

Joint Appointments Workflow

Standard Operating Procedure 051 for Pitt iLab System

iLab Role: Lab Administrator

Revision #: 0

Date: 09/2025

Purpose:

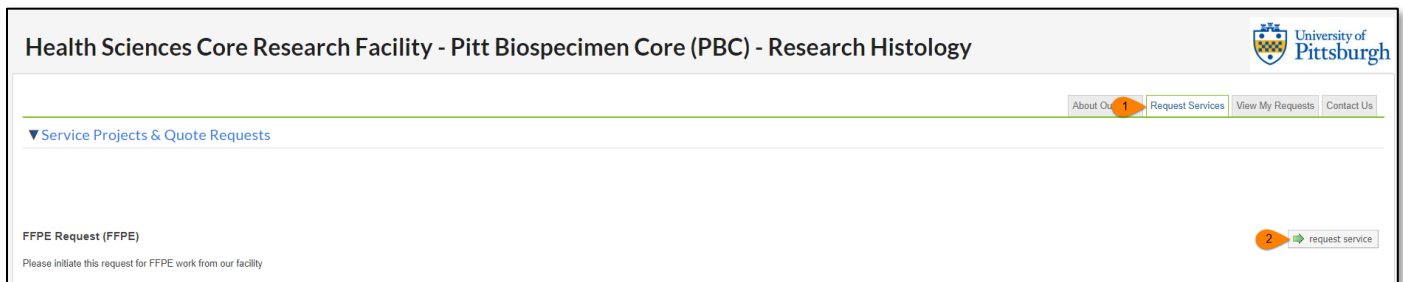
This SOP describes how to request services or schedule reservations for a principle investigator (PI) that has funding through both the University of Pittsburgh and either UPMC or the Magee-Womens Research Institute (MWRI). It is important to select the proper payment information so billing is completed correctly through UPMC or MWRI.

Scope:

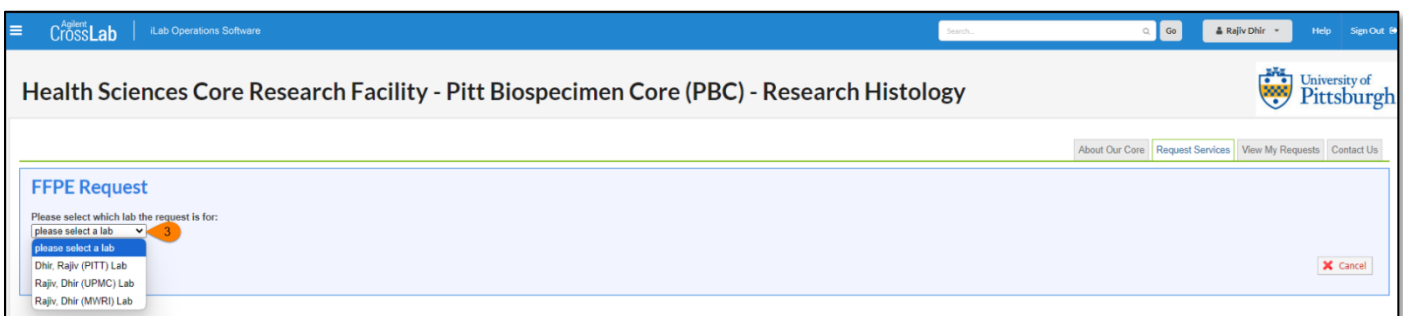
This SOP pertains to PIs with joint appointments at the University of Pittsburgh and have a lab administrator role in iLab.

Requesting Services:

1. Login to iLab: <https://pitt.ilab.agilent.com/account/login>
2. Navigate to the core you want to request services.
3. Select the 'Request Services' tab and find the service.
4. Select 'Request Service' on the right-hand side.



5. You will be directed to the lab selection screen. On this screen, you will choose the external lab, e.g., UPMC or MWRI.



