

DATE: December 14, 2015

TO: All CORES users

SUBJECT: Important Information about changes to research core billing systems

As you know Vanderbilt is engaged in an institutional reorganization. As part of this process, the Office of Research (OOR) and the Office of Contract & Grant Accounting (OCGA), in partnership with the Provost Office, are working to transition the core facilities that will either remain with the University, or become part of the new Medical Center entity. A list of the cores impacted can be found on our transition update page: <https://medschool.vanderbilt.edu/oor/CORES-update>. We will continue to post information on this site as it becomes available.

As part of the institutional transition and reorganization, we are planning to split the C.O.R.E.S. application into 2 separate systems, VU-C.O.R.E.S. and VUMC-C.O.R.E.S.:

- Cores that remain in the University will bill charges via a separate C.O.R.E.S. system – **VU-C.O.R.E.S.**
 - All users will be able to log into this separate **VU-C.O.R.E.S.** system, and the current reporting, reservations, billing and other **C.O.R.E.S.** functions will continue.
 - We are planning for **VU-C.O.R.E.S.** to be ready in production in January 2016.
- Several cores that become part of the new Medical Center will continue to use a separate C.O.R.E.S. system – **VUMC-C.O.R.E.S.**
 - All users will be able to log into this separate **VUMC-C.O.R.E.S.** system, and all the same reporting, reservations, billing and other **C.O.R.E.S.** functions will continue.

In addition, VUMC is moving forward with its transition to the iLab system for core billing.

- Many, but not all, VUMC cores will transition to use the new iLab system to bill charges beginning March 2016. **iLab** training for departments, administrators, PIs and other users will be conducted beginning in January – see schedule below.
 - All users will be able to log into this separate **iLab** system, and access reporting, reservations, billing information and other functions. *All departments are encouraged to attend iLab training sessions, as PIs from both VU and VUMC will continue to use VUMC core facilities.*
 - The **VUMC iLab** system will go live in March 2016.
- **Therefore, there will be 3 separate systems in use for core charges beginning in 2016: VU-C.O.R.E.S., VUMC-C.O.R.E.S. and VUMC iLab.**
- A specific list of these systems and the cores that will be using them can be found our transition update page:
<https://medschool.vanderbilt.edu/oor/CORES-update>
- Link directly to the list here:
https://medschool.vanderbilt.edu/oor/system/files/Core%20Application%20Grid_v20151208_0.pdf

The OOR and OCGA staff are committed to helping you navigate this complex system transition. The OOR is hosting system training sessions for all VU and VUMC departments who use cores. This training will focus on how to use iLab, and also provide important information on the changes to the C.O.R.E.S. system. All users (department administrators, PIs, and others) are welcome to attend these sessions.

Schedule for iLab training sessions – please sign up via the indicated link:

- **VUMC Administrators**

Tuesday, Jan. 19 1:30 to 3:00 pm (206 PRB)

– sign up: <https://redcap.vanderbilt.edu/surveys/?s=TJERY48C3J>

Wednesday, Jan. 27 1:30 to 3:00 pm (206 PRB)

– sign up: <https://redcap.vanderbilt.edu/surveys/?s=FWWE77JXKW>

Tuesday, Feb. 16 1:30 to 3:00 pm (206 PRB)

– sign up: <https://redcap.vanderbilt.edu/surveys/?s=HJTK4LHFAA>

- **VU Administrators (including SOM Basic Science Pods)**

Thursday, Jan. 14 1:30 to 3:00 pm (206 PRB)

– sign up: <https://redcap.vanderbilt.edu/surveys/?s=MNJTkkR94X>

Thursday, Jan. 28 1:30 to 3:00 pm (206 PRB)

– sign up: <https://redcap.vanderbilt.edu/surveys/?s=LXRH9XX7MP>

Thursday, Feb.18 1:30 to 3:00 pm (206 PRB)

– sign up: <https://redcap.vanderbilt.edu/surveys/?s=XCPWC4FTWM>

In addition to the specific training dates listed above, beginning in February we will hold weekly walk-in clinics for **anyone** who uses C.O.R.E.S. or iLab. These weekly clinics will be held every Monday from 10am – 11am in MCN D-2221.

If you need help, or have any questions, concerns or comments, please feel free to reach out to us:

Office of Research:

Susan Meyn – s.meyn@vanderbilt.edu

Janey Wang – janey.wang@vanderbilt.edu

Jessie Pirtle - jessie.pirtle@vanderbilt.edu

Office of Contract & Grant Accounting:

Cathy Snyder – cathy.snyder@vanderbilt.edu

Thuy Vu - thuy.vu@vanderbilt.edu