

## **Business Managers Meeting 8.20.15 VPR iLab Solutions**

### **New Approval Process to access VPR Recharge Centers including:**

- CBIS Core Research Facilities
- CFES Energy Materials and Devices Lab
- Nanoscale Characterization Core (NSCC)

The Funding Authorization Form is access to an iLab account. When a user has an iLab account they can request access to any of the above labs. The access request will be sent out once an academic year.

### **New Process Timeline AY 15-16:**

**8/28/15:** The approval form will be sent out to faculty at the beginning of an academic year listing the current users. Update the list as needed: cancel a user, change the funding the user should be charged on, or add new users. All funding org signatures are needed.

**By 9/10/15:** all completed & signed forms need to be returned. The new funding starts for September usage.

**After each month,** the Business Administrator will get a copy of the invoice for the users' time in the various cores. Please review for issues as we can still make changes to the invoice. Once the invoice is submitted to BANNER, changes can only be made via FTR.

### **Key items:**

- It is the responsibility of the Advisor Faculty/Business Administrator to notify for any funding changes during the AY.
- MRC cores – the NSCC is the only recharge center on iLabs and part of this new approval process. The other MRC labs are still on the old funding authorization form.

### **Any questions please contact one of the iLab Team Members:**

Tanya Rautine – Sr. Business Manager, VPR  
Karen Georgeadis – Business Administrator, CFES  
Gilson Chagas – Sr. Business Administrator, CBIS  
Marimar Lopez – Director Research Cores, CBIS  
Amy Edmans – Business Administrator, SoE  
Deniz Rende – Lab Manager, CMDIS

