1. Go to https://uva.corefacilities.org and log in.



2. Select the "Request Services" tab.

July 14 - form due by June 30

■ CrossLab iLab Operations Softwar	Sea	Search					
Flow Cytometry Core	Facility						
	About Our Core	Schedule Equipment	Request Services	View All Requests			
▼ Project Request	hour our our	Concutio Equipment	request services	Now Yar Requests			

3. Select "Luminex Assay" and then select initate request for the Luminex Assay you would like to order (Cell Signaling, Human or Mouse

		About Our Core	Schedule Equipment	Request Services	View All Requests	Reservations	People	Reporting	Billing	Administration
	Project Based Biosafety Approval (1)									
	Consultation (2)									
	Training Course (2)									
>	▼ Luminex Assay (3)									
/	Cell Signaling (Luminex Assay)							1	🔷 initiat	e request 🥔
	May 28 - form due by May 14									
	July 21 - form due by July 7									
	Human Luminex Assay (Luminex Assay)							1	🔷 initiat	e request 🥔
	May 12 - form due by Apr 30									
	June 4 - form due by May 21									
	July 7 - form due by June 23									
	Mouse Luminex Assay (Luminex Assay)							1	🔹 initiat	e request 🥔
	May 19 - form due by May 5									
	June 11 - form due by May 28									

4. Enter your name and lab. Then select "Proceed".

Flow Cytometry Core Facility							Снос	UNIVERSITY VIRGINIA OL OF MEDICINE	
	About Our Core	Schedule Equipment	Request Services	View All Requests	Reservations	People	Reporting	Billing	Administration
Mouse Luminex Assay person search within: O current customers O All With Access									
Michael Solga Flow Cytometry Core Facility (UVA) Lab (+2) mds4z@virginia.edu 434-243-2711 Fund √ ▼ Iab Flow Cytometry Core Facility (UVA) Lab Fund √ ▼ Proceed									
X Cancel					X Cancel				

5. Select the panel you are interested in, enter the biohazard, the number of samples and what media the samples are in.

IL-13 IL-15				
<u>Mouse Innate Immune Response</u> <u>Panel (\$50.88/sample)</u> MIP-1α MIP-1β IP-10 IL-12p70 IL-6 MIG G-CSF	● Yes ○ No			
Please Specify:	 Virally infected or virally tr Other Biohazard None 	ansfected		
 Please enter number of samples and add selected services: 	0 Mouse Innate Imm	une Response Panel		
 Please select: 	 Serum/Plasma (60ul requ Cell Lysate (60ul required Culture Supernatant (60u Body Fluid (120ul required) 	ired)) I required) d)		

6. Scroll down and select "save completed form"

	<mark>↓</mark>		
Please save your for	rm! 🔿 🥝 save completed form	ave draft of form	
Sample Received	description: click to	edit note: click to edit	Not Started 🔹 🖉 🖉 🛣 🗶
📥 Assay	description: click to edit	note: click to edit	Not Started 🔹 🛇 Started
📥 Analysis	description: click to edit	note: click to edit	Not Started 🔹 🖉 🖉 🗶
📥 Report	description: click to edit	note: click to edit	Not Started 🔹 🖉 🥔 🛃 🗙
		add service ac	dd charge add form add milestone sort manually add event
		Build a quote, or add componer	nts to a new or running request using the 'add' links above.

7. Select the PTAO you would like billed and click on "submit request to researcher".

Payment Information		
Please enter the PTAEO PTAEO PTAEO Select PTAEO	T	
100.0% Total Allocated 🥑	+ Split Charge	
enter additional payment information		
		✓ submit request to researcher Save draft request X Cancel

- 8. The Flow Core will then accept your request, your Luminex will be run on the next listed date. You will be sent an email reminder the day before to bring your samples to the Core.
- We will notify you by email when the data analysis has been completed. It will be saved in your PI's folder on the Flow Core server. Directions for accessing the server can be found on our website. <u>https://med.virginia.edu/flow-cytometry-facility/access-scheduling-policies/</u>