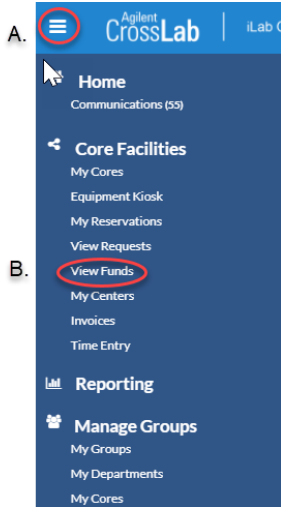


How to Approve IO Addition Request to PI Account in iLab

1. Log into iLab, <https://johnshokins.corefacilities.org> and click on the green login button in the upper right side of the page –



2. Your homepage will open. Click on the 3 horizontal bars (A) in the upper left side of the page to open your menu. Click on View Funds (B).



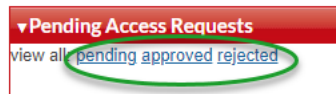
3. The following page will open. You can approve or reject the request here.

A screenshot of the "Cost Objects" page. The page title is "Cost Objects" in blue. Below the title is a red bar with the text "Pending Access Requests" and a dropdown arrow. Underneath, there is a link "view all: pending approved rejected". A table with two rows of data is shown. The first row has columns for Created, Lab, Requestor, Fund Owner, Fund, Notes, State, and Actions. The second row has columns for Created, Lab, Requestor, Fund Owner, Fund, Notes, State, and Actions. The "State" column for both rows is "pending". The "Actions" column for both rows has "Approve" and "Reject" buttons.

Created	Lab	Requestor	Fund Owner	Fund	Notes	State	Actions
Apr 08 '21	JHH Clinical MRI	Jeffrey Smith (smithje@hmi.edu)	Cheryl Shoats	480		pending	<input type="button" value="Approve"/> <input type="button" value="Reject"/>
Apr 01 '21	Pasricha, Pankaj (JHU) Lab	Pankaj Pasricha (ppasric1@johnshopkins.edu) <small>Principal Investigator</small>	Dawn Wolfe	00800		pending	<input type="button" value="Approve"/> <input type="button" value="Reject"/>

4. In addition to viewing your pending requests, you can also view ones that you have previously approved or rejected by clicking on the appropriate link.

Cost Objects



You can also reject previously approved cost objects by clicking on the approved link. If lab members are already assigned to use the IO or CC, you may not be able to revoke the request (see image below).

Fund	Notes	State	Actions
00800	<input type="text"/>	approved	Cannot reject - fund is assigned to one or more lab members for use. Contact PI to resolve.
00800	<input type="text"/>	approved	Cannot reject - fund is assigned to one or more lab members for use. Contact PI to resolve.
00900	<input type="text"/>	approved	Revoke

You can also approve previously rejected requests by clicking on the “rejected” link and click approve.

Rejected Access Requests						
View all: pending approved rejected						
Created	Lab	Requestor	Fund Owner	Fund	Notes	State
Jan 14 '21	Iijima, Miho (JHU) Lab	Randy Huffman (rhuffman1@jhmi.hopkins.edu)	Kathleen Dorsey	00800	<input type="text"/>	rejected
Nov 13 '20	Graham, David (JHU) Lab	Samuel Wismer (swismer1@jhmi.edu) (manager)	Samuel Wismer	655	<input type="text"/>	rejected

***Please note that the approver or “owner” for the request is determined by SAP and cannot be forwarded to anyone else to approve. iLab Institutional administrators can approve requests with written permission from the “owner”, departmental manager/finance person or a departmental grants and contracts analyst that supports the requesting PI lab.**