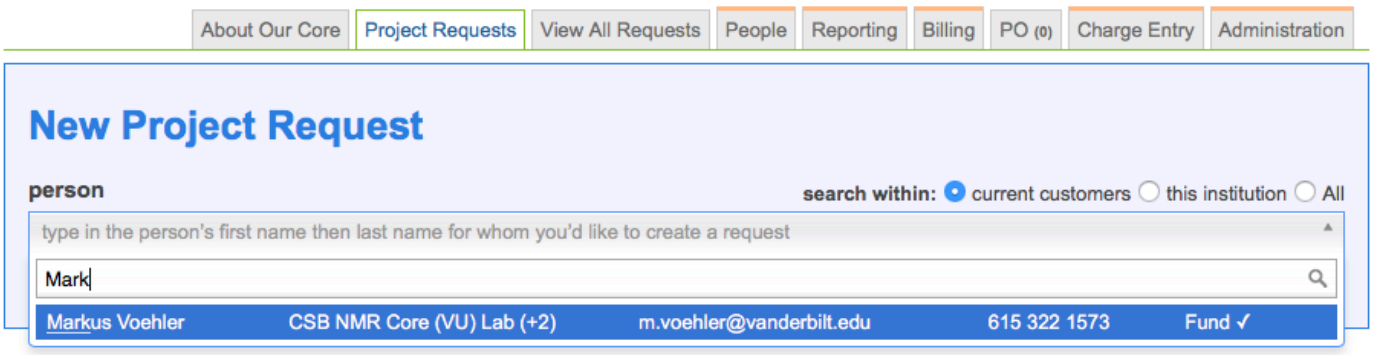
How to create a New Project for the BioMolecular NMR Facility

(Markus Voehler, March 9, 2018)

1) Login to your iLab account
2) Go to the Project Requests tab
3) In the section "**New Project Request (Project Request)** click on the initiate requests tab
4) Click on the name field and write your name (if applicable):



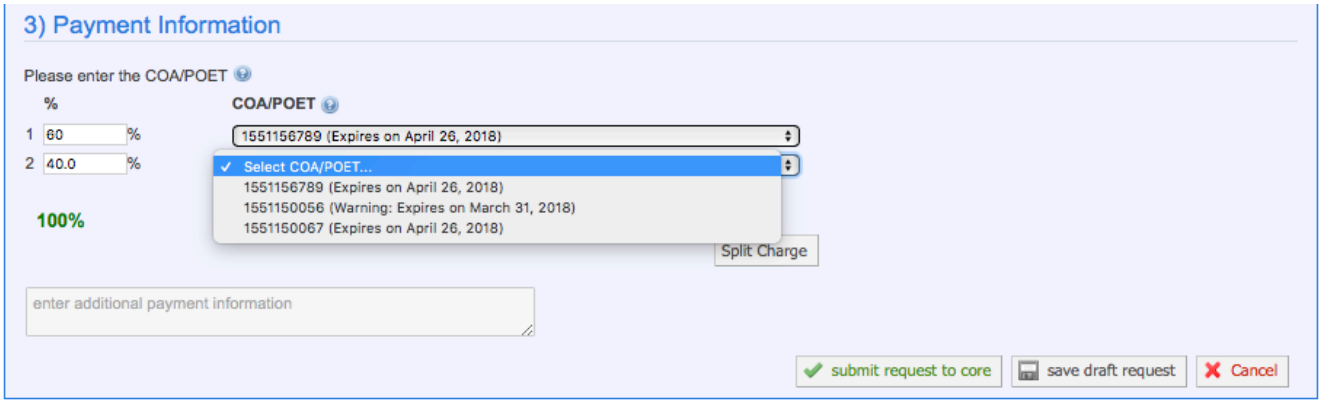
5) Select the proper group, if applicable
6) click on the Proceed tab
7) Add the project name into top field. If possible, use your login name with the appendinx '_1'

Click on tab save draft of from or tab Save Progress

8) Skip section “2) Cost”

