iLab Solutions:
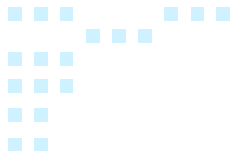# Core Facility Management Solution

February 18, 2015

iLab Solutions

Save money. Save time. Accelerate research.

JOHNS HOPKINS
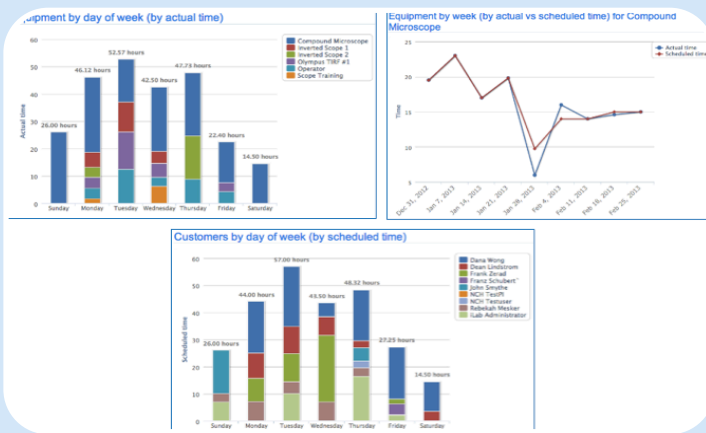### MEDICINE

Overview

iLab provides web-based core facility management software to academic research institutions

Who is iLab?

- Founded in 2006 by academic researchers
- 50+ staff across Europe and North America supporting 1,000+ cores
- iLab focuses on academic research management, working with universities and nonprofit research institutions

What does iLab do?

- iLab offers web-based tools for core facilities that streamline daily operations
- iLab supports a broad variety of cores, offering equipment scheduling, hardware interlock, project management, inventory tracking, sample management, billing and reporting

iLab offers a comprehensive suite of services necessary to achieve adoption and sustain usage

