in the rodents’ laboratory, but is required to undergo, in addition to the theoretical part of the course, training on the animal with which he will work.

Trainings conducted on behalf for the Authority of Biological Models are on animals listed below:

- Ruminants, pigs, birds, amphibians, fish, monkeys. The courses are conducted 1-2 times a year at most.
- All courses will be conducted on demand and in coordination with the Authority.
- All courses are conditional upon opening a group with a minimum number of participants.

For further questions about courses and training courses at the Biological Models Authority, please contact secethics@savion.huji.ac.il

B. **Investigators who come with a personal authorization from another institution**

   a. Principal Investigators who come with a personal authorization from another institution are required to send the certificate from the other institution to
Only courses recognized by the National Council for Animal Experiments will be recognized.

b. If the course took place abroad, the course syllabus, number of hours, instruction method (video, frontal, practical etc.) should also be included.

c. For all of the above documents, whether for a course taught in Israel or for a course that was learned abroad, a personal authorization request form must be attached (in Word format only. To open the Form through the link, click cancel in the opening panel. For instructions on direct downloading from the website, please see page 5, section 1).

If the authorization application is approved, a permanent authorization number will be given to the investigator via email with the permanent authorization certificate issued for him, as well as a file of instructions for using the permanent code.

3. Training by a veterinarian and obtaining an entry permit to the Animal Facility (after receiving a temporary or permanent authorization)

In order to obtain a permit to enter the Animal Facility, the following are required:

a. Authorization number to work with animals (temporary or permanent)

b. Undergoing trainings on entry to the Animal Facilities where the Investigator will work (basic training and supplementary training for the specific Animal Facility where he will work).

After these two conditions are met, the entrance permit for the specific animal facility can be obtained (the approval is a handprint performed at the Animal Facility and encoded with the temporary or permanent number obtained by the Principal Investigator).

Registration for trainings (both general and specific to a particular Animal House) is done independently through the Biologic Models Authority (To open the link, click cancel in the opening panel. See picture above on page 7).

Please note – Training sessions are conducted for groups of new users (usually on a monthly basis). Individual meetings will not be held beyond the set dates.

3. Access to the Ethics System.

In order for a Principal Investigator to submit ethics application in the computerized system, he must open an account (to obtain a user name and password) on the server of the Faculty of Medicine, the EKMD, through which it is possible to connect to the ethics system.

Principal Investigators from the Hebrew University and Hadassah, who do not yet have an EKMD account, and who need to submit ethics applications in the system, will initially arrange their status as principal investigators in the Biological Models Authority, in order to be defined as required by the Ethics System.

After arranging the Principal Investigator (PI) status, and to obtain access to the ethics system, one should send an email to the address secethics@savion.huji.ac.il, and send the following details: full name in Hebrew and English, email address in the institution, identification number, personal authorization number if available and mobile phone number. For those who have not yet received a personal authorization number, follow the instructions on page 5 above. The Ethics Coordinator makes sure that the Principal Investigator receives to his mail the user name and password on the server.
5. Instruction on the Ethics System

Detailed instructions for writing and submitting ethics applications are found on every screen and in every section of the ethical application that should be filled out in the electronic system.

For further help on using the Ethics System and submission of applications in the Ethics System, please read the FAQ on the home page of the site.

For further questions, please address: secethics@savion.huji.ac.il

6. Submission of an ethics application

Important note: only a Principal Investigator can submit an ethics application in the electronic system. It is possible to start writing and submit an ethics application after receiving a temporary ethical authorization code.

Performing an experiment and ordering animals will be possible only after receiving the permanent authorization.

7. Training by a veterinarian in studies of severity levels 4-5 and studies requiring safety approval

Applications with a severity level of 4-5 and applications requiring safety approval necessitate a preliminary meeting with a veterinarian after they have been approved by the committee and prior to conducting the study. An e-Mail on the subject will be sent to the principal investigator by the ethics coordinator, which will indicate the name of the authority’s veterinarian to be addressed for coordination the meeting. At the end of the meeting, the investigator should hold a follow up page 4-5 in the room where the animals are kept, and complete it in accordance with the instructions of the veterinarian. At the same time, the veterinarian will transfer a copy of the form to the ethics coordinator to release the research for ordering animals.

