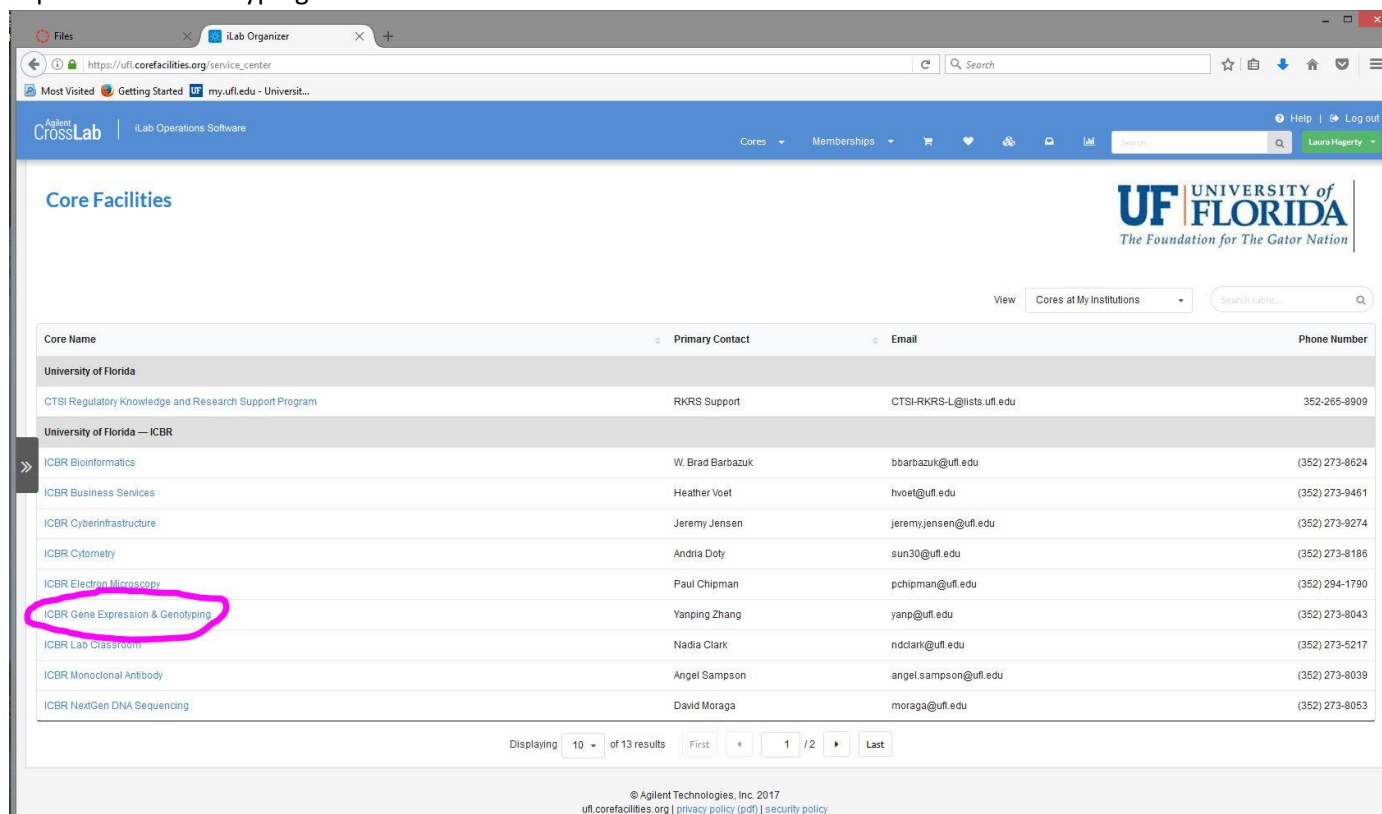


Featured Project: Sample Preparation—RNA/DNA Extraction

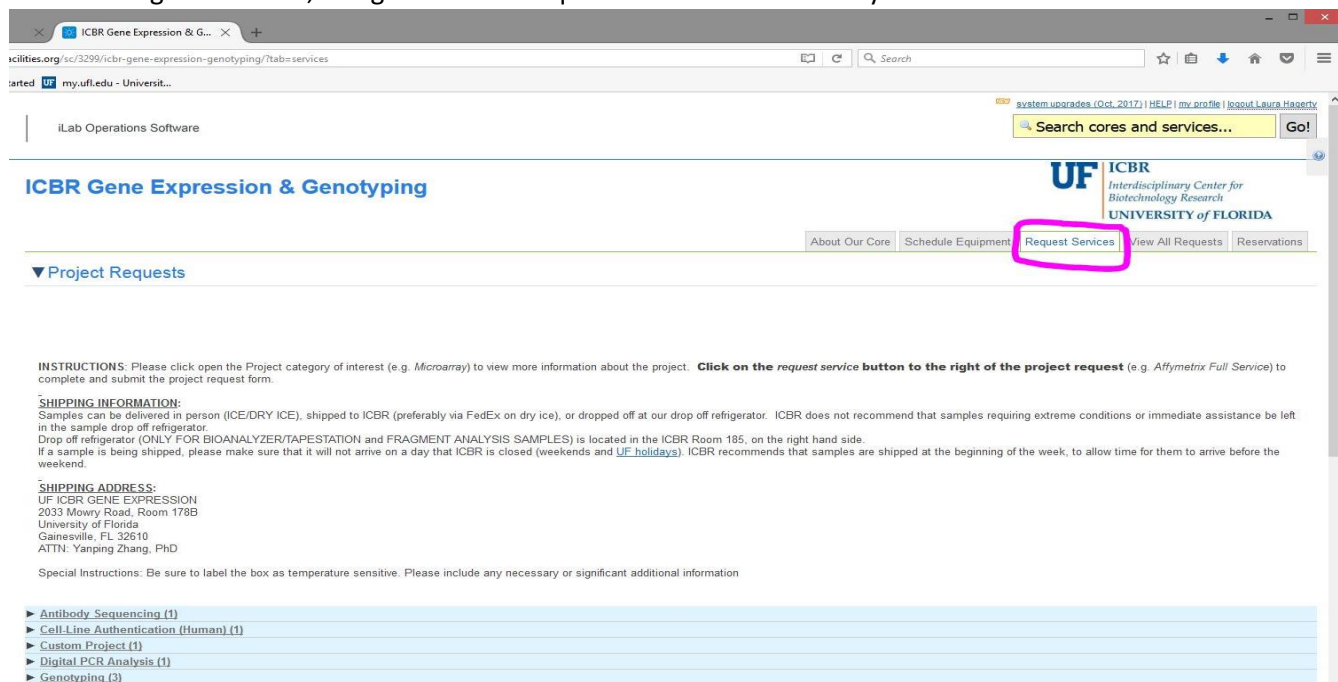
1. After creating an account and logging in, navigate to our core by clicking “list all cores”, then selecting ICBR Gene Expression & Genotyping.



The screenshot shows the 'Core Facilities' page on the iLab/CrossLab system. The table lists the following core facilities:

Core Name	Primary Contact	Email	Phone Number
University of Florida			
CTSI Regulatory Knowledge and Research Support Program	RKRS Support	CTSI-RKRS-L@lists.ufl.edu	352-265-8909
University of Florida — ICBR			
ICBR Bioinformatics	W. Brad Barbazuk	bbarbazuk@ufl.edu	(352) 273-8624
ICBR Business Services	Heather Voet	hvoet@ufl.edu	(352) 273-9461
ICBR Cyberinfrastructure	Jeremy Jensen	jeremy.jensen@ufl.edu	(352) 273-9274
ICBR Cytometry	Andria Doty	sun30@ufl.edu	(352) 273-8186
ICBR Electron Microscopy	Paul Chipman	pchipman@ufl.edu	(352) 294-1790
ICBR Gene Expression & Genotyping	Yanping Zhang	yanp@ufl.edu	(352) 273-8043
ICBR Lab Classrooms	Nadia Clark	ndclark@ufl.edu	(352) 273-5217
ICBR Monoclonal Antibody	Angel Sampson	angel.sampson@ufl.edu	(352) 273-8039
ICBR NextGen DNA Sequencing	David Moraga	moraga@ufl.edu	(352) 273-8053

2. After clicking on the core, navigate to the “Request Services” tab where you will see a list of our services offered.



The screenshot shows the 'Request Services' page for the ICBR Gene Expression & Genotyping core. The 'Request Services' tab is highlighted. The page includes the following information:

