For general clarification in the future:

1. Ensure you have access to the correct ORGS in Polaris. Select Account Setup and look at the dropdown menu for ORG. Access can be requested at:
2. In the Account setup, look up the protocol referenced in the email (804624 for this example.
3. Confirm the protocol’s current expiration date (11/2/2021).
4. The system will send emails to the PI’s that their “accounts” are expiring when in fact it is the protocol itself expiring.
	1. An account must first me linked through an ARIES amendment to the proposal /PennERA # by the PI or lab staff.
	2. Once link is approved, the account will appear in POLARIS to be activated (see purple circle for example). A BA/GM must activate the account in POLARIS in order for it to be used for animal purchases, per diems, or transfers.
		1. A new account cannot be activated prior to the award start date.
		2. An account cannot extend past the protocol expiration date or the grant account end date, whichever comes first.
	3. Once a protocol is extended, you should go into the account setup again to extend the end dates for any project that goes beyond the old protocol date (Green box in this example).

