iLab for End Users

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OFFICE FOR RESEARCH

P&S Office for Research

- We are here to ease hurdles and provide tools to facilitate research
  - Concierge Services
  - VP&S Core/Shared Resource Management
  - Proposal Development Services
  - Pre-Award Core

- Members of the iLab team
  - Jennifer Williamson, MS, MPH
  - John Seeley, PhD
  - Jeff Hoinacki, MS

https://www.ps.columbia.edu/research/office-research

General iLabs Overview

- What is iLab?

  - A robust and flexible core facility management and user request system
  - Saves time and money for core personnel, institutional administrators, researchers and coordinators.
  - Allows researchers to join labs, get quotes, request services, choose a funding source, monitor request status, and pay invoices automatically

- Why use iLab?

  - Control your requests with full transparency
  - Generate your own quotes quickly for budgeting purposes
  - Access to all chart strings available to your PI for payment
  - 24/7 Support from iLab through their HELP function

https://cumc.corefacilities.org/account/login
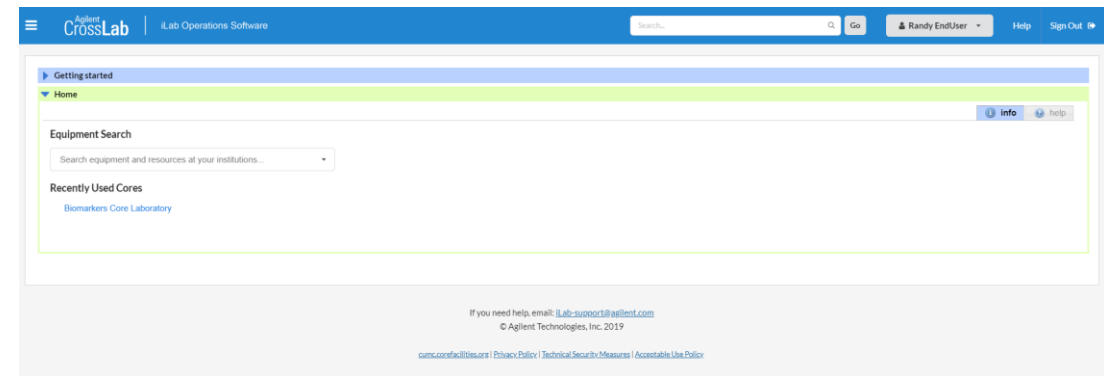
Your Profile and Lab(s)

- Your lab is your access

  - Your lab's PI/Lab Manager controls the following
    - o Chartstrings (funds) you have access to
    - o Dollar threshold for requests that will require approval
  - Joining more than one lab requires the following
    - o Submission of a HELP ticket in iLab requesting access to an additional lab
    - o PI/Lab Manager can request to add you to their lab "My Groups" section and "Link Existing User"
  - When you're the member of more than one lab
    - o Requesting services as the main contact is the key to using iLab effectively, especially for the PET Core.
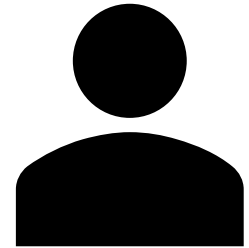
ilab-management-system/ilab-clinical-research

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Requesting Services

- Multistep process that requires the following
  - Knowing the services you're going to be requesting
    - Filling out forms required by cores for protocol approval
    - Study Module (MRI/PET cores)
  - Understanding the total cost of the services and when they'll be provided
    - Generating quotes for yourself
  - Having the correct funding source and knowing the chart string
    - GG, GT, IN, UR, PC, EN and PG funding sources
  - Monitoring your request to ensure all the approval steps have been address
    - Core approvals and Lab finance approvals if thresholds are reached
  - Providing your finance team with invoices for completed services

https://cumc.corefacilities.org/service_center?institution_id=7#

Common Problems

- Chart string access
  - Are you a member of that PI's lab?
    - If not, you either haven't register for an iLab account or need to be added to their lab via iLab HELP or by the PI/Lab Manager
  - Does the PI have access to the chart string?
    - If yes, the PI/Lab Manager will need to grant you access to the chart string
  - PI/Lab Manager doesn't have access to chart string
    - GG, IN or PG
      - Chart string hasn't been created yet – SPA/SPF
      - Chart string has been created but isn't budgeted – Department's Finance Team
      - Chart string isn't mapped to you, but is in another PI's lab
    - GT, UR, EN or PC
      - Submit ticket through HELP function in iLab and once approved by DA it will be added to iLab for utilization.

- Study Module (PET/MRI Centers)
  - Studies shouldn't be created until all requested information is at hand.
  - Funding source needs to be available, all coordinators need to be a part of the PI's Lab and all coordinators must have access to funding chart string.

Contact Information

iLab Help Support

Support Ticket - https://agilent-ilab.na1.teamsupport.com/createticket

Support Phone - (800)690-2957

Jeffrey Hoinacki – Finance and Operation Research Manager

jh3293@cumc.columbia.edu

(212)342-2303

John Seeley - Director of Research Operations

jjs2162@cumc.columbia.edu

(212)305-2149