6. Once in the request, under 'Payment Information,' choose the method of payment: Check or Wire Transfer.

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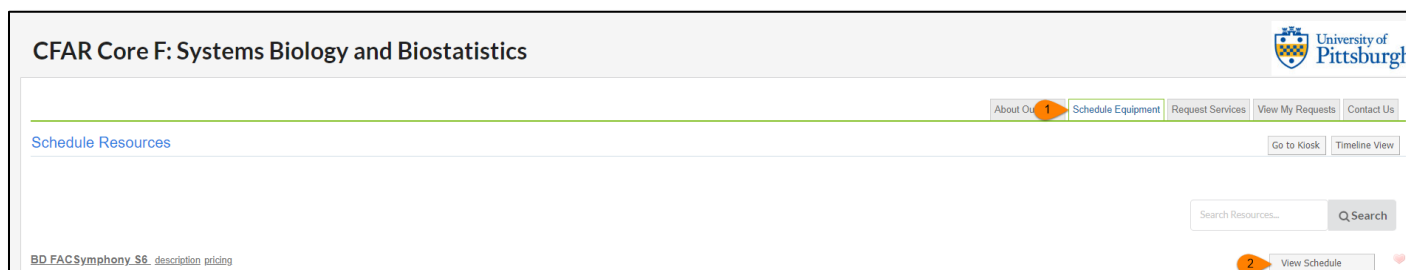
7. Click 'submit request to core'.



The screenshot shows the 'Payment Information' section of a web form. It includes a text input for a PO number, a dropdown menu for payment method (with 'Please select' and a red circle '4' next to it), and a 'Split Charge' button. At the bottom right, there are three buttons: 'submit request to core' (with a red circle '5' next to it), 'save draft request', and 'Cancel'.

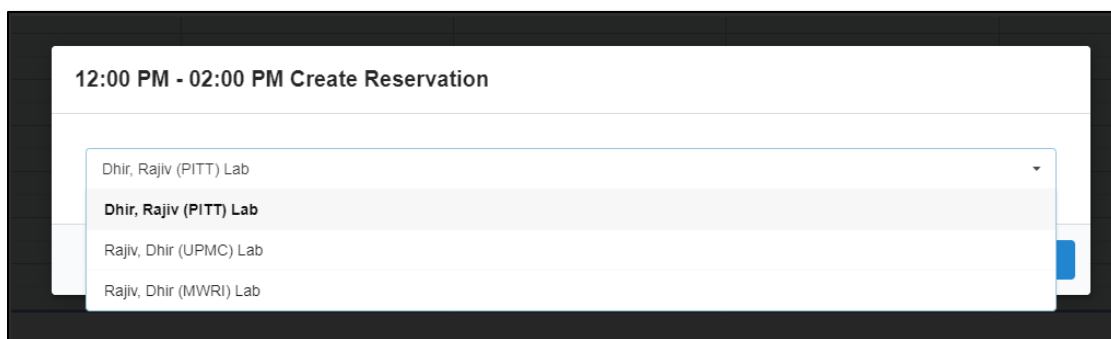
Scheduling Reservations:

1. Navigate to the 'Schedule Equipment' tab and find the instrument or room you need to reserve time on.
2. Click 'View Schedule' on the right-hand side.



The screenshot shows the 'CFAR Core F: Systems Biology and Biostatistics' scheduling interface. It features a navigation bar with 'About Our' (with a red circle '1' next to it), 'Schedule Equipment', 'Request Services', 'View My Requests', and 'Contact Us'. Below the navigation bar, there is a search bar for resources and a 'View Schedule' button (with a red circle '2' next to it).

3. Once on the calendar, click and drag on the day and time needed for the reservation. The lab selection pop-up will appear; choose the external lab, e.g., UPMC or MWRI. Click Next.



The screenshot shows a pop-up window titled '12:00 PM - 02:00 PM Create Reservation'. It contains a dropdown menu with the following options: 'Dhir, Rajiv (PITT) Lab', 'Dhir, Rajiv (PITT) Lab' (highlighted), 'Rajiv, Dhir (UPMC) Lab', and 'Rajiv, Dhir (MWRI) Lab'.

4. On the reservation details page, under 'Payment Information,' choose the method of payment, e.g., Check or Wire Transfer.
5. Click 'Save Reservation'.

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Payment information

Please select the payment method: ⓘ

%	Amount
1 100.0 %	
Total 100.0%	

Use the same payment information for all add-on charges

Invite additional people to this event by email ⓘ

Please enter a comma separated list of valid email addresses

Approval Authorizations	Signature	Date
Robert Cunningham, <i>Vice Chancellor for Research Infrastructure, University of Pittsburgh</i>		29 Sep 2025
Ashley Zyhowski, <i>Research Project Manager, University of Pittsburgh</i>		29 Sep 2025