Duke Human Vaccine Institute
RBL: Biocontainment

Making a Reservation

We are using the CoreResearch@Duke Core management system (coreresearch.duke.edu) that has been developed for all Core labs at Duke. Please follow the steps below to reserve **Hourly Use** of Containment Suites in the Duke RBL:

1. If not done previously, please **have your PI or PI Delegate log into the system to link you as a user of their fund codes**. Contact your departmental business manager for help with this process.
2. **Log in** to the system using your NetID. (***You may not be able to login into the system if step 1 has not been done.)
3. Select the '**Reservation Calendar'** Tramstop from the 'Resource Reservation' Tramline (Purple).
4. From the dropdown menu select the DHVI RBL: Biocontainment Core. Under "Group" select **Hourly Use of Duke RBL Suites**.
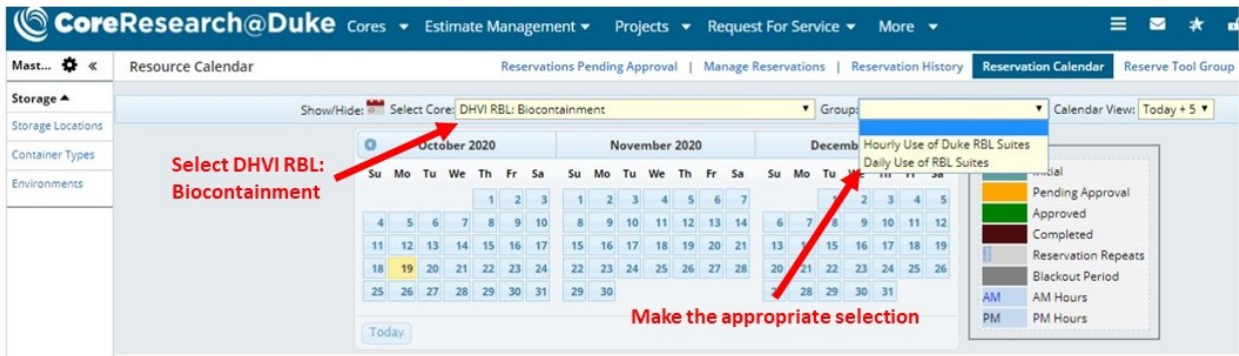
5. When the calendar appears, select the containment suite you would like to reserve and select an open time slot. Suites available 24/7/365. Users can book 30 days in advance. The calendar shows 4 hour blocks by default but can be modified to suit your needs to be physically in the suite.

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6. A new window will open in which you will enter more details about your reservation, including the Duke fund code to be charged.
    a. The "Project ID" is not the same as the fund code. Click on the magnifying glass next to the data field. In the new window, type your 7-digit Duke fund code into the search box (no dashes) and click "**OK**". Select your fund code and click "**Select & Continue**". If your fund code does not appear in this list, ensure your PI has authorized/linked you to the code in Core Research (see #1 above).
    b. In the notes section please identify the agent you will be using.

