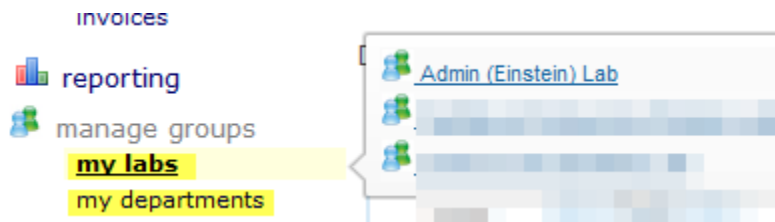# Administration – Managing Lab Member Access to Fund Numbers

iLab receives a nightly feed of sponsored and non-sponsored funds. Funds that have a PI assigned to them in the financial system will automatically appear in the PI's lab the day after it is created in Banner. Funds that are not assigned to a PI directly in Banner, can be requested through the Fund Request feature (detailed below).

1. Hover over the "my labs" link on the left and select the lab you want to access from the dialog box. Alternatively, click "my labs" and then find the lab in your list of labs. If you are a department manager in iLab, click on "my departments" to see your entire list of labs.

2. Click the Membership Requests and Fund numbers tab and scroll down to the Manage Fund numbers section. Here you can assign access to funds by click the check boxes next to a person's name. Hover over the fund number to see the title assigned to the fund in the financial system. Assign a default fund number for the researcher to use by clicking the red pencil in the Default Fund number column and selecting the fund you want them to use first. To revoke someone's access to a fund, uncheck the box to the right of their name under the appropriate fund number.

3. To request access to a fund that is not showing in your list of pre-assigned funds (as outlined in #2 above), use the Request access to additional fund numbers section to search for a fund. Note that you must know the exact index number. An email is sent to the owner of the fund to either grant or deny your request. If you are the owner of the fund, you will be able to approve your own request.

Important: Grants that have PI assigned to them will not be available for the fund request workflow. Typically, this is used to assign departmental funds, pilot funds or other types of funds that are assigned to administrators in Banner rather than PIs.

▼ **Request access to additional Fund numbers**

If you don't see a Fund number that you should have access to, please type it in below. The Fund Owner will receive a notification and approve or deny your request.

★ Fund number [_____] Request

Your Fund number requests:

Fund number	Requested on	Status	Owned by	Resolved on	Resolved by	Notes by Fund Owner	Archive request
▨▨▨▨ ▨▨▨▨	Feb 07 '15	pending	Brian Pelowski				

4. You may also disable fund numbers that are being fed into the PIs lab from the nightly feed. To do so, scroll down to the Disable/Enable Fund numbers section and deselect the check box in front of the grant number you want to disable.

Important: If you do not see this option, add yourself as a lab member in the Members tab with the Level of Manager.

▼ **Disable/Enable Fund numbers**

The list of these Fund numbers are received automatically from your institution's financial system. If you have any Fund numbers that are not used, please uncheck those below. Selected ones are displayed and usable in the grid above by your researchers.

Please note, when you uncheck a specific Fund number, users will NOT be able to use it and any active charges that have not been billed will be considered invalid. If you think a Fund number should not be in your lab permanently, please contact your institution administration.

select all | select none

☑ 321116 - Microenvironments and signaling pat ☑ 321117 - Mechanisms of Transendothelial Migr

Save changes