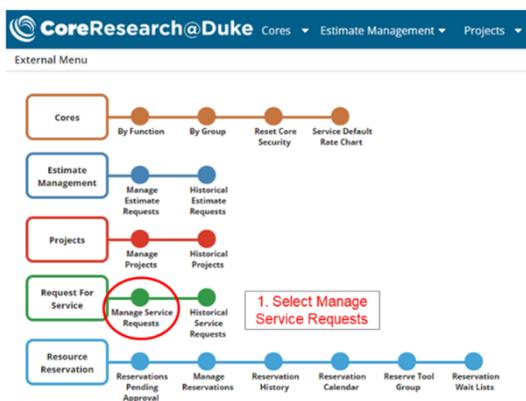
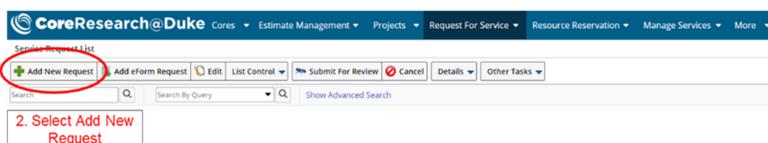


## Sample Submission – Creating a Service Request

- 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" (<https://medschool.duke.edu/research/shared-resources/coreresearchduke-informational-site>).
- On the main page locate and select the **Manage Service Requests** tram stop from the **Request for Service** tram line.



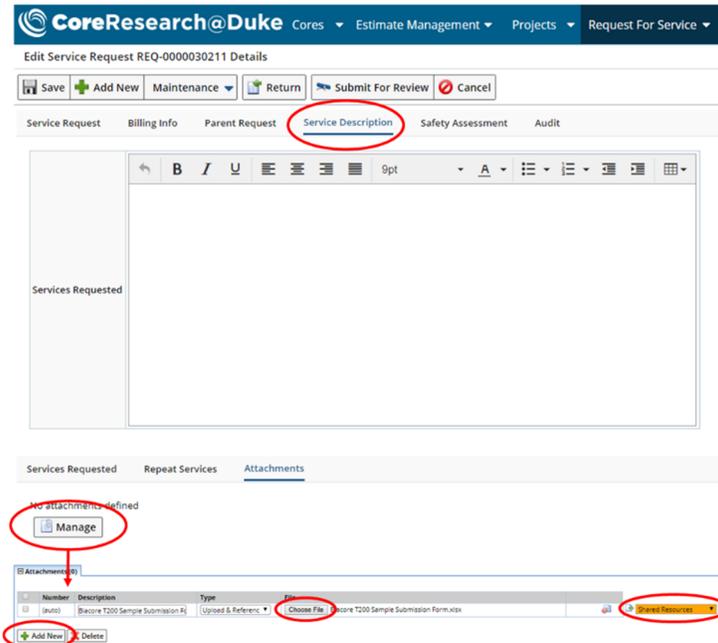
- On the next screen select **Add New Request**.



- 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**.

Core ID	Core Name	PI	Project ID	Project Name
D-0029	Irradiators: Kastan	young078@mc.duke.edu		radiation oncology/Campus Wide
D-0029	DHVI: BIA Core	brian.watts@duke.edu		Duke Human Vaccine Institute
D-0029	DHVI: BIA Core			DNA, RNA, Molecular, and

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  $K_d$  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**.



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.