7. After all the information is entered, click "**Save**".

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8. The system will check for any errors. If all information is accepted, additional options will appear on the top bar. You **MUST** click "**Submit For Approval**" to finish the reservation. (If this step is skipped, the initial booking will be deleted by the program after 5 minutes and you will not have a reservation in the system.)
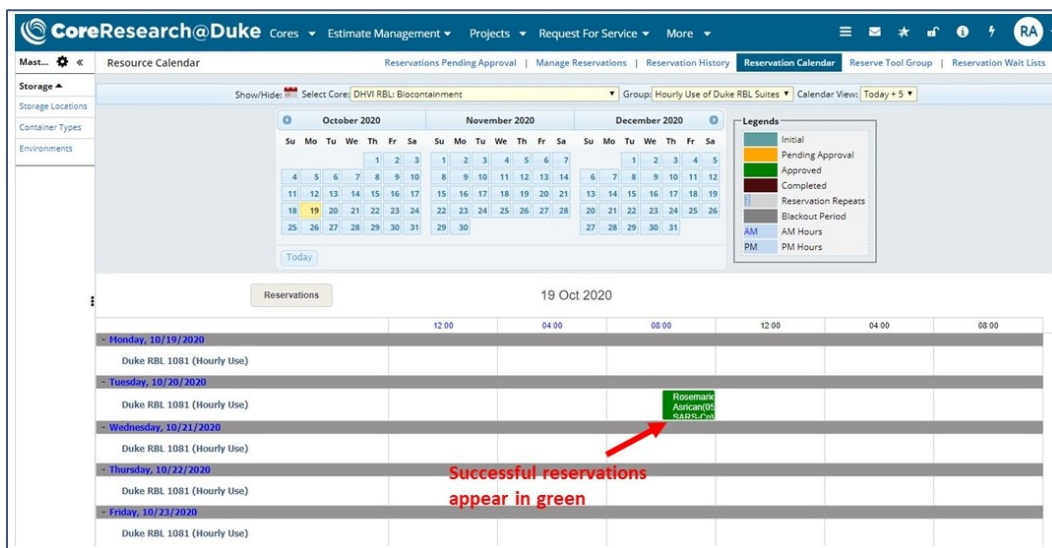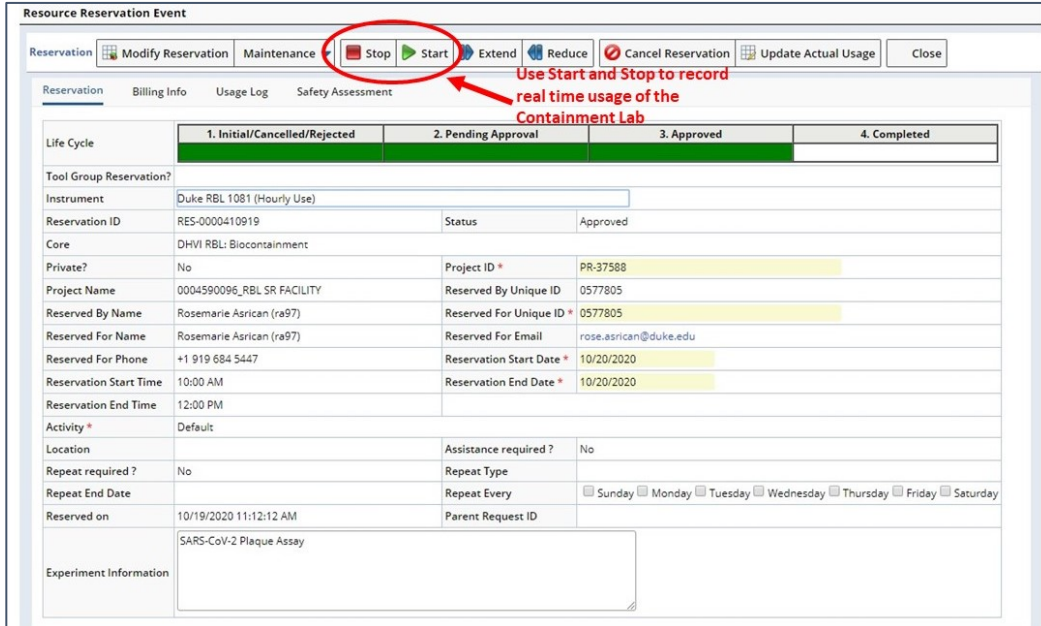

9. You will receive an email notification with your approved reservation details and a .ics file to place on your calendar. Your reservation will be visible in green on the calendar. You can double click it to edit/cancel. You will be required to START and STOP the reservation to recordr actual use/occupancy times (see below).

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10. To ensure accurate billing, use the CoreResearch@Duke Reservation Calendar to record your **ACTUAL** room usage in real time. Log in, open your reservation by double clicking it. Press "**Start**" when you enter the room and "**End**" when you are departing.

Edit a Reservation in Core Research@Duke

You can freely edit a reservation up to the starting time. Follow these steps if your actual usage differs from your original reservation period.

