

**VU Department, PI, Lab Manager, and User Access in VUMC C.O.R.E.S.  
(Summary of External User Access)**

**What will be different for VU Departments and VU PIs after Legal Close?**

<b>Department Administrator User Role:</b>	VU Department Administrators will no longer have the "Department Administrator" role in VUMC C.O.R.E.S.	<p>All VU Department Administrators will need to be assigned the "Lab Manager/Assistant" role for each PI within his/her department to access reporting data.</p> <p>The Office of Research will be adding the Lab Manager/Assistant role onto VU Department Administrator accounts to prepare for the new external state. If you need access to additional PI accounts, please submit a request by email to <a href="mailto:CoresEmail@vanderbilt.edu">CoresEmail@vanderbilt.edu</a>.</p>
<b>Adding or Deleting Center Number</b>	VU Departments will no longer be able to add, edit, or delete VU cost center numbers in VUMC C.O.R.E.S.	<p>To add or remove VU cost centers to VUMC C.O.R.E.S., complete the following webform on the Office of Research website.</p> <p><b>Location:</b> <a href="https://medschool.vanderbilt.edu/oor/vu-cost-center-change-vumc-cores-request">https://medschool.vanderbilt.edu/oor/vu-cost-center-change-vumc-cores-request</a></p>
<b>Pre Invoice Reports:</b>	VU Departments will no longer be able to view the pre-invoice reports.	See the "Invoice Reports" section for details on viewing core charge information.
<b>Billing Number Correction/Distribution Function:</b>	VU Departments will no longer be able to use the center distribution tool to update or redistribute core charges on the pre-invoice report to a different cost center number(s).	<p>All core orders will be charged to VU Cost Center selected at the time the order or reservation was entered into the VUMC C.O.R.E.S. application.</p> <p>Use the VU journal entry process to make corrections/move charges between your VU cost centers after charges have posted to the VU General Ledger.</p>
<b>Invoice Reports:</b>	VU Department Administrators will need to select the "Lab Manager/Assistant" role for the specific PI to view the invoice reports for core charges applied to the PI's cost center.	VUMC C.O.R.E.S. --> Reports Menu --> Invoice Reports --> Invoice
<b>Invoice Approval Process:</b>	The Approve/Dispute Invoice function will no longer be available to VU PIs or Departments in VUMC C.O.R.E.S.	See the "Refund Requests and Disputing Orders" section for additional details.
<b>Refund Requests and Disputing Orders:</b>	VU PIs or Lab Managers will no longer be able to approve or dispute an invoice in VUMC C.O.R.E.S.	Refund requests should be made by email to the specific VUMC core manager.

**What will stay the same for VU Departments and VU PIs after Legal Close?**

<b>Equipment Reservations:</b>	VU PIs, Lab Managers, and Resource Users will still be able to log into VUMC C.O.R.E.S. and make equipment reservations for VUMC C.O.R.E.S.
<b>Authorizing Resource Users:</b>	VU PIs and Lab Managers will be able to authorize Resource Users to make equipment reservations on behalf of the VU PI in VUMC C.O.R.E.S.
<b>Scholarships:</b>	VU PIs, Lab Managers, and Resource Users will still be able to use a Scholarship to pay for core services in VUMC C.O.R.E.S.
<b>VICTR StarBRITE Voucher:</b>	VU PIs, Lab Managers, and Resource Users will still be able to use a VICTR StarBRITE Voucher to pay for core services in VUMC C.O.R.E.S.

**Contact [CoresEmail@vanderbilt.edu](mailto:CoresEmail@vanderbilt.edu) if you need assistance with VUMC C.O.R.E.S.**