

# Accessing and requesting services from the UVA FCCF

\*All steps are accompanied with email communications.\*

Step one requesting access:

**Flow Cytometry Core Facility**

This core requires an additional access request to use the core.

Please feel free to include an additional note:

[Send access request](#)

You will need to request access to the FCCF Your first time visiting the core.

Step two requesting Project Based Biosafety Approval:

**Flow Cytometry Core Facility**

After being granted access, you will need to request the "Project Based Biosafety Approval".

UNIVERSITY OF VIRGINIA  
SCHOOL OF MEDICINE

[About Our Core](#) [Request Services](#) [View My Requests](#) [Contact Us](#)

▼ **Project Request**

1.) Go to the "Request Services" tab.

Project Based Biosafety form must be completed before access will be granted to the equipment scheduling interface.

2.) Request the Project Based Biosafety Approval

▼ Project Based Biosafety Approval (1)

Project Based Biosafety Approval (Project Based Biosafety Approval) [request service](#)

- ▶ Consultation (1)
- ▶ Training Course (1)
- ▶ Luminex Assay (2)
- ▶ FlowJo (1)

▼ **Pricing**

## Step three accessing the calendar interface:

**Flow Cytometry Core Facility**

After your Project Based Biosafety Approval has been completed you will be granted access to the "Schedule Equipment" tab.

UNIVERSITY OF VIRGINIA  
SCHOOL OF MEDICINE

About Our Core | **Schedule Equipment** | Request Services | View My Requests | Contact Us

**Schedule Resources**

▼ Benchtop Analyzer (7)

**FACSCalibur A**  
description pricing [view schedule](#)

Click on view schedule or the equipment name to schedule time

This instrument is a Cyteq modified BD FACSCalibur that now has digital electronics, 4 lasers (488nm, 561nm, 407nm, 637nm) and 12 parameters (FSC, SSC, and 10 fluorescent parameters). This instrument uses FlowJo Collectors Edition Acquisition Software and is equipped with a 96 well plate autoacquisition option. Please click [here](#) for the FACSCalibur A Optical Layout

**FACSCalibur B**  
description pricing [view schedule](#)

## Step four creating a reservation:

**Reservation details** Unsaved reservation - click save

For: CAL\_A - Assisted \$138.60/hr (needs approval) - M  
Lab: Testing Lab (TEST)  
Created on: March 12, 2015 11:42

Please verify the time you selected is correct. **Do Not reserve time on a linked schedule.**

Scheduled: 03/16/2015 | 11:30AM - 03/16/2015 | 2:00PM

Event Notes:  note visible to anyone

**Required forms**

Please click [here](#) to access the users guide.

★ Is your reservation for training?  Yes  No

★ Biosafety Level

[Save Progress](#)

**Reserve time on a linked schedule**

Reserve

**Use and cost of reservation**

If your reservation requires assistance/training please select the appropriate availability.

Mar 16 '15 11:30 - 14:00 Assisted \$138.60/hr (-)

Total: **\$346.5** (2.5 hours)

**Payment information:**

Please enter the po number. You will have the opportunity to review

%  %  %  
total allocated  %  
 split charge

**Invite additional people to this event by email**

Please enter a comma separated list of valid email addresses

[Save Reservation](#) [Cancel Changes](#) [Delete Reservation](#)

comments add a comment

Scheduled time can be manually adjusted here.

All questions are required.

Cost of reservation and total time of reservation.

Payment information will be required. For internal UVA users you will see a drop down with your available PTAOS. If you do not see the fund you would like to use please contact your PI to have it added to your account.

Save/submit reservation to core for approval.