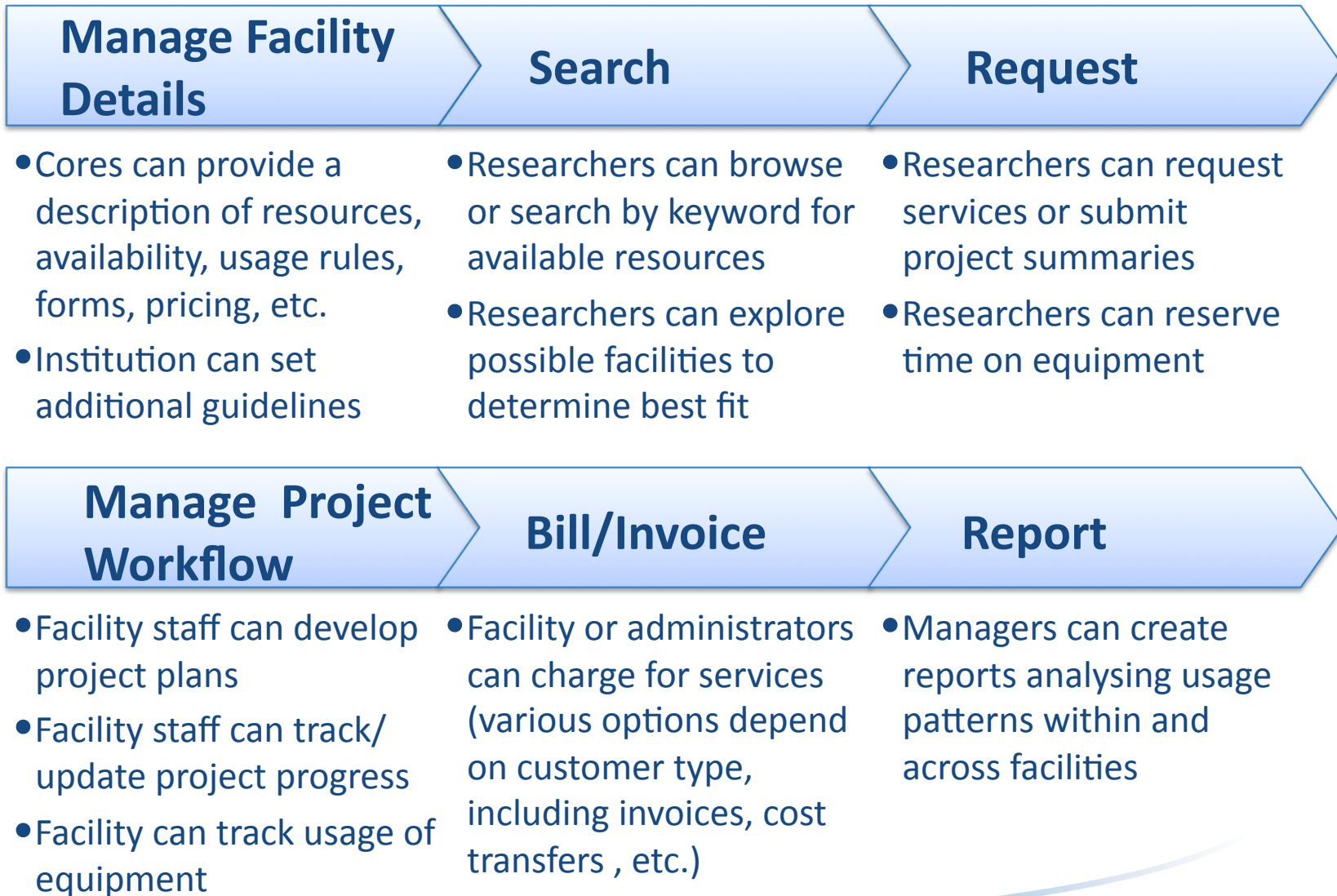| Hosting & Maintenance	Software	Implementation	Support
• Proven, scalable infrastructure • No customer set-up required • 7+ year track record of security and data integrity • Redundant data backup	• Robust suite • Agile (bi-weekly) release of enhancements • Custom development available	• Proven processes and methodology • Specialized Configuration for each core • Wide breadth of integration experience	• Unlimited support for all users • Fully staffed support desk • Phone • Email • Chat

Complete Solution

Streamlines the management of shared research resources

Manage Facility Details

- Cores can provide a description of resources, availability, usage rules, forms, pricing, etc.
- Institution can set additional guidelines

Search

- Researchers can browse or search by keyword for available resources
- Researchers can explore possible facilities to determine best fit

Request

- Researchers can request services or submit project summaries
- Researchers can reserve time on equipment

Manage Project Workflow

- Facility staff can develop project plans
- Facility staff can track/ update project progress
- Facility can track usage of equipment

Bill/Invoice

- Facility or administrators can charge for services (various options depend on customer type, including invoices, cost transfers , etc.)

Report

- Managers can create reports analysing usage patterns within and across facilities

iLab/CORES is the global leader in core management software, supporting 1,000+ Facilities at 110 Institutions in 10 Countries