- INSTRUCTIONS:** Please click open the Project category of interest (e.g. Microarray) to view more information about the project. Click on the request service button to the right of the project request (e.g. Affymetrix Full Service) to complete and submit the project request form.
- SHIPPING INFORMATION:** Samples can be delivered in person (ICE/DRY ICE), shipped to ICBR (preferably via FedEx on dry ice), or dropped off at our drop off refrigerator. ICBR does not recommend that samples requiring extreme conditions or immediate assistance be left in the sample drop off refrigerator. Drop off refrigerator (ONLY FOR BIOANALYZER/TAPESTATION and FRAGMENT ANALYSIS SAMPLES) is located in the ICBR Room 185, on the right hand side. If a sample is being shipped, please make sure that it will not arrive on a day that ICBR is closed (weekends and UF holidays). ICBR recommends that samples are shipped at the beginning of the week, to allow time for them to arrive before the weekend.
- SHIPPING ADDRESS:**

UF ICBR GENE EXPRESSION
 2033 Mowry Road, Room 178B
 University of Florida
 Gainesville, FL 32610
 ATTN: Yanping Zhang, PhD
- Special Instructions:** Be sure to label the box as temperature sensitive. Please include any necessary or significant additional information
- Available Services:**
 - Antibody Sequencing (1)
 - Cell Line Authentication (Human) (1)
 - Custom Project (1)
 - Digital PCR Analysis (1)
 - Genotyping (3)

3. Scroll to the category of the project you want, and click the triangle to drop down more information. Select “Initiate Request” after reviewing the description and ensuring this is the correct project.