8. Opening a budget and ordering animals and other services

A. After approval of the application and training by a veterinarian in studies of severity level 4-5, and in studies requiring safety approval, it is necessary to wait a few days until the system is updated with the number of animals approved in the application and for the opening of animal ordering application. Afterwards it is possible to enter to: Animals’ ordering system at the Biological Models Authority website (to open the link, click cancel. See image).

B. In order to enter the investigator’s budget information in the animals’ reservation system, please follow the instructions below:

On the site’s login page, there is a list on the right side that explains step by step the changes that need to done in the Internet Options of the computer. These instructions should be
executed once for each computer from which the site is entered. This allows the site to receive information properly.

At the bottom of the first page of the Animal Ordering System (after the log-in), please fill out from the Authority's website a New Budget Opening Form (click cancel in the panel that opens) specifying the budget/s number (University or Hadassah) to be used by the investigator and transfer it by mail to the coordinator at the Authority: abbmhr@savion.huji.ac.il so she can enter it into the computerized system. The form can be downloaded from the Biological Models Authority's website (see image below). Each principal investigator can place orders using a budget that belongs to him (or another budget in which he is authorized). Orders cannot be placed with closed, empty of expired budgets. It should be verified that the order has indeed been sent by clicking My Orders at the top bar. If the order is listed – it has been actually sent to the Biological Models Authority. When ordering medications or other items, the responsible veterinarian or laboratory worker should be informed of the order to ensure that the items are in stock. In coordination with the responsible veterinarian or laboratory worker, you should go to their office to receive the items ordered.

Animal delivery times (rodents): Ein Kerem Campus: Mondays and Thursdays, Givat Ram Campus: Thursdays, Rehovot Campus: Wednesdays. Order must be made at least 3 workdays before delivery until 10:00 am. Meaning, orders should be made by Wednesday until 10:00 for supply on Monday of next week, and orders for Wednesday and Thursday will made until 10:00 on Sunday and Monday of the same week, respectively. When the order is sent, confirmation will be sent by the system to the Principal Investigator’s email address that was given at the time of registration to the website.

For further questions about animal reservations, as well as research budgets, please contact the Import and Export Coordinator at abbmhr@savion.huji.ac.il.

This is how the entry to the animal reservation system and the research owner's budget update page looks like:
1. **Price offer** - Researchers from an external company (external factors not belonging to the Hebrew University or Hadassah) who wish to start conducting research with animals in the Authority for Biological Models, should contact the Authority’s controller by email (abbmifinance@savion.huji.ac.il) in order to receive a quote.

2. **Contract** – If the offer is approved by the company/external party, it is necessary to sign a standard contract in three copies. The signed copies are forwarded to Dr. Rony Kalman, Director of the Authority. One copy is transferred to the Company, one copy is left in the Animal Facility Authority at the controller, and a third copy is transferred to the Authority R&D if required. The contract can be modified, subject to the approval of the University’s legal advisor – Adv. Pepi Yakirevich. The contract has two appendices – one, the price offer approved by the Company and the other the approved and signed ethical application.

3. **Regulating a principle investigator status in the biological models authority**
   The principal investigator’s status must be regulated on behalf of the Company in The Authority for Biological Models, in order to be defined as required at the Ethics System. To arrange a status of a Principal investigator on behalf of an external company, a letter of appointment on behalf of the Company on Firm paper, should be sent to secethics@savion.huji.ac.il, signed by the Company Manager (CEO) or by another senior officer in the Company (e.g. CFO) confirming the appointment of the investigator as the Principal Investigator of the Company.

   **It is possible to start working with animals in the study only after receiving personal authorization from the ethics coordinator.**
There are two types of personal authorization:

1. **Temporary authorization** is a temporary authorization code that allows work with animals and entry into the animal facilities themselves (after training) for only six months. It cannot be renewed or extended.
   