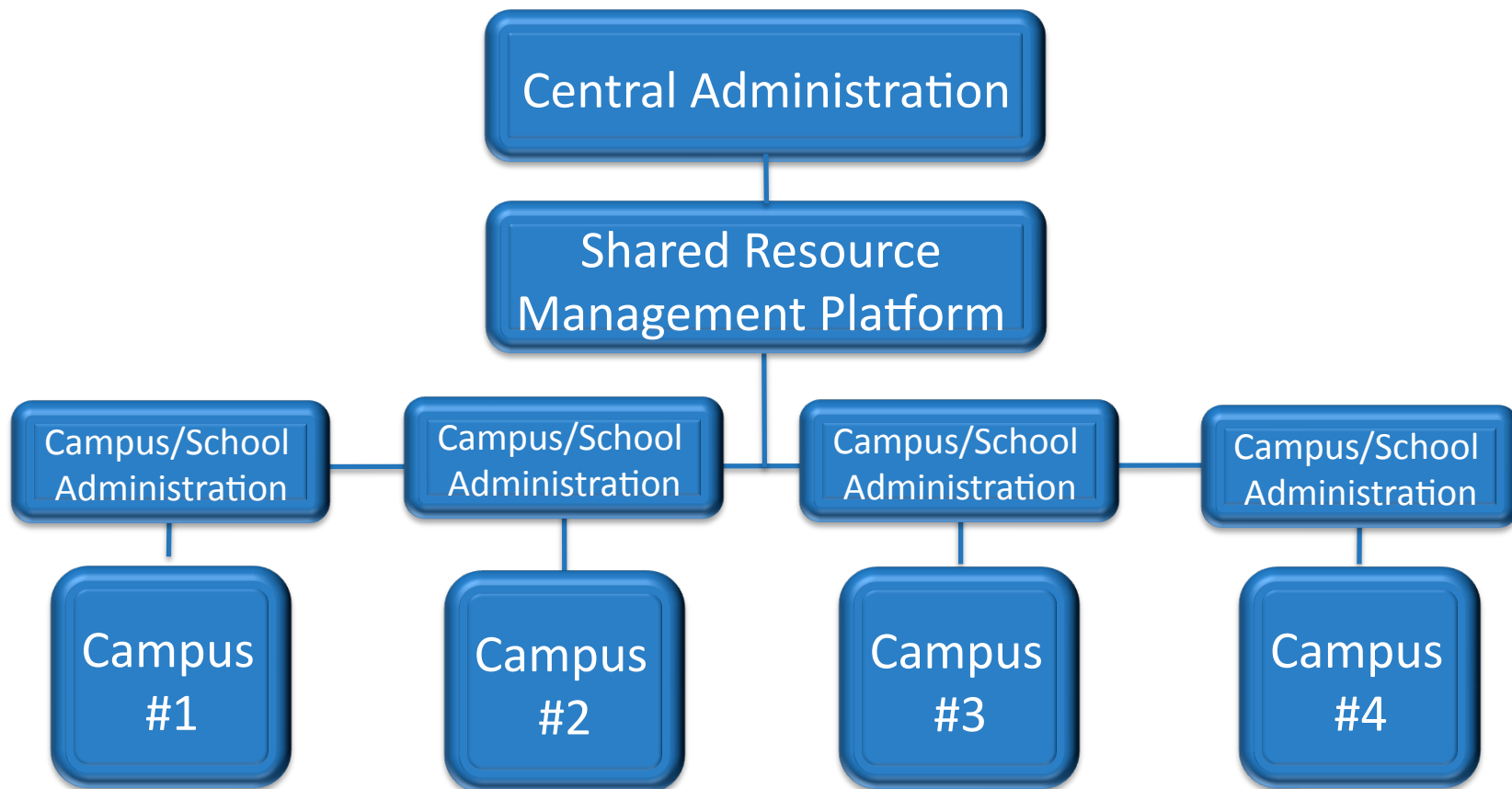# iLab and C.O.R.E.S. Work with *30 NCI-Designated Cancer Centers*

- ✓ Barbara Ann Karmanos Cancer Institute (Wayne State)
- ✓ City of Hope Comprehensive Cancer Center
- ✓ Cold Spring Harbor Laboratory Cancer Center
- ✓ Dan L. Duncan Cancer Center (Baylor College of Medicine)
- ✓ Dana-Farber Cancer Institute
- ✓ David H. Koch Institute for Integrative Cancer Research at MIT
- ✓ Fred Hutchinson Cancer Research Center
- ✓ Herbert Irving Comprehensive Cancer Center (Columbia University)
- ✓ Hollings Cancer Center (Medical University of South Carolina)
- ✓ Indiana University Melvin and Bren Simon Cancer Center
- ✓ Jonsson Comprehensive Cancer Center (UCLA)
- ✓ Knight Cancer Institute (Oregon Health & Science University)
- ✓ Massey Cancer Center (Virginia Commonwealth)
- ✓ Mayo Clinic Cancer Center

