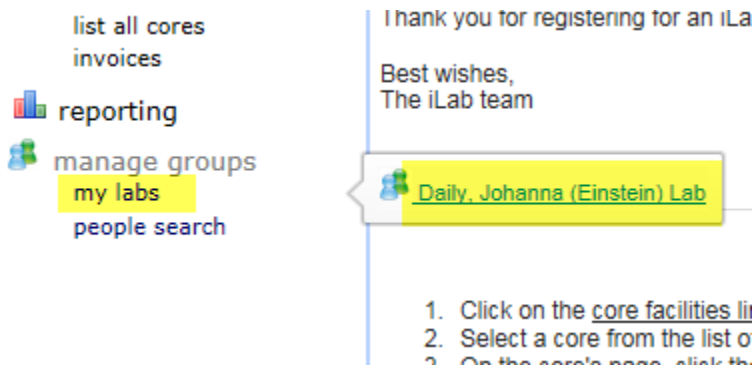


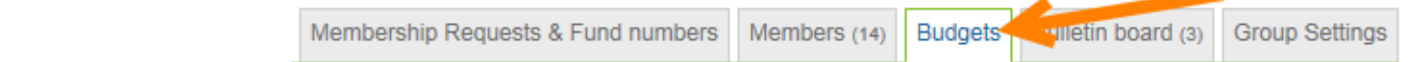
Administration – Budgeting for Lab Member Use of Funds

The iLab system allows you to setup budgets for each lab. It is important to understand that a lab budget does not prevent the lab member from spending more than they have been allocated. It is a tool to allow the PI and/or administrator/lab manager to monitor expenses and to receive an alert when a member has spent more than they were allocated.

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.



2. Click the Budgets tab and then the “Add a new budget” button to begin setting up a budget. Choose your settings from the available field, then hit the save button at the far right of your screen. If you want to enable email alerts, click the “Alerts Active?” link to enable this feature.



Core and Service Center Budgets

For	Interval Period	Start Date	End Date	Budgeted \$ Amount	Budgeted \$ Total	Recent Spend	Current Spend
Spending by a member <input type="button" value="v"/>	Monthly <input type="button" value="v"/>	Feb 1, 20 <input type="button" value="calendar"/>	Aug 1, 20 <input type="button" value="calendar"/>	0.00			
Every member <input type="button" value="v"/>							