Dear Department Administrators, Center Administrators and Grant Managers:

On Monday, October 8, the Biomedical Research Store joined many of the Biomedical Research Core Facilities in MiCores, an online system from Agilent Technologies designed to streamline the process of ordering and billing for core purchases.

The Store will be using the system for billing purposes only.

What does this mean for the customer/user?

- All users will need to be registered in MiCores and affiliated with a PI/lab in order to purchase products from the Biomedical Research Store.
- Most current users of the Store were preloaded into the system. These users will already be affiliated with your PI's labs and respective shortcodes that have been approved for their usage.
- New users will have to be granted access to shortcodes by the Lab Manager or PI to make purchases at the store.

What is managed at the lab level?

- PIs have the ability to grant and remove access of shortcodes in the system to members of the lab based on the project they are working on
  - Or designate a Lab Manager and/or a Grants/Financial Manager who can act on behalf of the PI.
- There are nightly files uploaded from Mpathways of all active shortcodes.
- The Sponsored shortcodes will appear in the PI’s lab.
- The non-sponsored shortcodes will be available to be added as the lab needs for transacting with the Store.

What does this mean to you?

- You can work with the PIs and Lab Managers in our Department or Centers to manage appropriate use of shortcodes
- Reports on Core usage are available to better manage spending.
- As department fund owners or managers, you may be required to approve access to department funds for principal investigators (on the lab level). If you have a request for approvals, you will receive an email from Agilent Technologies with a link to approve the request.
- You may have received email requests (ongoing) from researchers in your lab who have affiliated themselves with you as PI in the MiCores system, in order for you to approve lab members and manage financial requests. The email from Agilent Technology will have specific instructions on how to approve the request and manage/approve funds for your researchers.

The system is available at umich.corefacilities.org.

Note: If you need further instructions on this process, see the MiCores Lab Management Wiki.

Additional help
If you have any questions, please contact Health Information Technology Services (HITS) online or by phone at 734-936-8000. More detailed instructions are available in the MiCores Help Wiki

Thank you for your help and efforts as we work through this transition.

Best,

The BRCF U-M MiCores Team

Biomedical Research Core Facilities
University of Michigan Medical School