- ✓ Memorial Sloan-Kettering Cancer Center
- ✓ Sidney Kimmel Comprehensive Cancer Center (Johns Hopkins University)
- ✓ Stanford Cancer Institute
- ✓ Sanford-Burnham Medical Research Institute
- ✓ Trinity College Dublin
- ✓ UCSF Helen Diller Family Comprehensive Cancer Institute
- ✓ University of Colorado Cancer Center
- ✓ University of Kansas Cancer Center
- ✓ University of Michigan Comprehensive Cancer Center
- ✓ University of New Mexico Cancer Research & Treatment Center
- ✓ University of Pittsburgh Cancer Institute
- ✓ USC Norris Comprehensive Cancer Center
- ✓ UVA Cancer Center
- ✓ Vanderbilt-Ingram Cancer Center
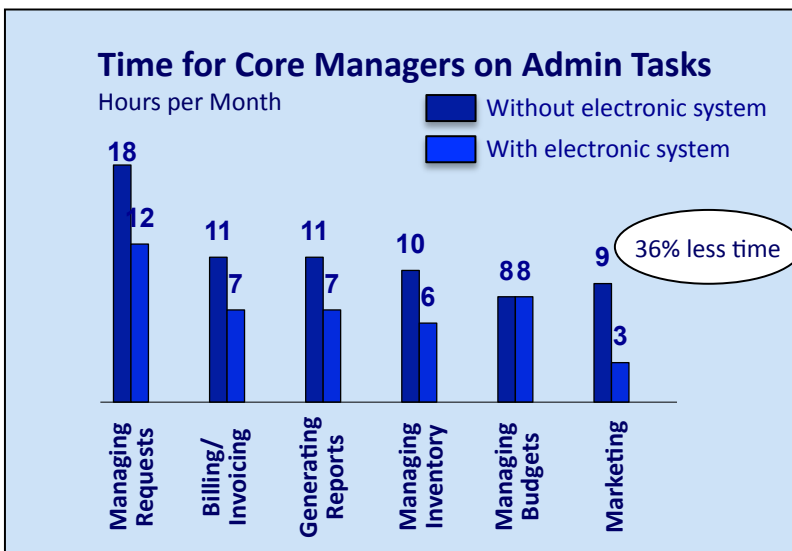
* = Contract negotiation
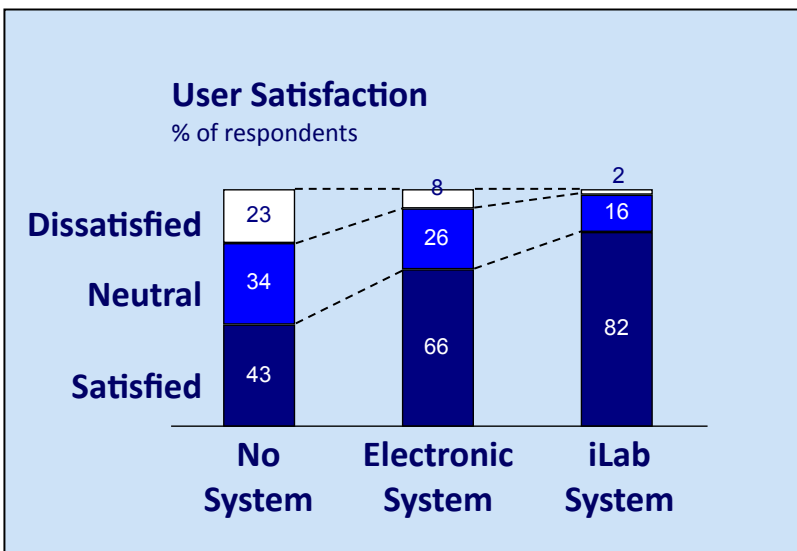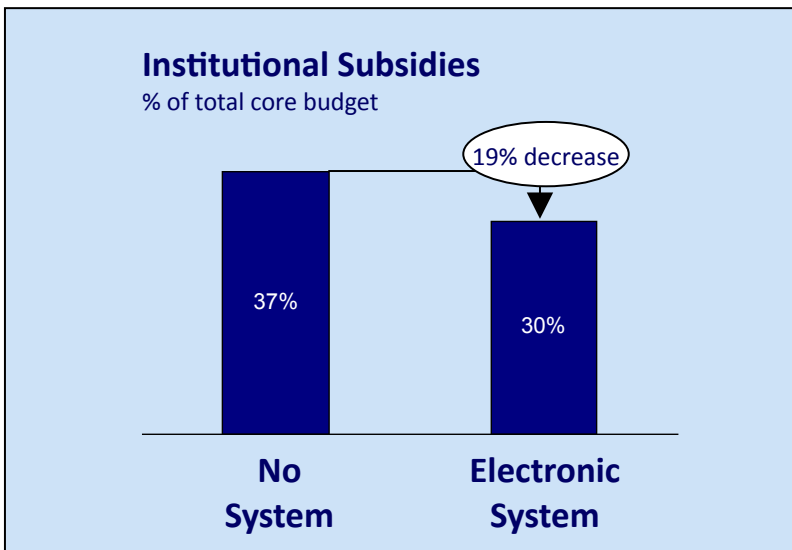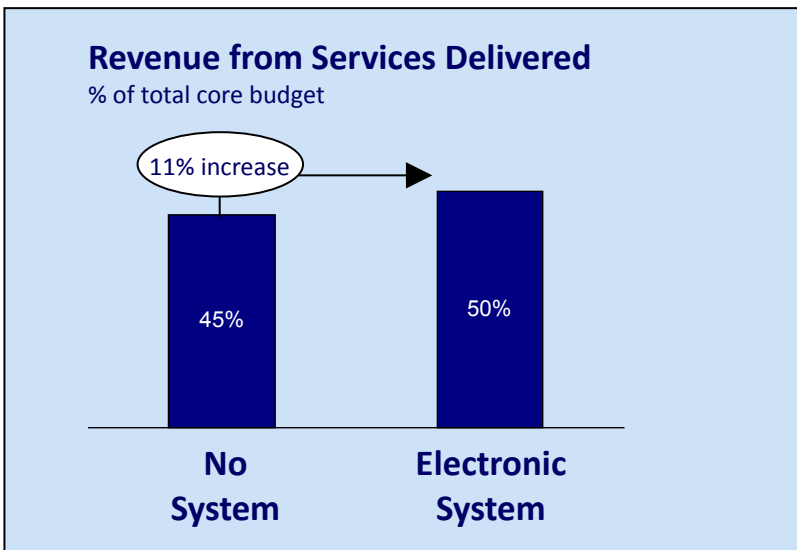■ = iLab Customers
■ = C.O.R.E.S. Customers
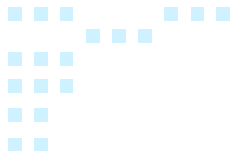
Advantages for Multi-Campus Institutions

