SAMPLE SUBMISSION FORM

Carolinas HealthCare System Mass Spectrometry and Proteomics Core Facility

Location: Cannon Research Center, Room 225, Contact: Kimberly McKinney
Phone: 704-355-5877, Fax: 704-355-8601, Email: kimberly.mckinney.@carolinashealthcare.org

Lab Information:

Investigator:	
Department/Institute:	
Telephone:	
Date:	

Billing Information:

PI Name:	
Billing Address:	
Cost Center or PO#:	

Sample Information:

Type of Sample Gel or Solution (Staining / Buffer)	**Sample#** Band/Spot	**Types of Service** Basic or other	**Protein Source** organism name, tissue or cell type	**Type of Protein** Cytosolic, membrane, secreted, etc	**Fee** *For Admin.*

* Basic Service Fee: $100/gel band for Internal Submission **Estimated Total:**

**** I am interested in collaboration for this project.** **Yes____** **No____**

My signature below indicates that I agree to the terms of the Core Facility Collaboration Policy

_____
Signature

Please describe purification procedure, indicating the use of salts and detergents:

Submission Instructions:

Basic Service: Email or Fax this submission form to Kimberly McKinney
For Collaboration, please contact Dr. Sunil Hwang directly at Sunil.Hwang@carolinashealthcare.org
**** To avoid keratin contamination, do not use a gel scanner.***

Your signature below confirms your agreement to pay for services rendered:

_____
Signature **Date**

For Administrative Use Only:

Sample Serial #		**Date Received:**	
Analyzed by:		**Date Released:**	

Carolinas HealthCare System

Mass Spectrometry and Proteomics Core Facility

Policies Regarding Authorship and Collaboration

The Carolinas HealthCare System Mass Spectrometry and Proteomics Core Facility recognizes and adheres to the guidelines established by the International Committee of Medical Journal Editors (www.icmje.org). These guidelines suggest that if CHS Proteomics Core Facility scientists have conceived or designed experiments and/or performed data analysis and interpretation of the data, those scientists should be coauthors of any publication resulting from the data generated. The facility scientists should be associated with the preparation of the manuscript and should give final approval prior to publication. Some examples of work considered to constitute co-authorship are: characterization of post-translational modifications on proteins, and extensive de novo sequencing of peptides with multiple protein identification by homology searching. These methods are not routine and require extensive amounts of data analysis and interpretation. Other experimental contributions may also warrant co-authorship. Routine protein identification and simple mass spectrometric data acquisition are not considered a part of the authorship standard; however, we do ask that acknowledgement be made within the publication. Please provide the facility with a reprint of (or email detailing the reference to) any publications resulting from data generated in our laboratory.

It is recommended that fees for proteomics experiments be included in the budget for any grant proposal which includes a proteomic or mass spectrometry component. Please see our fee schedule (attached) for more details.

In cases where an extensive contribution to the experiment will be required of the Core Facility, a collaboration agreement may be arranged between the Principal Investigator and the Director of the Proteomics Core Facility. A collaboration agreement includes co-authorship and may be accompanied by reduced service fees. For any questions regarding authorship and collaboration please contact the facility at 704-355-5877.

Sunil Hwang, Ph.D.
Director, CHS Mass Spectrometry and Proteomics Core Facility

** Adapted with permission from the policy of Dr. Tom Neubert at the New York University Cancer Institute.*