Quick Reference Guide
Lab Groups & Funds available to VU Faculty in iLab

Why do PIs have multiple ‘lab groups’ in iLab?
• If a PI has funds from various sources, the PI will have multiple ‘lab groups’ within the iLab application.

• The PI or lab staff member will need to select the applicable lab when requesting services and reservations in order to select the appropriate fund number for the activity.

What happens if the user submits a reservation or order request under the incorrect lab group?
• If the incorrect lab group is selected, the user will not have access to the billing number needed for this specific order (i.e., VU Billing Number, VA billing number, voucher number, or scholarship fund).

• The user will need to cancel the order, and resubmit under the correct lab group.

What do I do if I don’t see the lab I need to place the order?
• The user will need to be added as a member of each lab group associated with the various fund types.

• The VU lab groups and user accounts are managed by the VU Office of Contracts & Grant Accounting.
  • Email the VU support team for assistance (CoresVU@Vanderbilt.edu).

• If access is needed to the (VA) Lab Group & The (VUMC Scholarship & Voucher) Lab Group, contact the VUMC support team (VUMCcores@vumc.org).

What do I do if I don’t see the VU Billing number I need to place the order?
• Complete the “Add VU Billing Number” webform of the VUMC Office of Research website.
  • https://www.vumc.org/oor/vu-billing-number-change-use-vumc-core-groups-ilab-vumc-cores

• If the number can be seen by other members of the VU lab, then the individual user may not have access to it.
  • Email VUMCcores@vumc.org for assistance.
Lab groups available for VU Faculty
(Use of VUMC Core Groups only)

Smith, John (VU) Lab

Fund Type:
- Select this lab when you want to make core purchases/reservations using your VU cost centers.

Activating VU Cost Centers
- VU Billing Numbers are considered an external fund source; therefore, are added as a ‘Standing PO’
- To request activation or updates of a VU billing number, submit the OOR Webform
  - OOR will add and approve POs as requested via the webform.

Access to VU Funds
- Once the VU billing number has been added to the requested core site as a ‘Standing PO’, the user will have access to the fund.

Smith, John (VA) Lab

Fund Type:
- Select this lab when you want to make core purchases/reservations using your VA Funds (99999xxxx)

VA Funds (99999xxxx)
- VA funds are considered an external fund source; therefore, are added as a ‘Standing PO’
- VUMC coordinates management of VA funding with Mike Walsh at the VA.

Activating VA Funds
- Contact the Office of Research to activate VA funds.
  - Email VUMCcores@vumc.org
  - VUMC OOR coordinates management of VA funding with Mike Walsh at the VA.

Access to VA Funds
- Once the VA fund has been added to the requested core site as a ‘Standing PO’, the PI and lab members will have access to the fund.
  - Contact the VUMC Office of Research to grant access to the VA billing number for new lab members.

Smith, John (VUMC Scholarship & Voucher) Lab

Fund Type:
- Select this lab when you want to make core purchases/reservations using your scholarship or voucher funds.

Scholarship and Voucher Funds
- These funds are considered internal funds.

Activating Scholarship & Voucher Funds
- These funds are activated via an outside process.
  - Scholarships: Office of Research Allocation Process
  - Voucher: StarBRITE Feed

Access to Voucher & Scholarship Funds
- The PI will have automatic access to these funds once activated
- The PI or Lab Manager will need to grant access for specific users to specific cost centers via the PI’s fund grid.