iLab Solutions

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iLab Solutions: Core Facilities Center Subsidy Management

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Overview of Managing Center Subsidies in iLab

Many research institutions are made up of different departments and centers. Depending on grant awards and agreements, core facilities and labs within a center may have specific subsidies set up where a certain percentage of service charges may be covered by the center. iLab Solutions has developed a feature set that allows Institution Administrators to create Centers and set up the subsidized amounts for core facilities and labs within that center. This document reviews how this feature can be set up and managed in iLab.

Please Note:
- o Some centers may cross across multiple institutions, but the feature in this document covers centers within one institution only.
- o Currently only institutions with financial integration with iLab are able to utilize this functionality.

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Creating Centers and Adding Subsidies

If you have Centers within your institution that subsidizes charges from core facilities to labs with that center, you will need to request to have this set-up by your iLab Account Project Manager.   As an Institution Administrator, once this center is created, and when you log into iLab, you will see the *my centers* link on the left panel. This link is only available to iLab users who have been assigned administrative access. Click that link to see the centers created for your institution. Click on the center name to edit and update the information required for the center.
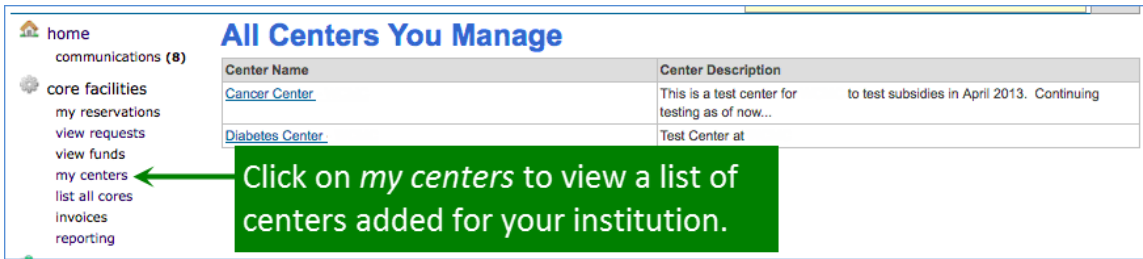

Figure 1. Once centers have been set up for your institution, you will see the *my centers* menu option under *core facilities* on the left side of your iLab page. Click on *my centers* to see the list of centers.

To edit the center information and settings, click on the center name. You may modify the name and description of the center. Press the update button to save the changed information.
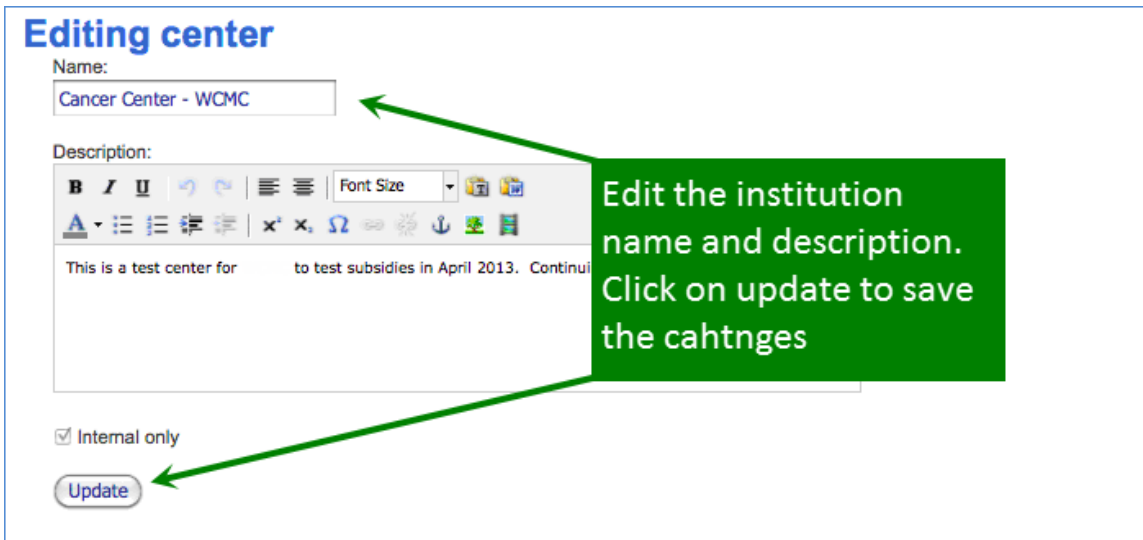

Figure 2. Click on the name of the center to edit settings. The first option will be to update the center name.