- Increase oversight of shared resources across campuses
- Reveal inefficiencies and opportunities for consolidation or expansion
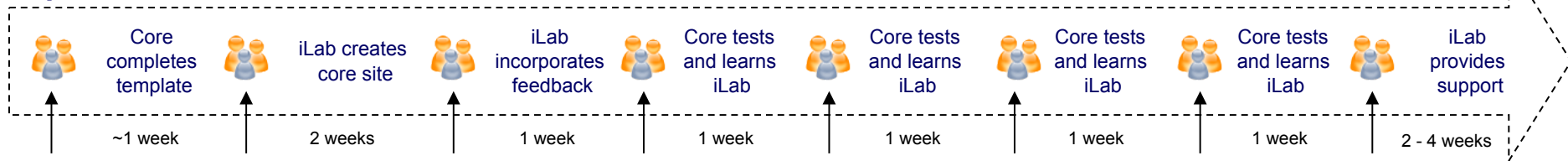
Saves time for cores and reduces required subsidies

Revenue from Services Delivered
% of total core budget

11% increase

No System: 45%
Electronic System: 50%

Institutional Subsidies
% of total core budget

19% decrease

No System: 37%
Electronic System: 30%

User Satisfaction
% of respondents

	No System	Electronic System	iLab System
Dissatisfied	23	8	2
Neutral	34	26	16
Satisfied	43	66	82

Time for Core Managers on Admin Tasks
Hours per Month

■ Without electronic system
■ With electronic system

36% less time

Task	Without	With
Managing Requests	18	12
Billing/Invoicing	11	7
Generating Reports	11	7
Managing Inventory	10	6
Managing Budgets	8	8
Marketing	9	3

Implementation

Individual Core Implementation Schedule

Implementation

Core completes template	iLab creates core site	iLab incorporates feedback	Core tests and learns iLab	Core tests and learns iLab	Core tests and learns iLab	Core tests and learns iLab	iLab provides support
~1 week	2 weeks	1 week	1 week	1 week	1 week	1 week	2 - 4 weeks

Kick-off
- Explain iLab system to Cores
- Set expectations for implementation
- Provide information gathering template

Info gathering
- Understand current core workflow
- Review gathered information
- Schedule biweekly meetings
- Address any questions

Core review
- Demonstrate modeled functionality
- Gather feedback on further changes (distinguish must-haves / need-to-haves)

Training 1
- Provide login credentials
- Initial training on iLab workflow
- Review manual and other available resources

Training 2
- Further training on iLab system
- Tweak configuration as necessary

Training 3
- Further training on iLab system
- Tweak configuration as necessary

Training 4
- Further training on iLab system
- Tweak configuration as necessary

Go-live
- Core is opened up to accept users
- Core staff notifies users (e-mail, intranet, etc.)
- iLab conducts customer training sessions as needed
- Core produces fist billing event
- Institute preps for next wave

8 weeks*

10 - 14 weeks*

* Assuming core is responsive and engaged
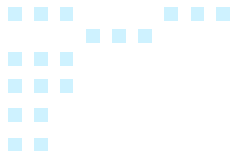
Screenshots

Search for resources

Facility Home Page

Molecular Cytogenetics Core

Overview of Services

This core provides comprehensive support for the cytogenetic analysis of cells from human and research animal sources. A wide range of chromosome analysis techniques are available; ranging from basic G-banded karyotyping, to 24-color Spectral Karyotyping (SKY), as well as Fluorescence in situ Hybridization (FISH) mapping of cloned DNA.

Services Include:
- Cytogenetic characterization of new cell lines
- Karyotype confirmation of cell line identity or chromosomal stability
- Karyotype screening of ES cells prior to transgenesis
- FISH with customized probes
- FISH mapping of transgene integration sites
- Tissue FISH (paraffin or frozen sections)
- Immuno-FISH (DNA FISH combined with fluorescent immunostaining)
- Spectral karyotyping (SKY)
- Chromosome or locus copy number enumeration

The core head will consult on individual projects with investigators. We provide advice on the appropriate type of materials required and the techniques for achieving the most effective outcome. We can help with specialized staining and FISH techniques not listed above.
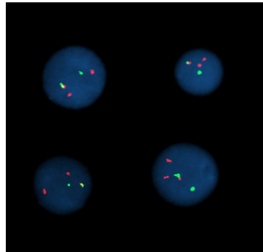
Core Facility Management

John Smythe, PhD, Core Head
Gabriel Grovlez, MSc, CLSp(CG), Supervisor

Getting Started

- **Consultation**: prior to any work commencing with Flow Cytometry Core, we recommend youschedule a consultation with the Core Director. See below for contact info.

