

Bioengineering Core Project Submission Guidelines

Initially, the user only needs to provide a brief description of the project when initiating a new project request on iLab. After discussing the details of the project with the Core staff, the user will need to provide a clearly defined project scope to be entered in the project description window on iLab. If special components or instruments are required for the project, the user will also need to provide the timeline for their availability. Based on this information, the Core will then provide a cost estimate and delivery schedule according to the scope of the project. Before work can begin, the user will need to agree and approve the cost and delivery schedule on iLab. After that, the user can use the comments section of the project on iLab to request minor changes in the project's scope. The Core will also use the comments section to update the associated price and timeline changes. If the requested change or expansion of the project is deemed major by the Core, the user will need to submit a new project request on iLab so that the position of the project in the queue can be adjusted accordingly, and the user will need to approve the cost and delivery time associated with the new project request.