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The next step is to add the labs that will be receiving the subsidy. In the *Search for a Group* field, begin typing the name of the PI (*Figure 3*). The lab name will appear. Press the *Add* button to add the lab to the list.

Figure 3. **To set up the subsidies, you have to add the labs that you want have subsidized. In the *Research groups associated with this center* section, enter in the lab name, usually the PI's last name, click on the name of the lab then click on *Add* to add the lab to the center.**

Then add the core facilities that will be participating in the subsidy program as well. Begin typing the name of the core in the *Search for a Core* field (*Figure 4*). The core name will appear. Press the *Add* button to add it to the list.

Figure 4. **For the lab to get a subsidized charge with a core, the core facilities involved in the subsidy have to be added to the center as well. Enter in the name of the core in the *Cores associated with this center* section and then add it to the center.**

The next field is to add the subsidy fund. This fund must be included in the fund file supplied to iLab by the institution. An administration lab should be created for the subsidy fund to reside in. Follow the steps below to add the fund number (*Figure 5*):

1. Type the fund number into the search field and select the fund when it is displayed.
2. The required fields are in green, and the other fields are optional.

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3. Name the fund, indicate a start and end date, type in the percentage that the subsidy will cover for each service, and add a spending limit if applicable.
4. Press the *Add* button to add the information about the subsidy fund.
5. Finally, add the individuals who will have access to modify or add funds to this center or modify the subsidy fund.

Figure 5. **Next the subsidy needs to be set up. There are two ways to do this; either add the funding account the subsidy uses and the percentage of charges the subsidy will cover, or add the special price type that cores in the center should give labs in the center. Do not do both options for one subsidy.**

Administrators can also add a special price type for a Center. This allows the cores to set a special price for any labs that belong to that center, if necessary.

Note: Do not add a percentage to be covered by the subsidy and a special price type for the center. This may cause some confusion on pricing and charges to not bill correctly.

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Viewing Subsidies on Facility Requests, Reservations and Invoices

When a lab member, associated with a lab that receives the subsidy, makes a service request to a core facility that is part of the center, they can see the split charges for the PI and the subsidy under the dollar sign symbol on the service request or equipment reservation.

Figure 6. **Users will see the subsidy automatically applied on service requests and reservations.**

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When the core goes to create a billing event, they can also see the charges the center is picking up for the lab in the center.

Figure 7. **When the core administrators go to create a billing event, they will be able to see charges that are subsidized and what the lab will be billed.**

The subsidy is shown on the invoice as a split charge for each service charged. The billing file will have a charge for the lab against the lab's funds and a charge for the center against the center's funds.

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DATE	ITEM DESCRIPTION	PMT.#	QTY	PPU	STATUS	TOTAL PRICE
	Invoice Total					**$1,562.00**
	Invoice Details					
▼ Request: K-UNMGR(KUGR)-MA-27	Start: March 29, 2013	Owner: Mandi Agostini				
March 29, 2013	Affymetrix 3' Expression Chip	2 splits	3.0	$400.00/sample	Completed	$1,200.00
	Split #1 (subsidized)					$240.00
	Split #2					$960.00
March 29, 2013	Affymetrix Gene Chip Scanni				Completed	$216.00
	Split #1 (subsidized)					$43.20
	Split #2					$172.80
March 29, 2013	Affymetrix miRNA Reagent	2 splits (see below)	2.0	$50.00/ea	Completed	$100.00
	Split #1 (subsidized)	457	20.000%			$20.00
	Split #2	asdfasdf	80.000%			$80.00
March 29, 2013	RT PCR Taqman MM/18s	2 splits (see below)	23.0	$2.00/sample	Completed	$46.00
	Split #1 (subsidized)	457	20.000%			$9.20
	Split #2	asdfasdf	80.000%			$36.80

Invoices can be sent to lab Financial Contacts to show them how much they are being billed for the services. A break down of each charge and the subsidy is displayed.

Figure 8. **Though the charges against the different funds are typically sent separately in the billing file to the institution's finance department, the lab Financial Contacts can still view what charges they are being billed for on the invoice, and what has been subsidized.**

Finally, the totals shown on the invoice reflect the total charges, the total subsidy, and the total that the PI owes.

Financial Administrators will see how much they owe and how much has been subsidized on the invoice.

Invoice Total:	$79.17
Total Subsidized:	$15.83
Total Due:	**$63.34**

Figure 9. **In addition to the list of charges, Financial Administrators can view how much is due for the total invoice and how much is being covered by the subsidy.**

For more information on Centers, please reach out to your Account Project Manager or to support@ilabsolutions.com.