The screenshot shows the ICBR Gene Expression & Genotyping website. The 'Request Services' tab is active. Under the 'RNA DNA QC' category, the 'Agilent 2100 Bioanalyzer/2200 TapeStation Analysis (RNA DNA QC)' service is selected. The 'Initiate request' button is circled in pink. Other services listed include Antibody Sequencing, Cell Line Authentication, Custom Project, Digital PCR Analysis, Genotyping, and Microarray.

4. Type your name into the search bar, your institution/lab should appear as well. Select it and click “Proceed.”

The screenshot shows the 'Fragment Analysis' search form on the ICBR Gene Expression & Genotyping website. The search bar contains the name 'Laura Hagerty'. The 'Proceed' button is circled in pink. The search results show 'Laura Hagerty' as a user associated with the ICBR Gene Expression & Genotyping Core (UF) Lab.

5. Fill out the details of this form, and upload a worksheet with your sample names. Do not worry about the request name ICBR-GE-[CID], this will auto-complete upon submission.

efacilities.org/sc/3299/icbr-gene-expression-genotyping/?tab=services

Started my.ufl.edu - Universit...

ICBR Gene Expression & Genotyping

Interdisciplinary Center for Biotechnology Research
UNIVERSITY of FLORIDA

About Our Core Schedule Equipment Request Services View All Requests Reservations

Sample Preparation

Request Name: ICBR-GE-[CID]
Customer: Laura Hagerty Lab: ICBR Gene Expression & Genotyping Core (UF) Lab
Email: laura.hagerty@ufl.edu Phone: (352) 273-8055

Labels

1) Forms and Request Details (see bottom of list to add items to this request)

View Form: Sample Preparation Form Visible Not Started Save Progress

Please complete the form below and click 'save completed form' to provide the core with details regarding your request. Required fields are marked by a red star.

★ Number of Samples: 8

★ Please select sample preparation type:

- ☒ DNA Extraction
- ☐ RNA Extraction
- ☐ PCR Purification
- ☐ RNA Clean-up
- ☐ Primer Synthesis
- ☐ cDNA Synthesis
- ☐ Primer Service
- ☐ Cloning
- ☐ Other (specify please)

If Other, Specify the Request Service

★ Concentration Measured by: Qubit

Note: Please upload your sample sheet with the specific information requested for each sample: SAMPLE NAME, CONCENTRATION (ng/ul), VOLUME (ul). Please add a column for any additional information you would like us to know.

★ Sample Sheet: [please upload](#)

Use of ICBR services constitutes acceptance and agreement to abide by ICBR Terms and Conditions. [ICBR Terms and Conditions](#)

- Save your form if you have finished it, or save a draft to come back to later. Input your payment information, using the account or credit card that you would like to project billed to. When you are finished, either submit the request to our core, or save a draft if it is not complete.

efacilities.org/sc/3299/icbr-gene-expression-genotyping/?tab=services

Started my.ufl.edu - Universit...

About Our Core Schedule Equipment Request Services View All Requests Reservations

Please save your form! [save completed form](#) [save draft of form](#) [lock and save form](#)

Task	Description	Note	Status	Actions
Schedule Consultation	description: click to edit	note: click to edit	Not Started	add edit delete
Receive Sample(s)	description: click to edit	note: click to edit	Not Started	add edit delete
Capillary Run	description: click to edit	note: click to edit	Not Started	add edit delete
Deliver Raw Data	description: click to edit	note: click to edit	Not Started	add edit delete

You have no issued vouchers to apply.
[add service](#) [add charge](#) [add form](#) [add milestone](#) [change order](#) [add event](#)
Build a quote, or add components to a new or running request using the 'add' links above.

2) Cost

Please provide the customer with a final quote for this request. The quote will be based on the services and charges you have added above and any "buffer" you have added. The "buffer" amount is for services or charges that you have not yet defined but that you expect to arise during the course of the request.

Add value or percent buffer:
as percentage amount: 0 %

Quote (total predicted cost):
\$ 0.00 (automatic total of any services, charges or buffer added to this request)

3) Payment Information

Please enter the UF Chartfield

UF Chartfield [Select UF Chartfield...](#)

enter additional payment information

Skip approval? ☐

[submit request to researcher](#) [save draft request](#) [Cancel](#)

© Agilent Technologies, Inc. 2017
ufl.com/efacilities.org [privacy policy](#) [idpf](#) [security policy](#)

7. You are now finished, and should receive an email from no-reply@ilabsolutions.com with a copy of your form and a GE-ID number which we will use to track your project. Please print the form and bring it with you when you deliver your samples.
8. Drop off your samples and form with GE-ID to ICBR Gene Expression & Genotyping Core, located in CGRC Room 178B. If you are shipping your samples, please be sure to include your name, your institution/lab, and GE-ID. We recommend sending temperature-sensitive samples on dry ice. Please clearly address the package as follows:

UF ICBR GENE EXPRESSION
2033 Mowry Road, Room 178B
University of Florida
Gainesville, FL 32610
ATTN: Yanping Zhang, PhD

If you have any additional questions, please feel free to contact our core at (352)-273-8036, or email us at ICBR-GeneExpression@ad.ufl.edu. Thank you!