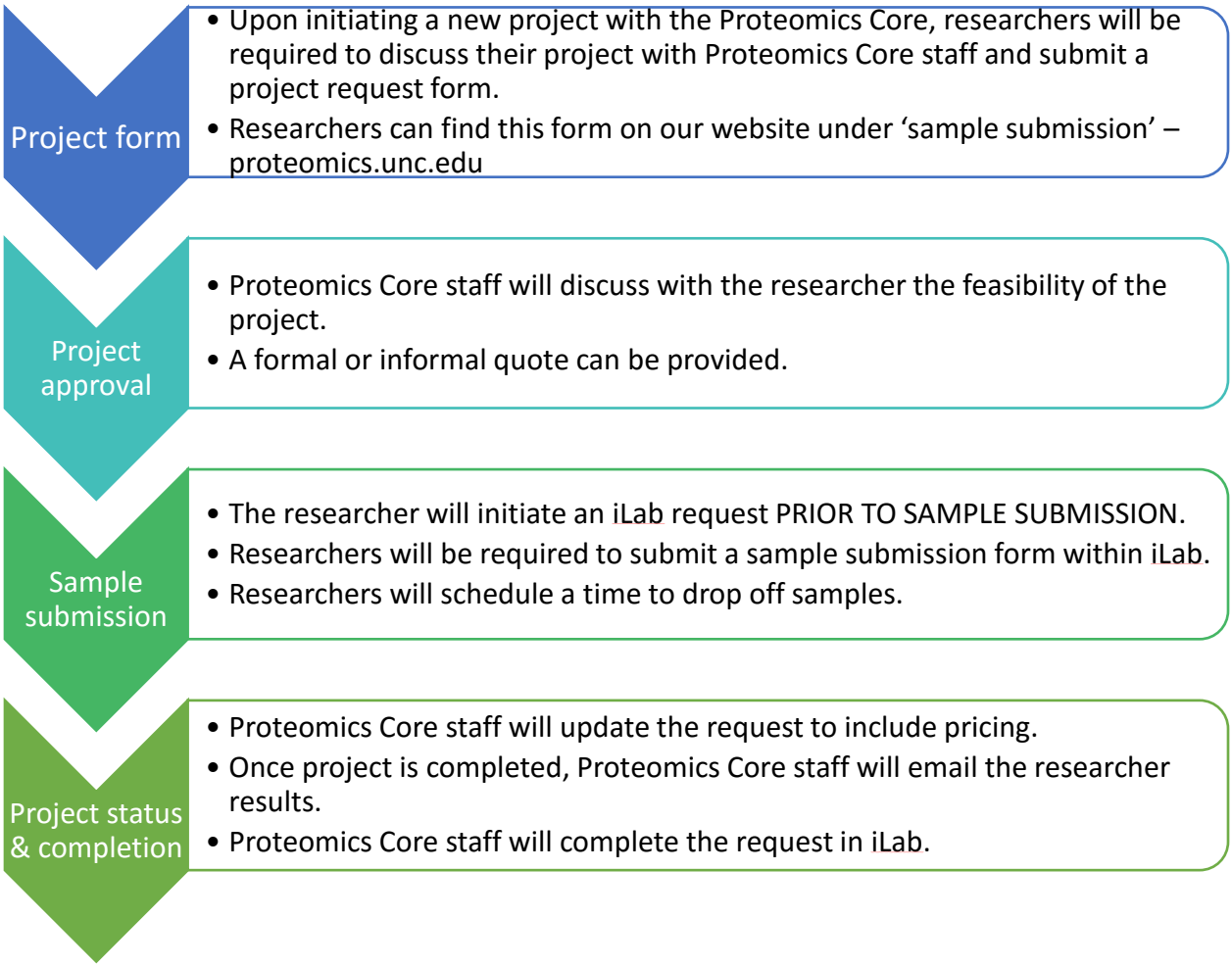
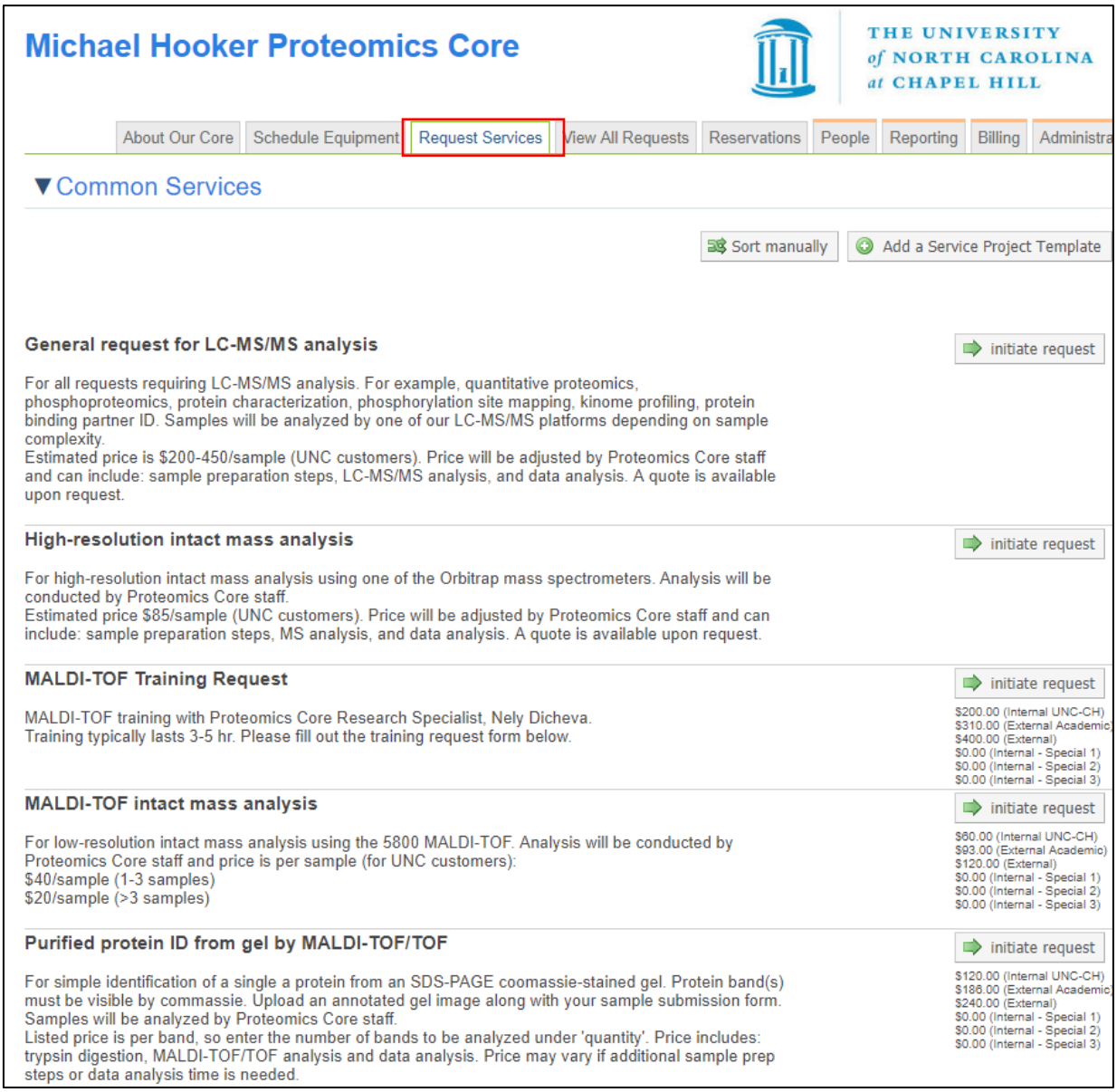
The UNC Michael Hooker Proteomics Core is transitioning to iLab, an online system intended to streamline the process of ordering, tracking and billing for core facility requests. It will replace Infoporte. If you haven't done so already, please create an account by following this link: https://uncch.ilab.agilent.com/
Researchers will be required to submit an iLab request PRIOR TO sample submission. Below is the new process we will use for all samples that are analyzed by Proteomics Core staff (not for MALDI-TOF self-use).