   To receive a temporary authorization a [personal authorization request form](#) should be completed, *(in Word format only, to open the Form, click cancel in the panel that opens)*. It can also be downloaded from the Authority for Biological and Pre-clinical Models’ website: on the home page in the menu on the right, access the link: “Forms” and there open the form “Personal authorization request form”. Type in all details (it is mandatory to indicate in section C the type of animal with which you are working), sign in the bottom of the form, and send by e-mail to the address indicated at the top of the form. Should also be attached, a letter from the investigator in which he/she is guarantee not to start the work before obtaining a permanent authorization.

   Please note: the process of issuing the temporary approval is not immediate and the temporary code is sent to the applicant by email after a few days to the address specified in the form.

2. **Permanent authorization** is a permanent personal authorization number that you will use from now on in every research. There are two options for obtaining permanent authorization:
   
   **A. Principal investigators without authorization or with a temporary authorization**
   
   Please enroll in the course “Ethical use of laboratory animals” 94810 through the website of the [Biological Models Authority website](#) in the box of courses and trainings *(to open the link, click cancel)*.

   The course in conducted twice a year, in February and September. Registration opens twice a year, about two months before the course date.

   Obtaining a certificate of authorization to engage in research is conditional upon the mandatory attendance in both days of lectures, and on a laboratory day – according to the animals with which the investigator will work. Laboratory on rodents is given in the course itself. Those who work with rodents must choose one of two optional laboratory days. Grade: pass/fail (passing score is 60 in the exam and 60 in the laboratory).

   The course grants authorization to mice / rodents only (only those who perform a laboratory on rats also receive an authorization which includes rodents).

   **A Principal Investigator who is interested in working with other kinds of animals is exempt from participation in the rodents’ laboratory, but is required to undergo, in addition to the theoretical part of the course, training on the animal with which he will work.**
Trainings conducted on behalf for the Authority for Biological Models are on animals listed below:
- Ruminants, pigs, birds, amphibians, fish, monkeys, rabbits. The courses are conducted 1-2 times a year at most.
- All courses will be conducted according to demand and in coordination with the Authority.
- All courses are conditional on a minimum number of participants.

For further questions about courses and training courses at the Biological Models Authority, please contact abbmhr@savion.huji.ac.il

B. Investigators who come with a personal authorization from another institution
a. Principal Investigators who come with a personal authorization from another institution are required to send the certificate from the other institution to secethics@savion.huji.ac.il. Only courses recognized by the National Council for Animal Experiments will be recognized.

b. If the course took place abroad, the course syllabus, number of hours, instruction mode (video, frontal, practical etc.) should also be included.

c. For all of the above documents, whether for a course taught in Israel or for a course that was learned abroad, a personal authorization request form must be attached (in Word format only. To open the Form through the link, click cancel in the opening panel. For instructions on direct downloading from the website, please see page 8 temporary authorization, section 1).

If the permanent permit application is approved, a permanent authorization number will be sent to the investigator via the email with the permanent authorization certificate issued to him, as well as a file of instructions for using the permanent code.

After the approval of the authorization applications, a permanent code number will be sent to the Investigator by the ethic coordinator, enclosed with the permanent authorization certificate issued to him, as well as a file of instructions for use of the permanent code.

3. Training by a veterinarian and obtaining an entry permit to the Animal Facility

In order to obtain a permit to enter the Animals facility, is required:

a. Authorization number to work with animals (temporary or permanent)

b. Undergoing entry instructions to the Animal Facilities where the Investigator will work (basic training and supplementary instruction for the specific Animal Facility where he will work).

After these two conditions are met, the entry permit for the specific animal facility can be obtained (the permit is a handprint performed at the Animal House and encoded with the temporary or permanent number the Principal Investigator was given).

Registration for training (both general and specific to a particular Animal facility) is done independently through the Biologic Models Authority Website (see image on page 10. To open the link please click cancel in the opening panel).

Please note – Training sessions are conducted for groups of new users (usually on a monthly basis). Individual meetings will not be held beyond the set dates.

