

## Naming Terminology used on iLab

### Terms for Entities

#### **Institution**

The overall organisation. i.e. Griffith University.

#### **Core Facility**

An entity that offers services or access to resources in the university. In iLab, each Facility (Core, for short) has an online store-front that customers can use to identify the offerings available and directly order products/services.

#### **Lab/Group**

A group of users, supervised/managed by a Principal Investigator (PI) and/or Lab/Group managers. In iLab, Labs/Groups are typically used as the primary way to organize access to Funds and manage financial approvals for purchases at Core Facilities.

#### **Centre**

A group of Labs used to manage subscriptions. If a Lab is added to a subscription centre, then pricing will be set to a special rate for all work covered by the subscription.

### Terms for People and Roles in iLab

#### **Institutional Administrator**

Located in the Office for Research Griffith University has a key contact who can help with new Labs, new accounts and any support issues related to iLab. [ilab@griffith.edu.au](mailto:ilab@griffith.edu.au)

#### **Principal Investigator (PI)**

The leader of a Lab or group within iLab. They have certain rights to manage users in their Lab and control financial access and approvals.

#### **Lab/Group Manager**

A person who manages a Lab or group with rights similar to the PI.

#### **Lab/Group Member**

Any member of a Lab or group that does not have any special administrative rights, for example a researcher or technical officer. This person makes requests and bookings in iLab.

#### **Core Administrator**

Managers of a Core Facility with full rights to manage the work in a facility as well as the forms and calendars available through the facility.

### **Core Member**

Staff at a facility who can manage requests and bookings on behalf of Labs and Lab Members.

## **Terms for Tools and Features**

### **Fund**

A Fund in Griffith terms is a speedtype and class used to source funds when booking services, equipment and staff. In iLab, Funds are allocated to Labs, and from there assigned to individual Lab members by the PI or Lab managers. When a user orders from a facility, or makes a reservation, they will choose from the Funds available to them.

### **Service request**

A customer request for a Core Facility to perform various services.

### **Charge**

An individual *line item* that corresponds to a specific product/service provided by a core.

### **Resource / Equipment**

Something that a Core customer can make a (time-based) reservation against. Often represents a piece of equipment but can also refer to other resources such as specific facility or time with specialists.

### **Schedule / Calendar**

A collection of the bookings for a specific Resource / Equipment.

### **Reservation / Event / Booking**

A claim on a specific time slot on a Schedule / Calendar.

### **Financial Approval**

When services are ordered or resources are reserved, typically a financial approval step is required before the transaction can be completed. The PI designated as a financial contact will need to provide an explicit approval, unless the amount is below a configurable Approval Threshold (in which case the approval is performed automatically).