- **Sign up** for a new account using the link in the upper right hand corner, or paste this URL into your browser:
  - http://demonstration.ilabsolutions.com/account/signup/1

- **Login** with your approved credentials in the upper right hand corner

- **Forgot your password?** Request a password reset by pasting this URL into your browser:
  - http://demonstration.ilabsolutions.com/reset_password

- Visit the **Customer Help Manual** for further guidance using iLab's Core Facility Services:
  - https://docs.google.com/Doc?docid=0AfZJJ9sa6cNoZGR2c3RwdHNfMjZmc2ZxNjIndw&hl=en&authkey=CKvZ9NMJ

Announcements

April 18, 2012

After Hours Self-Run Sorting

PI Fund & Budget Management (Per PI Lab):

Apply Assign Payment Numbers to Requests

Reservation

event details
🚫 Unsaved reservation - please click **save reservation**.
Cell Sorter - - My Reservation

Availability Type:
Operating Hours $25.00/hr ⬍

	start	end
scheduled:	March 08, 2013 02:30 PM 📅	March 08, 2013 04:30 PM 📅

MFK Number
123-45-6789-01234-5-6789012-3456-789-01234-56-7890 ⬍
123-45-6789-01234-5-6789012-3456-789-01234-56-7890
123-04-5678-99876-5-4321001-2345-678-99876-54-3210
Select existing project ⬍

ⓘ **Invite additional people to this event by email:**
Please enter a comma separated list of valid email addresses

Save Reservation   Cancel Changes

Single Service or Project Request

2) Cost

The core will review and update this projected cost. You will only be billed for completed work.
Total Projected Cost:
94.00

3) Payment Information

Please enter the MFK Number

MFK Number
123-45-6789-01234-5-6789012-3456-789-01234-56-7890 ⬍
123-45-6789-01234-5-6789012-3456-789-01234-56-7890
123-04-5678-99876-5-4321001-2345-678-99876-54-3210

Reserving Equipment

Tracking a complex project

Forms and Request Details

View Form: **Karyotyping Request Form** `Completed ▾`

📄 **samples shipped** *description:* **note:** Not Started

📄 **samples rec'd** *description:* **note:** Not Started

▶	Sep 05 10:44 AM	Harvest & Karyotype, complex Harvest & Karyotype	Quantity: 2.0	$550.00 ($275.00)	Billing Status: Not Ready To Bill	Work Status: Proposed
▶	Sep 05 10:44 AM	Clinician Time Time	Quantity: 2.0	$260.00 ($130.00)	Billing Status: Not Ready To Bill	Work Status: Proposed
▶	Sep 05 10:44 AM	Technician Time Time	Quantity: 3.0	$60.00 ($20.00)	Billing Status: Not Ready To Bill	Work Status: Proposed
▶	Sep 05 10:44 AM	(charge) shipping	Quantity: 1.0	$100.00	Billing Status: Not Ready To Bill	Work Status: Proposed

📄 **samples processed** *description:* **note:** Not Started

📄 **data processed** *description:* **note:** Not Started

▶ 🧪 **Dana** 2 instances

| ▶ | Sep 05 10:47 AM | Multiplex Luminex Cytokine assay Assays | Quantity: 1.0 | $65.00 | Billing Status: Not Ready To Bill | Work Status: Proposed |

Comments add comment **Attachments & URLs** add attachment add url

▶ Service Request History

▶ Billing Information edit   ▶ Shipping Information edit

Core Billing & Invoicing

Creating Billing Event with the Ability to Update Assigned Payment Numbers

After reviewing charges, core managers click a button to send to ERP. iLab would gather all charges from all cores and queue them to be sent that night