4. Access to the Ethics System

In order to work and submit applications in the computerized system of ethics at the Biological Models Authority website, the following step should be taken first:

An account should be opened (obtain user name and password) on the server of the Faculty of Medicine, EKMD, through which one connects to the Authority for Biological Models’ ethics system. To open an account on the faculty server, please contact directly the e-mail address secethics@savion.huji.ac.il with the following information: Full name in Hebrew and English,
identification number, personal authorization number if available, e-mail address at the company and mobile phone number. **For those who have not yet received a personal authorization number, follow the instructions on sections 1-2 on page 6-7.**

The Ethics Coordinator makes sure that the Principal Investigator receives the user name and password on the server to his email.

5. **Training on the Ethics System**

Detailed instructions for writing and submitting ethical applications are found on every screen and in every section of the ethical application that should be filled out in the electronic system.

For further help on using the Ethics System and submission applications in the Ethics System, please read the FAQ on the home page of the website.

For further questions, please address: secethics@savion.huji.ac.il

6. **Submission of an ethics application**

**Important note:** only a Principal Investigator can submit applications in the ethics system.

External investigators will be able to start writing and submitting an ethics application only after arranging contract between the external company and the Hebrew University and receiving a temporary or permanent ethical authorization code. It is important to note that actually performing an experiment and ordering animals will be possible only at the end of the entire process (contract, personal permanent authorization **(following an ethics course)** and an approved ethics application).

7. **Training by a veterinarian in studies of severity levels 4-5 and studies requiring safety approval**

Applications with a severity level of 4-5 and applications requiring safety approval require a preliminary meeting with a veterinarian after they have been approved by the committee and prior to conducting the study. An e-Mail on the subject will be sent to the principal investigator by the ethics coordinator. The name of the veterinarian from the Authority to be addressed to coordinate the meeting would be indicated. At the end of the meeting, the investigator should hold a follow up page 4-5 in the room where the animals are kept, and complete it in accordance with the instructions of the veterinarian. At the same time, the veterinarian will transfer a copy of the form to the ethics coordinator to release the research for ordering animals.

8. **Opening a budget and ordering animals and other services**

A. After approval of the application and training by a veterinarian in studies of severity level 4-5, and in studies requiring safety approval, it is necessary to wait a few days until the system is updated with the number of animals approved in the application and for opening an animal ordering application. Afterwards it is possible to enter to: animals' ordering system at the Authority of Biological Models website (See image below. To open the link click cancel).
B. **To enter the investigator's budget information in the animals’ ordering system, please follow the instructions below:**

On the site’s login page, there is a list on the right that explains step by step the changes that have to be made in the Internet Options of the computer. These instructions should be executed once for each computer from which the site is entered. This allows the site to receive information properly.

At the bottom of the first page of the Animal Ordering System (after the log-in), please fill out from the Authority’s website a [New Budget Opening Form](#) (click [cancel](#) in the panel that opens) specifying the budget's number (University or Hadassah) to be used by the investigator and transfer it by [email to the import-export coordinator at the Authority: abbmhr@savion.huji.ac.il](#) so she can enter it into the computerized system. The form can be downloaded from the Biological Models Authority’s website (see image below). Each principal investigator can place orders using a budget that belongs to him (or another budget he in which he is authorized). Orders cannot be placed with closed, empty or expired budgets. It should be verified that the order has indeed been sent by clicking My Orders at the top of the bar. If the order is listed – it has been actually sent to the Authority of Biological Models. When ordering medications or other items, the responsible veterinarian or laboratory worker should be informed of the order to ensure that the items are in stock. In coordination with the responsible veterinarian or laboratory worker, you should go to their office to receive the items ordered.

Animal delivery times (rodents): Ein Kerem Campus: Mondays and Thursdays, Givat Ram Campus: Thursdays, Rehovot Campus: Wednesdays. Order must be made at least 3 workdays before delivery until 10:00 am. Meaning, orders should be made by Wednesday at 10:00 for supply on Monday of the next week, and orders for Wednesday and Thursday will made until 10:00 on Sunday and Monday of the same week, respectively.

When the order is sent, confirmation will be sent by the system to the Principal Investigator’s email addresses that were given at the time of registration to the website.

For further questions about animal orders, as well as research budgets, please contact the Import and Export Coordinator at abbmhr@savion.huji.ac.il.

**This is how the entrance to the animal ordering system and the research owner's budget update page looks like:**

![Animal Facility Ordering System - Windows Internet Explorer](#)