Quick Reference Guide
Lab Groups & Funds available to VUMC 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., VA billing number, VUMC cost center, 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?
• Email the VUMC Cores support team for assistance (VUMCcores@vumc.org).
• The user will need to be added as a member of each lab group associated with the various fund types.
Lab groups available for VUMC Faculty  
(Use of VUMC Core Groups only)

Smith, John (VUMC) Lab

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

VUMC Cost Centers
• VUMC Cost Centers are activated by the department administrator.
• Access to VUMC Cost Centers
  – The PI has automatic access to the VUMC cost center once activated by the department.
  – The PI or Lab Manager will need to grant access for specific users to specific cost centers via the PI’s fund grid.

Vouchers & Scholarships
• Vouchers & Scholarships funds are activated in iLab via an outside process.
• 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.

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 external funds.
• VA funds are added as a ‘Standing PO’ number to each VUMC core facility that will be used.
• The VA fund must be added for each individual lab member at each core facility.

Activating VA Funds
• Contact the Office of Research to activate VA funds for each of the lab members.
  – NOTE: This is a manual process, and we will activate upon request. Please provide the VUMC core name and the name of the lab member.
  – Email VUMCcores@vumc.org

Access to VA Funds
• Once the VA fund has been added to the requested core site as a “Standing PO”, the user will have access to the fund.