

iLab Billing QuickSheet

JHU Cost Object Access in iLab

Account Type	Who has access to charge cost objects (IO's and CC's) in iLab?	Who approves access to cost objects (IO's and CC's) in iLab?
Sponsored	PI listed in Grant Master Data	Automatically Approved through Financial Integration
	Members of PI lab	Approved by PI or iLab Lab Manager (designated by PI)
	Users outside of the PI Lab must request access to cost object through Funds Request Workflow	The SRM Approver (Purchasing Role) for the cost object in SAP. This individual will receive an email to approve/reject access.
Non-Sponsored	All Users must request access to cost object through Funds Request Workflow	The SRM Approver (Purchasing Role) for the cost object in SAP. This individual will receive an email to approve/reject access.

JHU Research Core Fee Structure

User Type	User Description	Fee Structure
JHU Internal	All entities using internal orders or cost centers for purchases	Direct Costs
External - Academic	Non-profit academic medical institutions project specific activities	Direct Costs
External - FastForward/Startup Partner	Tenants of the Johns Hopkins Bioscience Park and FastForward startups with up to \$2 million in capitalization.*	Direct Costs plus 20%
External – Non-Academic	All for-profit commercial business and institutions including pharmaceutical companies.	Minimum of Direct Costs plus applicable Indirect Cost rate (72%) with a maximum of market rates.

* To verify the capitalization of a FastForward/Startup Partner please contact JH Tech Ventures.

iLab Billing Processes

User Type	Non-iLab Process	iLab Process
JHU Internal Users	KB15N or Non-Payroll Cost Transfer	Automated KB15N Nightly Upload from iLab to SAP
External Users	FV70 - Purchase Order or Check	FV70 using download of charges iLab to external customers*
	Credit Card	Integrated credit card processing to Paywire directly through iLab portal.
Charge Reconciliator	Contact core facility for details	Lookup details in iLab using iLab ID for charges

* The FV70 process will be automated within iLab over the next few months.

Contact ilabadmin@jhmi.edu with questions.