9) Add your billing information in Section3

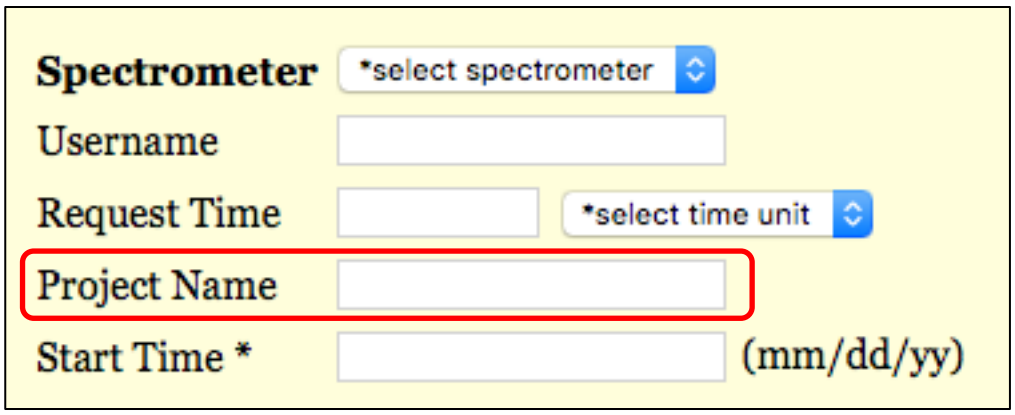
- If you have only one source, use 100% and select that source in the COA / POET field
- For multiple sources, change the percentage value, select the source
- Click on the Split Charge tab. This will automatically fill the percentage tab to make the total 100%.
- Select the second charge
- Continue to add charges as needed



10) You can optionally add a comment

11) If done click on the ✓ submit request to core tab

Use this Project Name whenever you request NMR time



Change of Charges for a Project:

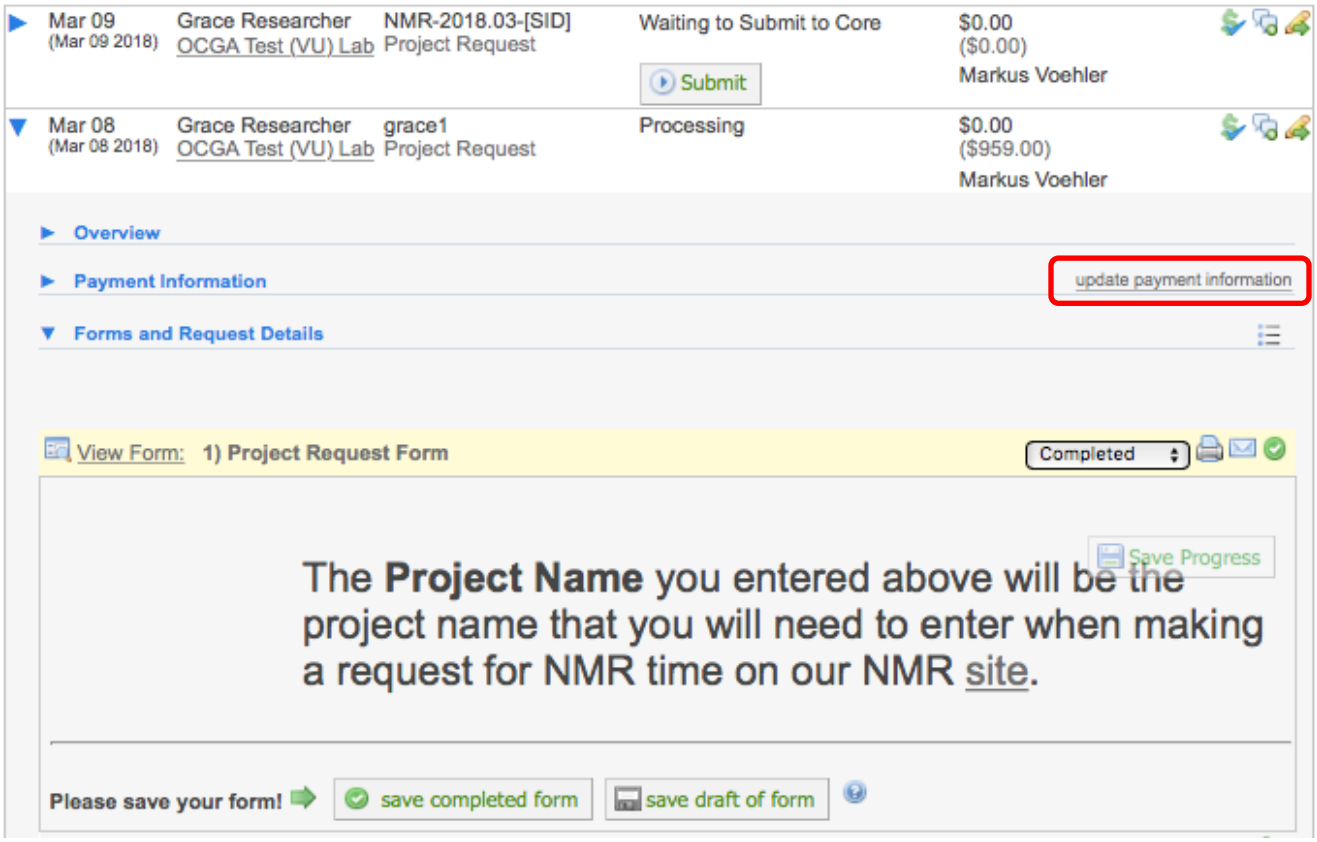
A) Create a new Project Name

- Try to avoid this as far as possible. There is a danger of confusion with too many project names and you might not bill the proper project.
- We aim to have only one active project for the Biomolecular NMR Core, called <login name>_1

