Access to IN chartstrings in iLab

Workflow for IN chartstrings to be added to a PI's lab in iLab:
- Contract must be fully executed with CTO
- CTO will create a new IN project
- The PI, PI's finance team, and others indicated on the contract will be notified that the IN has been created.
- The IN will be available in ARC 2-3 days after the notification.
- The project-owning department must create an active budget in the current FY (this can be a $0 budget).
- Active projects with a valid budget will become available in iLab the next day.
- IN projects will automatically be assigned to the PI's account in iLab. However, the PI or their designate must assign the chartstring to the appropriate lab members
      (See: https://www.ps.columbia.edu/research/research-resources/core-and-shared-facilities/ilab-management-system/ilab-pi-instructions).

Changes to IN projects
- To change the department, initiative, etc., a request must be submitted to CTO.
- Changes will be completed in 2-3 business days.

** Change of PI
- A change of the PI requires an amendment to the contract and IRB approval. The sponsor must be notified and an amendment to the contract must be fully executed.
- Once complete, the IN will be updated with the new PI.

Last update: 3/26/2019 by VP&S Office for Research