**LC-MS/MS / HIGH-RESOLUTION INTACT MASS USERS AND MALDI-TOF USERS – ANALYSIS BY THE PROTEOMICS CORE STAFF**

1. Please contact Laura Herring to discuss your project.
2. Download the PDF fillable Project Request Form from the Sample Submission page on our website. Fill it out and email it back to the Proteomics Core staff.
3. Once the project has been discussed and approved by Proteomics Core staff, the researcher will submit an iLab Request, here: https://uncch.ilab.agilent.com/sc/4425/michael-hooker-proteomics-core/?tab=about

4. Go to the 'Request Services' tab, click on 'initiate request' beside the appropriate service. For descriptions of each service, please go to the Services & Rates page on our website here.




5. Fill out the billing information and sample submission form in iLab.
   ****INTERNAL UNC USERS: IF YOU DO NOT SEE THE APPROPRIATE CHARTFIELD STRING, PLEASE EMAIL coresupport@med.unc.edu. (THIS TYPICALLY HAPPENS IF YOUR PI IS NOT THE MAIN PI ON THE GRANT)****

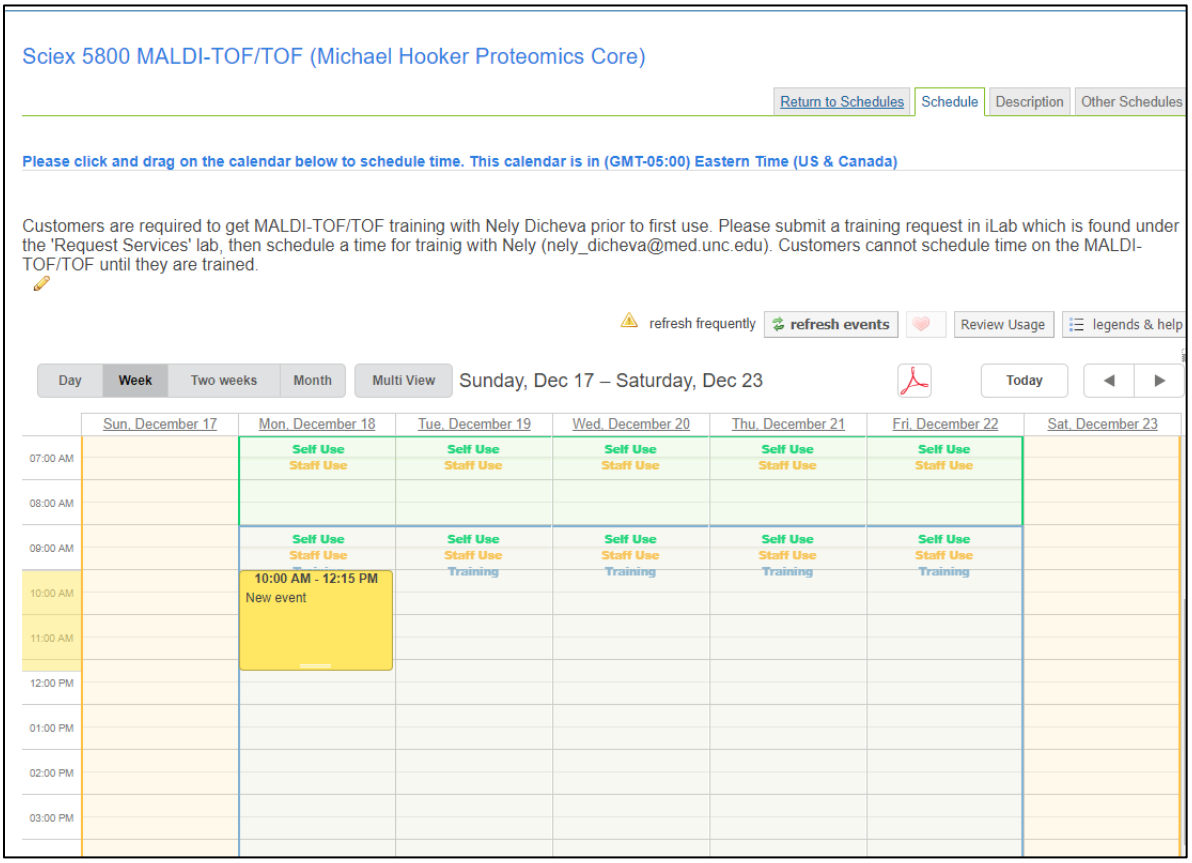
6. Once the researcher submits the request, the iLab status will be "Waiting for core to agree".

7. The Proteomics Core staff will enter proposed work and cost in iLab and agrees to the request; iLab request will become “Waiting for researcher to agree”.
8. Researcher approves request; iLab status will become “Waiting for core to begin”.
9. The Proteomics Core staff will update the iLab request as milestones are completed.
10. The Proteomics staff will send results to the researcher; iLab request status is marked as “Completed”.

