



Albert Einstein College of Medicine  
OF YESHIVA UNIVERSITY

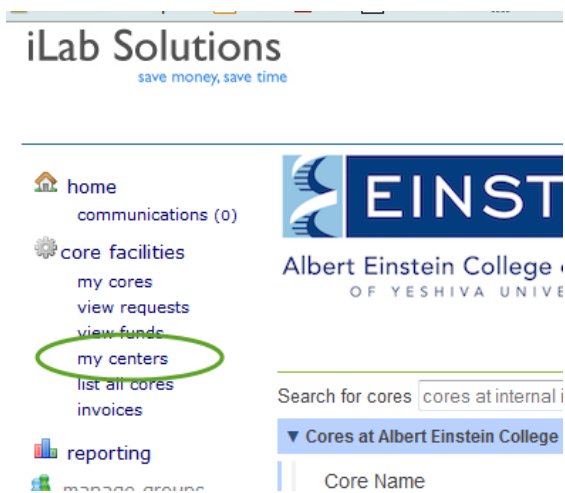
Office of Scientific Resources

## Administration – Centers

You are strongly encouraged to request assistance from internal iLab administration (email [ilabadministrator@einstein.yu.edu](mailto:ilabadministrator@einstein.yu.edu)) when changes are needed for center subsidies (such as subsidy amounts, start or end dates of a subsidy, limits per PI, etc). This document covers adding and maintaining center membership lists in iLab.

### Accessing Your Center & Maintaining Center Members

1. After logging in to iLab, click on My Centers on the left menu bar.



2. Scroll down to the “Research groups associated with this center” section, type in the name of the PI and then click the Add button to add the PI lab to the center. This extends any subsidies provided by the center in a particular core to all members of the PI’s lab.

#### Research groups associated with this center:

Group Name	
Search for a Group: <input type="text" value="Admin (Einstein) Lab"/>	
Group Name	Institution
Admin (Einstein) Lab	Albert Einstein College of Medicine
<input type="button" value="Add"/>	

3. To remove a PI lab from the list, click the red X on the right of your screen in the list of labs.