

CUMC Radiology has switched to iLab. Radiology Cost Estimate and other requests for Radiology services must be submitted through iLab.

The IRB documents and all other documents must be available on iLab to begin scheduling and scanning of subjects.

iLab Link to core facilities: <https://cumc.corefacilities.org/account/login>

For cost estimate requests, go to the MRI core lab, Study tab and "Initiate a study". In the forms section, you may upload documents, and click the link to send an email to the Radiology Research listservs, (so that we are aware of your cost estimate request).

To be added to an existing study, the PI would have to add the study team.

To add a new PI, please send a help ticket (? icon) to "create a new lab" for the PI.

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### **Dear Department Administrators and Research Coordinators,**

Beginning **October 1, 2017**, the PET and MRI Centers at Columbia University are excited to start using an online system to streamline the process of ordering and billing for core service requests. All facility users are invited to use the system, which requires a one-time registration, outlined below. Once you are registered, the system will enable you to place service requests, provide required approvals, and monitor progress.

#### **To register for an account:**

To get started, you must register for an account:

1. Navigate to the core page: <https://cumc.corefacilities.org>
2. In the upper-right-hand corner of the screen click the blue 'register' hyperlink
3. Choose 'register using Columbia credentials'
  - a. If you do not have Columbia credentials, please contact Jennifer Williamson [jlw61@cumc.columbia.edu](mailto:jlw61@cumc.columbia.edu)
4. Once you have entered your credentials, click the 'Log in' button
5. You will be directed to an iLab Registration page where you will need to select your PI/Lab, and verify your contact information
6. Once your registration has been submitted, your PI will receive a notification that you have requested membership to their lab in iLab. They will need to approve your membership and assign any Chart String for your use.

#### **To add a Study Profile:**

You can add study profile as follows:

1. Navigate to the [core page](#) and Login using your UNI
2. Select the *Studies* tab and click on the ‘INITIATE A NEW...’ blue button.
3. Work on the form. You will be requested to update the research team and upload required documents.
4. Click submit to the bottom. The core will review your Study and approve.
5. Once the study has been reviewed, you will be allowed to start requesting time/services off

***To initiate a study and submit a Cost Estimate request, you can submit without entering funding information. To schedule subject scans, the funding information must be provided.***

**To Submit a Visit / Study Request:**

Once your study has been reviewed and approved by the core, they will allow for you to submit visit requests

1. Navigate to the [core page](#) and Login using your UNI
2. Select the *Studies* tab - you will see all your active studies.
3. Locate the blue “Initiate” button on your study to submit a visit request
4. Work throughout the form. You will be asked to provide Subject information as well as Payment information.
5. Once you submit your request the core will review it and schedule time for you. You can monitor the request under “View My Requests” tab of the core.

**Additional help**

For any questions click on the “leave iLab feedback” link in the upper right hand corner [iLab support](#) or email [support@ilabsolutions.com](mailto:support@ilabsolutions.com).

You may also find additional information at: [Core Customer Instructions](#)

Sincerely,

The iLab - CUMC Team