## MALDI-TOF SELF-SERVICE USERS

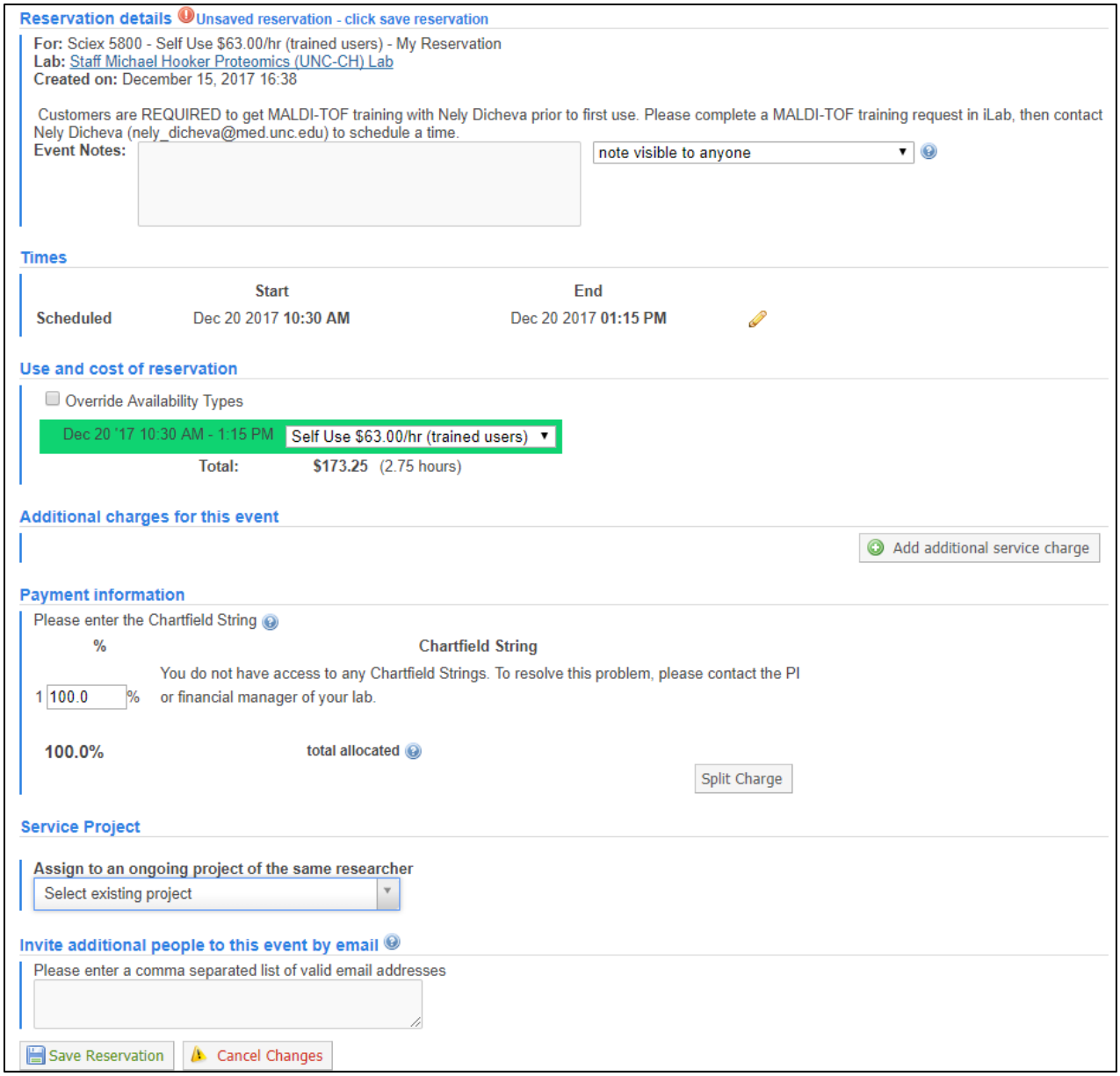
Please note: MALDI-TOF **SELF-SERVICE** USERS ARE NOT REQUIRED TO SUBMIT A PROJECT REQUEST FORM PRIOR TO iLAB REQUEST.

1. You are required to receive MALDI-TOF training before you can sign up for instrument time. Please contact Nely Dicheva to schedule training.
2. Once you are trained, you will be able to access the MALDI-TOF schedule by clicking on the Sciex 5800 under the ‘Schedule Equipment’ tab. Select the desired instrument time by dragging on the calendar below:




3. Next, enter the payment information as well as any information you’d like the Proteomics Core staff to see (in “Event Notes” at the top).

4. Click ‘Save Reservation:




5. Once the researcher has used the instrument for the scheduled time, the iLab request status will be marked “Completed”.

**Additional help can be found on iLab’s website:**
**http://help.ilab.agilent.com/core-facilities-customers/**