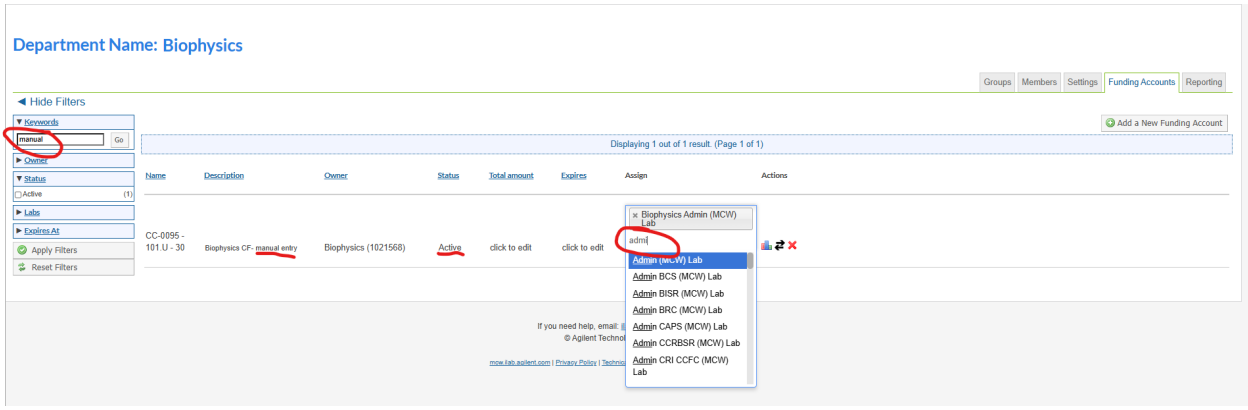
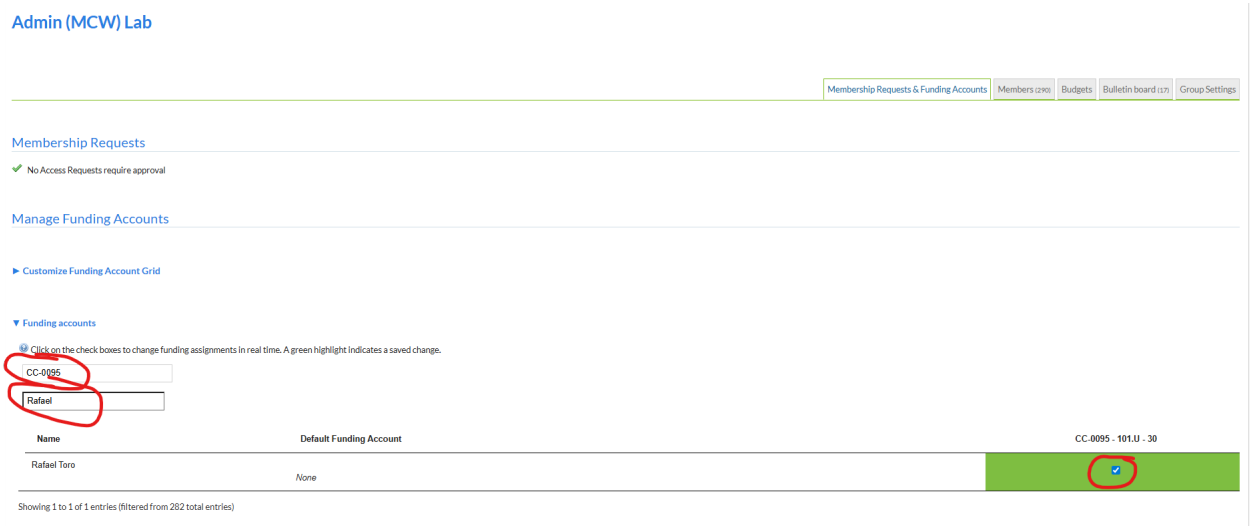
Process for Assigning Funds

Once Sponsored Programs creates the funding string in iLab, departmental iLab administrators will still have to push the fund to the lab(s) that need access. That process only makes the fund available to the PI by default, so any additional lab members that need access will also need the funding assigned at the lab level (see below).

Process for assigning funds to a lab:

- Go to Department's "Funding Accounts" tab in iLab
- Use the keywords Search bar to find the funding string that was created (it should have a Status of Active and "Manual Entry" in the "Description")
- Click in the "Assign" box and start typing the name of the destination lab, then select the appropriate lab by clicking on it. This will make the fund available to the PI only



Process for assigning funds to lab members

- Go to the destination lab's "Membership Requests & Funding Accounts" tab
- Use the checkboxes to assign the fund to additional lab members as needed (you can filter for the funding account or lab member to clean up the view)