

## Sample Submission – Creating a Service Request

- All sample submissions to the BIA Core Facility will require a Service Request on CoreResearch@Duke.
- Review the BIA Core Facility's Sample Requirements page and download the BIA Core Facility Sample Submission Form which will be attached to the submitted Service Request (https://shared-resources.dhvi.duke.edu/core-facilities/bia-core/bia-core/sample-requirements).
- Login to the CoreResearch@Duke system using your NetID. You may not be able to access the system and you will not be able to submit a service request if you are not linked to the appropriate PI and fund code. Information on completing these steps is located on the CR@Duke Informational Page in the training guide titled "How to Add a Facility User and Link to a Project" (<a href="https://medschool.duke.edu/research/shared-resources/coreresearchduke-informational-site">https://medschool.duke.edu/research/shared-resources/coreresearchduke-informational-site</a>).
  - 1. On the main page locate and select the **Manage Service Requests** tram stop from the **Request for Service** tram line.



2. On the next screen select Add New Request.



 Complete the Service Request Details including the Title, Core (Select D-0029, DHVI: BIA Core from the Select Core Window, and the desired Project ID (Fund Code) and once complete select Save.





- 4. Under the **Service Description** tab at the top, use the text box to provide a brief (2-3 sentence) description of the submitted samples and the desired experimental results and select Save.
  - For example, "This request is for SPR kinetic analysis and K<sub>d</sub> measurement of proteins A and B against antibodies X, Y, and Z" or "This request is for a yes/no binding QC of protein A against the following antibodies..."
- 5. At the bottom, the **Services Requested** and **Repeat Services** tabs can be left blank.
- 6. Under the Attachments tab, attach the completed BIA Core Facility Sample Submission Form (see above). Select Add New and Choose File to locate the downloaded and completed submission form. On the right side, select the Shared Resources directory from the drop-down and select Save.

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- 7. Verify that the Service Request information is correct and that the Sample Submission form was properly uploaded, Save the Service Request and select Submit for Review. At this point, the CR@Duke system will notify BIA Core personnel of your submission.
- 8. Email either the BIA Core Facility Manager or the specific Instrument Operator for the project to coordinate sample drop-off.

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