Dear VU Core Users:

As you know, we are transitioning to iLab Solutions. Please plan to join us for an iLab Solutions Training Session. We invite all VU PIs, Lab Members, and Department Administrators. During this session, we will demonstrate how to place orders and make core reservations and provide an overview of VU cost center management, invoice review process, payment changes, reporting, and refund request process.

Space is limited, please mark your calendars and register if you plan to attend.

**Registration Link:** [https://redcap.vanderbilt.edu/surveys/?s=MC3HAM3A9L](https://redcap.vanderbilt.edu/surveys/?s=MC3HAM3A9L)

**Date:** Tuesday, January 17, 2017

**Time:** 2:00pm to 3:00pm

**Location:** PRB 206

*Departments are encouraged to designate 1-2 administrators to attend. We would be happy to setup training for more individuals in your individual departments if needed. Please send an email to CoresEmail@Vanderbilt.Edu to set this up.*

**Important Payment Information for VU PIs and Labs:**

- iLab uses the term **Standing PO** to reference the **VU cost center**.
- Each PO needs to be setup with an **initial amount** so that charges can be billed.
  - The initial amount entered is not intended to be the actual amount charged for core services.
  - It is only a ceiling on what could be billed over the course of time.
  - **No funds will be encumbered.**
  - Charges will only be billed for services actually rendered.
  - Consider setting a higher amount to **prevent any delays** in requesting core services or reservations.
- Each individual user will need a **separate PO for each core**.

Please [click on the links](#) below to access the **Office of Research website** for additional information.

- [Registration Instructions](#)
- [User Guides](#)
- [FAQs for VU Department Administrators](#)
- [FAQs for VU PI, Lab Managers, & Lab Members](#)

For more information, please visit the [VUMC Office of Research website](#). Or, contact us directly at CoresEmail@vanderbilt.edu.
As a reminder, weekly iLab Walk-in Clinics are held each Thursday from 10 a.m. to 11 a.m. in room MCN D-2221.

Thank you!
VUMC Office of Research