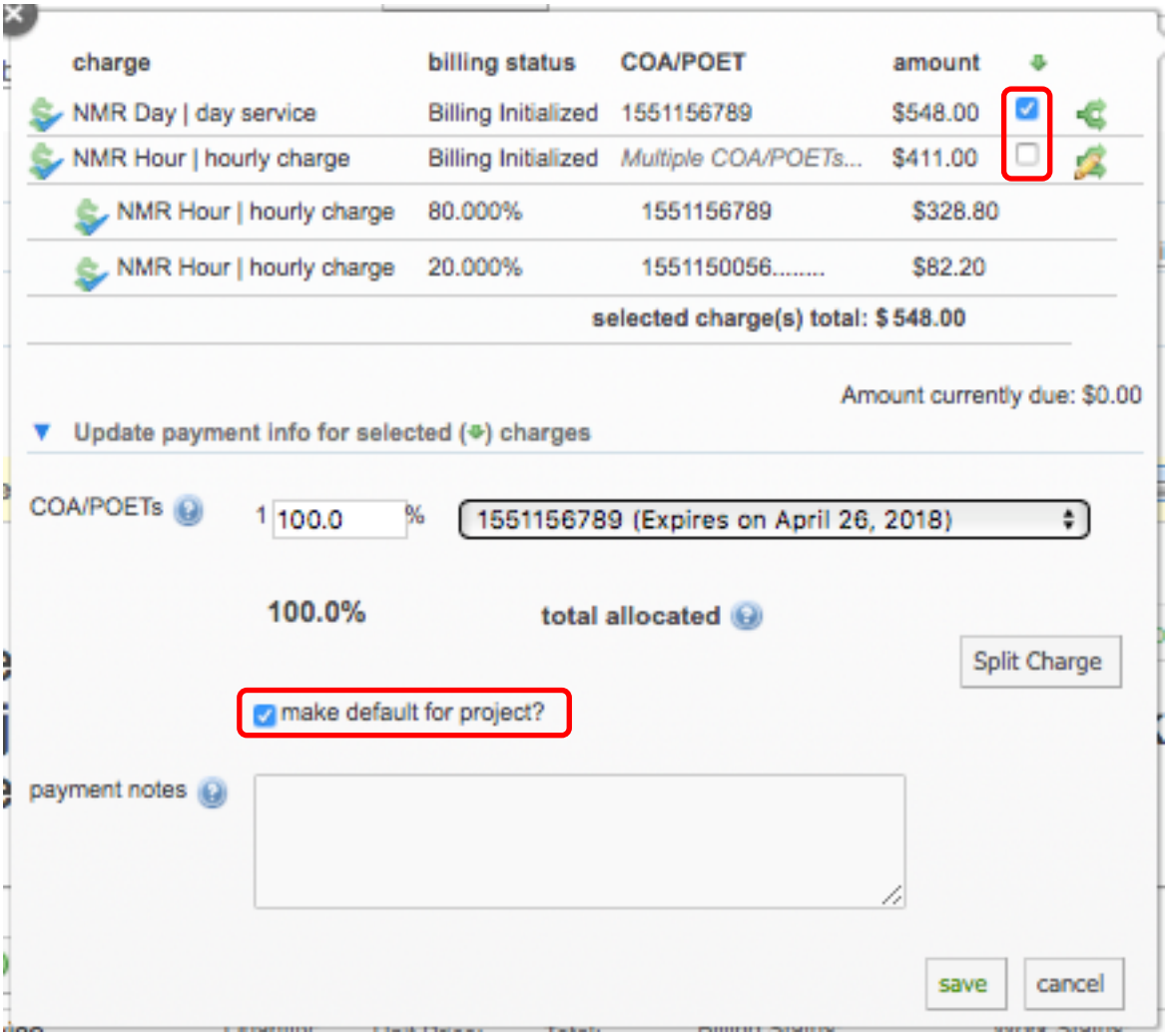
B) Modify your charging information on a Request

If you need to change a charge on an individual request or change your billing permanently into the future, you may do so by modifying an existing Project Name

- Login to your iLab account
- Select the View My Requests tab
- Click on the ▶ to expand the request you want to modify



- Click on "update payment information"

- 

I. Select the service you want to change payment on (you can select only one or all)

II. Under "Update payment info for selected charges", modify your payment

III. **If you select "make default for project" by checking the box, this payment schedule will be applied for all future charges under this Project Name.**

IV. **If you want to apply the changes only to the selected services, UNCHECK this box "make default for project"**

- Save Changes

You have either changed your charges for one or several individual time blocks, **OR** changed them permanently for all future reservations, until you change it again. By doing so, you avoid having to create new Project Names!