C.O.R.E.S. and iLab systems: Training for VUMC-based core users

February 16, 2016
Agenda

• VU-VUMC and C.O.R.E.S. system transition
  – Overview
  – Guidance for Administrators and their delegates
  – Guidance for PIs and their delegates

• iLab Transition
  – Relevance to VUMC departments and labs
  – iLab overview and demo
  – Schedule for additional training and resources
C.O.R.E.S. System Transition
VU and VUMC cores are now in “dress rehearsal” for the legal separation.

There are now 2 separate C.O.R.E.S. systems

- VU C.O.R.E.S.
  - https://cores-vu.mis.vanderbilt.edu/

- VUMC C.O.R.E.S.
  - https://cfuis.mc.vanderbilt.edu/
How do you know which system to log into?

The list is posted on our CORES FAQ page:
https://medschool.vanderbilt.edu/oor/CORES-update
How do you know if you are in the right system?

Look for the list on the left when you log into either C.O.R.E.S. system:
How do you know if you are in the right system?

Look for the list on the left when you log into either C.O.R.E.S. system:
Guidance for Department Administrators (and their delegates)
What actions do VUMC Department Administrators need to take now during dress rehearsal?

Department Administrators will need to continue to make cost center number updates in both VU-C.O.R.E.S. and VUMC-C.O.R.E.S.:

• Add new cost centers
• Inactivate old cost centers
• Update existing cost centers

Remember to add, inactivate or update cost centers twice: once in VU-C.O.R.E.S. and a second time in VUMC-C.O.R.E.S. until further notice.

Your current access to VUMC-C.O.R.E.S. will not be changing.
What actions do VUMC Department Administrators need to take now during dress rehearsal?

If you have the **Department Administrator** role, start planning now for the Post-Legal Close timeframe. Start by reviewing the list of PI/cost centers associated to your department:

- Log into the VUMC-C.O.R.E.S. system.
- If you have more than one role in C.O.R.E.S., select your **Department Administrator** role.
- Select Reports >> PI/Billing Number Report.
- Identify the PIs that your department will continue to support after Legal Close.
- Contact CORESemail@vanderbilt.edu with the list of PIs you need to retain access to. We will update your account to enable similar access in VU-C.O.R.E.S.

Your current access to VUMC-C.O.R.E.S. will not be changing.
What will be different for VUMC Department Administrators after Legal Close?

- You will have a different user role in VU-C.O.R.E.S., Lab Manager/Assistant to each separate PI.

- When logging in to VU-C.O.R.E.S., you will need to select one Lab Manager/Assistant role at a time to access reporting data.

- You will need to send an email request to CoresVU@vanderbilt.edu to add, inactivate or update cost centers in VU-C.O.R.E.S.

Your current access to VUMC-C.O.R.E.S. will not be changing.
What will be different for VUMC Department Administrators after Legal Close?

• The **Billing Number Correction/Distribution** function will no longer be available in VU-C.O.R.E.S.

• The **Pre-Invoice Report** will no longer be available in VU-C.O.R.E.S.

• The **Approve/Dispute Invoice** function will no longer be available in VU-C.O.R.E.S.

• Corrections to **move charges between your VUMC cost centers** will require a journal entry (VUMC Finance).

• **Refund requests** should be made by email to the specific VU core manager.

Your current access to VUMC-C.O.R.E.S. will not be changing.
Guidance for PIs
(and their delegates)
What actions do VUMC PIs need to take now during dress rehearsal?

PIs may need to authorize Resource Users in both VU-C.O.R.E.S. and VUMC-C.O.R.E.S.

- Depending upon which cores/reservation calendars Resource Users need to access
- Contact the core manager or CORESemail@vanderbilt.edu if you need assistance.

Your current access to VUMC-C.O.R.E.S. will not be changing.
What will be different for VUMC PIs after Legal Close?

- The **Billing Number Correction/Distribution** function will no longer be available in VU-C.O.R.E.S.

- The **Pre-Invoice Report** will no longer be available in VU-C.O.R.E.S.

- The **Approve/Dispute Invoice** function will no longer be available in VU-C.O.R.E.S.

- Corrections to **move charges between your VUMC cost centers** will require a journal entry (VU Finance).

- **Refund requests** should be made by email to the specific VU core manager.

Your current access to VUMC-C.O.R.E.S. will not be changing.
What will stay the same for VUMC PIs after Legal Close?

• You will be able to log into VU-C.O.R.E.S. and make equipment reservations for VU cores.

• You will be able to authorize Resource Users to make equipment reservations on your behalf in VU-C.O.R.E.S.

• You will be able to use a Scholarship or a VICTR StarBRITE voucher to pay for core services in VU-C.O.R.E.S.

Your current access to VUMC-C.O.R.E.S. will not be changing.
We are here to help.

Contact CORESemail@vanderbilt.edu if you need assistance with:

• Understanding your revised user role in VU-C.O.R.E.S.
• Generating reports in VU-C.O.R.E.S.
• Adding, deleting or updating cost centers in VU-C.O.R.E.S.
• Finding VU core manager contact information
Why will VUMC Administrators and PIs use iLab Solutions?

• VUMC PIs (or delegate) will use iLab to purchase core services or reserve time on core instruments from VUMC Core Groups.

• VUMC PIs (or delegate) will authorize lab members in iLab to make VUMC Core Group equipment reservations and purchases on behalf of the PI.

• VUMC PIs and VUMC Department Administrators will use iLab to view VUMC Core Groups invoice reports.

• VUMC PIs and VUMC Department Administrators will use iLab to update the payment number on pre-invoice reports for bills from VUMC Core Groups.
iLab Solutions
Save money. Save time. Accelerate research.

Please hold specific questions to the end of the demo
Training Sessions

• VUMC Departments
  – Future training sessions will be available

Sign up for training:
https://medschool.vanderbilt.edu/oor/vanderbilt-cores-ilab-partnership
iLab and C.O.R.E.S. Clinics

• Weekly clinics offered from February to April
  – Every Monday
  – 10:00 am to 11:00 am

• Location
  – MCN D-2221

• Walk-in, no reservation necessary.

• *All system users welcome.*
Questions?