1.   From the Reservation Calendar, double click your reservation.
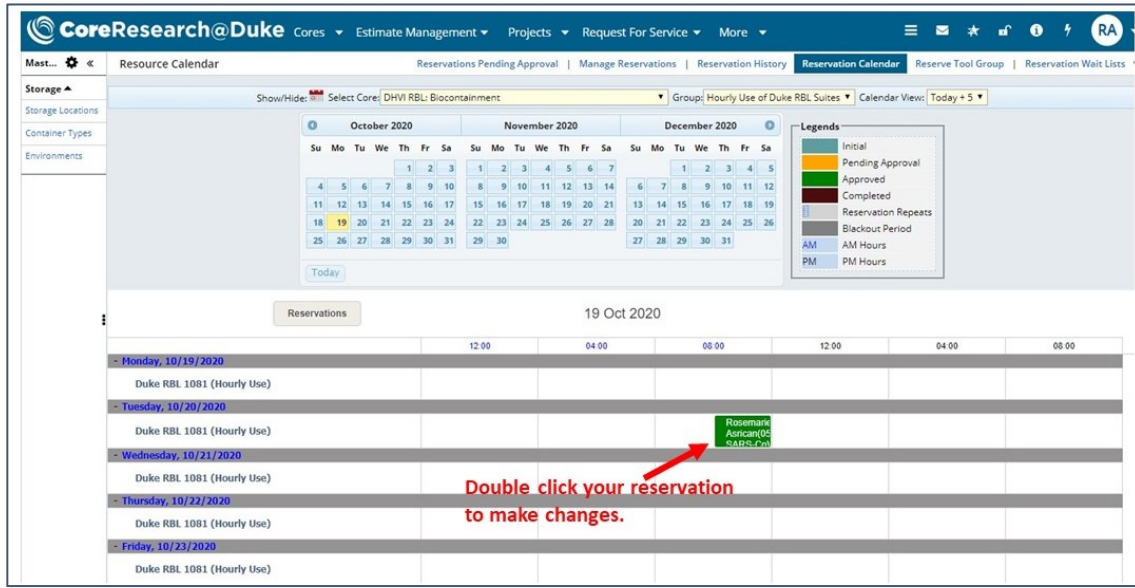
2.   Press "**Edit**" to make changes to your reservation.
3.   You may cancel the time at any time before the start of the reservation period.
4.   "**Modify Reservation**" is used to change either the reservation start or end time prior to the original start time of the reservation
5.   If the reservation has already begun, "**Extend**" or "**Reduce**" is used to change the end time.

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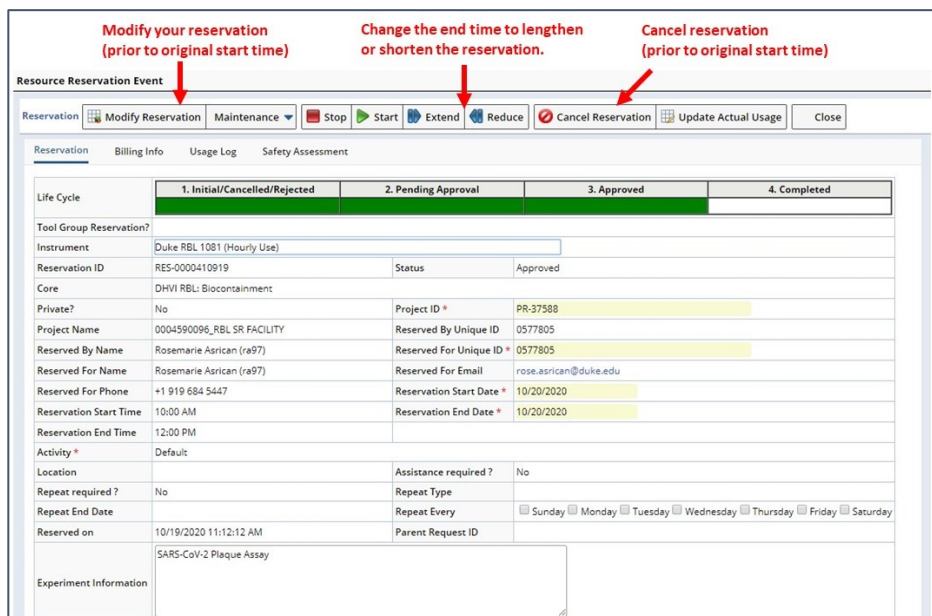*919.681.5480 Office | 919.684.5447 Lab*
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