

After your account has been created and you have entered payment information, follow these screenshots to request the service.

- Log into you iLab account <https://ufl.corefacilities.org/>
- Select “menu icon” upper left
- Select “Core Facilities” on the left panel
- Select “Electron Microscopy”
- Select “Request Services” tab
- Select “New Projects and Request(4)” to expand the options
- The first selection is "New Services and Consultation Request"
- to the right select “initiate request”
- A form will load, provide the information and “save the completed form”
- At the bottom of the page, select “payment information”
- Lower right bottom corner, “submit to core”

Agilent CrossLab iLab Operations Software

Advance of the Christmas Holidays, Agilent Cross Lab/ iLab Operations Software will be closed during U.S. hours on Monday December 24th and Tuesday December 25th, 2018. We will resume regular U.S. support hours on Wednesday December 26th, 2018. For urgent matters, please add "Urgent" to the ticket/ email subject or press "1", when prompted, to escalate a call on the iLab Support phone and we will prioritize those requests first.

### ICBR Electron Microscopy Core (UF) Lab

Note from Institution:  
University of Florida and ICBR core labs will be officially closed during the UF holiday; Tuesday, December 25, through Tuesday, January 1. No samples or other packages can be accepted during this holiday closure time. Please coordinate with individual core laboratories for delivery of samples or other packages either before or after the UF winter break.

Due to the winter break, ICBR's upcoming billing schedule will be altered as follows:  
12/17/2018 - Last invoices generated in 2018.  
12/18/2018 @ 12 noon - Deadline to submit disputes for 2018 payment.  
01/02/2019 - First invoices dated 2019.

If you have expiring funds, please work with your core laboratory contact to make sure your project is completed and billed before the 12/17 invoices are posted.

Note from Organization:

Membership Requests & PeopleSoft Project Numbers | Members (0) | Budgets | Bulletin board (0) | Group Settings

#### Lab-wide approval settings

Click the pencil icon next to the person below whom you would like to make the financial approver.

Default auto-approval threshold	\$ 5000.0
Cost coverage buffer	\$ 100

save approval settings

#### Lab members and settings

Agilent CrossLab | Lab Operations Software

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**Home**  
 Communications (118)

**Core Facilities**

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**Manage Groups**  
 My Group  
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 People Search

## ICBR Electron Microscopy Core (UF) Lab

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Note from Organization:

Membership Requests & PeopleSoft Project Numbers | Members (19) | Budget

### Lab-wide approval settings

Click the pencil icon next to the person below whom you would like to make the financial approver.

Default auto-approval threshold: \$ 5000.0  
 Cost coverage buffer: \$ 100

save approval settings

### Lab members and settings

Name	Auto Approval Amount	FBP ID	Email	Phone	Start Date	End Date
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## Core Facilities

UF UNIVERSITY OF FLORIDA  
 The Foundation for The Gator Nation

View: Cores at My Institutions | Search table

Core Name	Primary Contact	Email	Phone Number
<b>University of Florida — ICBR</b>			
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) 273-6186
ICBR Electron Microscopy	Paul Chipman	pchipman@ufl.edu	(352) 294-1790
ICBR Gene Expression & Genotyping	Yanqing Zhang	yanp@ufl.edu	(352) 273-6043
ICBR Lab Classroom	Business Services	ICBR-Lab@ad.ufl.edu	(352) 273-6030
ICBR Monoclonal Antibody	Angel Sampson	angel.sampson@ufl.edu	(352) 273-6039
ICBR NextGen DNA Sequencing	David Moraga	moraga@ufl.edu	(352) 273-6053
ICBR Proteomics & Mass Spectrometry	Sixue Chen	schen@ufl.edu	(352) 273-6057
ICBR Sanger Sequencing	Steve Madore	smadore@ufl.edu	352-273-6038
<b>University of Florida — Other Cores</b>			
CTSI Regulatory Knowledge and Research Support Program	RKRS Support	CTSI-RKRS-List@ufl.edu	352-265-8909
<b>University of Florida — SECIM</b>			
SECIM Core 2: Nuclear Magnetic Resonance	Tim Janicki	tjanicki@ufl.edu	352-273-9158

Agilent CrossLab | Lab Operations Software

Search [ ] Go | Karen Kelley | Help | Sign Out

## ICBR Electron Microscopy

UF ICBR Interdisciplinary Center for Biotechnology Research UNIVERSITY OF FLORIDA

About Our Core | Schedule Equipment | **Request Services** | View All Requests | Reservations | People | Reporting | Billing | Administration

▼ Project Requests

Sort manually | Add a Service Project Template

New projects and new customers- Please select "Consultation" then request service button.

▶ New Projects and Requests (4) ←

▶ TEM (6)

▶ SEM (3)

▶ High Pressure Freeze (4)

▼ Service Price List

Sort manually | Add a Service Template

See below for a list of services.

Search available services: [ ] View: by category alphabetically

▶ TEM (6)

▶ SEM (3)

▶ High Pressure Freeze (4)

▶ Instrument Charges (15)

▶ Assistance (1)

▶ Consumables/Reagents (56)

▶ Lab Use (2)

Agilent CrossLab | Lab Operations Software

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## ICBR Electron Microscopy

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**New Service and Consultation Request (New Projects and Requests)** →

This is a good place to start if you're not sure which services you need. Select this service if you have not previously used the ICBR EM Core, you want to initiate a project, request services or have questions about how EM can assist your research. A valid payment method must be selected but there is no fee for initial 1hr consultation.

**Technical Staff Request. (New Projects and Requests)** →

Select this service if you want the EM Core Staff to operate an instrument.

**Instrumentation Training (New Projects and Requests)** →

Hands-on training by technical staff on electron microscopes and ancillary equipment. After customer proves proficiency on instrumentation, calendar access will be granted. Additional charges apply. Hourly Technical Staff rate, instrumentation and consumables rates apply. The Core will build a quote based on your selection and information provided within the request.

**Training: Tissue process and/or ultramicrotomy (per hour fee plus consumables) (New Projects and Requests)** →

Hourly Technical Staff rate, instrumentation and consumables rates apply. The Core will build a quote based on your selection and information provided within the request.

Hands-on training with EM staff, access to ancillary equipment (microwave, knife-maker, ultramicrotome, excludes electron microscopes). A total of four samples maybe processed during the training. Training duration will vary depending on type of training requested, sample type and objective of project. After training, researcher will have access to laboratory and ancillary instrumentation calendars during normal business hours. Choose this service if you want to process and/or section your own samples. This option is intended for projects that will extend over several weeks to months or multiple samples will be processed. A cost-effective option for researchers performing their own work.

▶ TEM (6)

▶ SEM (3)

▶ High Pressure Freeze (4)