Sample Invoice

Invoicing with the Ability to Update Assigned Payment Numbers (Optional):

Note: This is beneficial if you want PIs/Finance to approve charges before billing against ERP or if you want to use iLab invoices as statements.
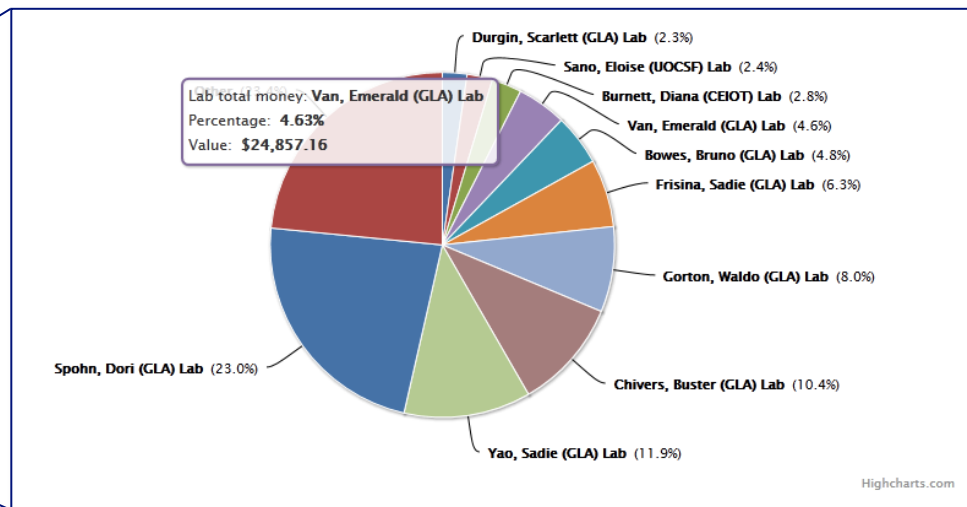
Reporting

Lab total money: Van, Emerald (GLA) Lab
Percentage: **4.63%**
Value: **$24,857.16**

Durgin, Scarlett (GLA) Lab (2.3%)
Sano, Eloise (UOCSF) Lab (2.4%)
Burnett, Diana (CEIOT) Lab (2.8%)
Van, Emerald (GLA) Lab (4.6%)
Bowes, Bruno (GLA) Lab (4.8%)
Frisina, Sadie (GLA) Lab (6.3%)
Gorton, Waldo (GLA) Lab (8.0%)
Chivers, Buster (GLA) Lab (10.4%)
Yao, Sadie (GLA) Lab (11.9%)
Spohn, Dori (GLA) Lab (23.0%)

Highcharts.com

Reporting

| | Charges | Service Requests | Equipment |

Select a date range:

Start: January 1, 2012   End: July 31, 2012

Select which date field:

Billed date

Change panels...
Export...
Saved reports...

Run report!

◄ Hide Filters

▼ Core
- ☐ Behavioral Core
- ☑ Flow Cytometry Core
- ☑ For Demonstration Only - Biology Core
- ☐ Histology and Light Microscopy Core
- ☐ Stem Cell Core
- ☑ The Genomics Core
- ☐ Transgenic Gene Targeting Core
- ☐ Select all

► Customer
► Lab
► Department
► Institution
► Center
► Work status

Charge reporting for January 01, 2012 to July 31, 2012 by billed date

Cores by week (by total money)

Show 10 entries   Search:

Core	2011-12-26	2012-01-02	2012-01-09	2012-01-16	2012-01-23	2012-01-30	2012-02-06	2012-02-13
Flow Cytometry Core	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$42,238.05
For Demonstration Only - Biology Core	$0.00	$0.00	$0.00	$0.00	$330.00	$0.00	$0.00	$0.00
The Genomics Core	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	