

## Instructions for completing an eRequest to the DHLRI Core Labs

1. The project PI's name and all users to be covered under this funding source should be listed in Additional Info box on the eRequest. Also include the OSU Name.# for each person listed.
2. In the Description box enter the time period to be covered by this request. (e.g. "for 8/23/17", "for FY 2018", or "until 11/1/17". Also indicate if this request is NEW, REPLACING OLD FUND, or ADDITIONAL FUND.
3. Be sure you have indicated the correct DHLRI Core LAB. See list on main page.
4. Enter a dollar amount in all of the Estimated Amount boxes. This should be a realistic estimate of your planned usage over the entire period of the eRequest. Entering too low of an amount may cause your account to be terminated before the end of your requested time period. A summary of actual charges is sent to the PI each month after the charges have been posted to your fund so that you can track your spending and initiate a new eRequest if needed to continue your work.
5. Enter the chart fields from one funding source. We cannot do split funding requests. We will post charges to the fund indicated on the eRequest and reference the PR#. We will only be responsible to correct data entry mistakes made by us. All changes to chart fields, not resulting from data entry mistakes will need to be corrected by each department's fiscal personnel. If you wish to change funding sources, please submit a new eRequest indicating that you are REPLACING OLD FUND.
6. If needed for ID card access to the core, be sure to attach a core lab access registration form for each user if they have not previously submitted one for that core lab.
7. Additionally, enter any relevant comments in the comments field.
8. Access to the core labs will be restricted until a completed eRequest has been approved. Regardless of the approval status of the eRequest, it will be considered incomplete if it is missing any of the following information:
  - PI and users - full names and OSU name.#
  - Time frame of project
  - Reasonable estimated amount total.

Account setup and access to the equipment will be withheld until all information has been submitted.