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UWPR
Advancing Proteomics

UWPR Overview

For University of Washington employees with UW budget numbers:

You can choose between fee for service or running your samples yourself:

Fee for service:
Different rates apply, but you only need to supply mass spec ready samples

Self-service:
Cheaper rates, but you need to do the work and supply consumables (mainly columns and autosampler vials)

For UW employees with UW budget numbers

Login, click on **Start new collaboration**
Select Affiliation UW
Submit Title/Abstract etc.

Fee for service?

Yes   No

Check Yes:
Mass Spec. analysis by UWPR Personnel?
Yes   No
Fee for service rates will apply!

Check No:
Mass Spec. analysis by UWPR Personnel?
Yes   No

Submit Billing info, including UW budget #

Coordinate with UWPR personnel to submit:
Samples and sample submission form

Sign up for instrument time and run your samples
Contact UWPR personnel for help as needed

Data analysis
- Download RAW files and/or
- Coordinate with UWPR personnel

All other Collaborators (without UW budgets)

Choose your affiliation as non-profit or for profit (commercial) organization. All samples will be processed by UWPR personnel, you can choose to process the data yourself or have a search done at UWPR.
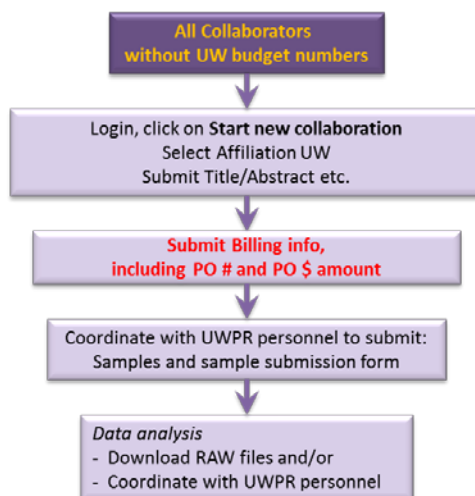
How to Initiate a New Collaboration

Register and log in

New users must register first, then login via the website: http://www.proteomicsresource.washington.edu/index.php

Submit project information

Click on the link "Start new collaboration". Then submit an abstract briefly describing your project. Note the affiliation you choose will determine the rate you will be charged for this project:

- University of Washington: for UW employees with UW budget numbers
- Non-profit: for employees of non-profit organizations
- Commercial: for employees of for-profit companies

UW employees with UW budget numbers can choose between two options, fee-for-service or self-service.
Make sure you check the correct checkbox at the bottom of the form:
Mass Spec. analysis by UWPR personnel? Check **YES** for fee-for-service or **NO** if you wish to run your samples yourself
For all other collaborators UWPR will do the mass spec analysis.

UWPR Supported Project:
UWPR is supporting a limited number of projects for UW researchers, e.g. to get preliminary data for a grant. Once you submit your abstract the project will be reviewed by two randomly assigned reviewers from the UWPR committee. The review process can take several weeks to months so you should plan ahead. If your project gets approved you will be able to sign up for the instrument by sending an email to UWPR staff. Note the limit for supported projects is 50 LC-MS/MS runs or max 4 days of instrument time.

Submit billing information

Next you need to submit billing information. For UW affiliation you will need an active UW budget number all others need a PO number and the amount the PO was issued for.
Only UW employees choosing self-service can sign up for instrument time after submitting billing information.

Sign up for instrument time, review costs

Only UW employees choosing self-service can sign up for timeblocks (min 4hrs), starting at 10am or 2pm and ending at 2pm, 6pm or 10am. As you sign up for instrument time the associated cost is calculated and displayed to the right of the calendar. There is also a link to a summary page with a complete history for this project, all the instrument time/cost and billing status.
If you can't use the time you scheduled, cancel it ***as soon as possible*** but no later than 48hr before the start time.
You will be billed for any time that you did not cancel in time.
For more detailed instructions see below.

Instrument scheduling

How can I schedule instrument time?

Short answer: Login / viewproject / [Schedule Instrument Time]

After you log in, scroll to the bottom of your homepage and find the project you want to schedule time for and click on view. In the view project details window, just below your abstract you should see a link **[Schedule Instrument Time]**.

This will open the calendar view:

1. Select the instrument from the pull down menu the calendar will automatically update and show the current availability for the selected instrument.
2. Then select/change the project.
3. Select the payment method (budget number or PO), if you wish to charge to multiple budgets/PO's click [add a payment method] and add the % to be charged to each payment method. You can enter up to two payment methods.

Then to schedule time click on the day you wish to start using the mass spec, a dialog box will open and allow you to enter start and end dates and times to schedule consecutive time.

Note: there are two start times: 10am and 2pm and three end times: 10am, 2pm and 6pm.

If you wish to schedule a block of time a couple days in a row (not consecutive time) you can use the Repeat Daily checkbox:

As soon as you hit **Add** it will at the time to the calendar and total up the cost on the left side:

How can I cancel instrument time?

To cancel time click on the time block you wish to cancel and hit [delete], a box will appear asking you to confirm, if you hit yes it will delete that block and update the cost on the right side.
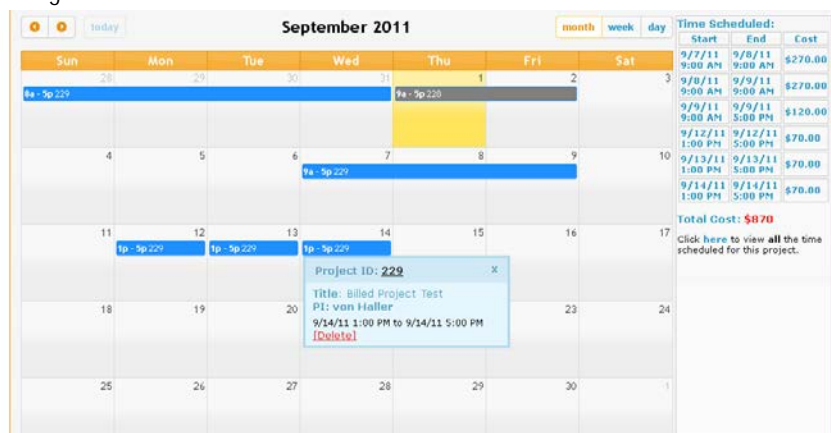
Why can I not cancel the instrument time?

The time block you try to cancel is in the past or it starts in less than 48 hrs. You won't be able to delete any instrument time in the past nor any time block that starts in less than 48hrs. Plan ahead! If you scheduled instrument time and you won't be able to use it delete it as soon as possible but no later than 48 prior to the start time. This will give us a chance to make the instrument available to someone else.
You will be charged for any un-cancelled time.

In case of an emergency you can contact the systems administrators to change the times for you... but be prepared to have a good story!
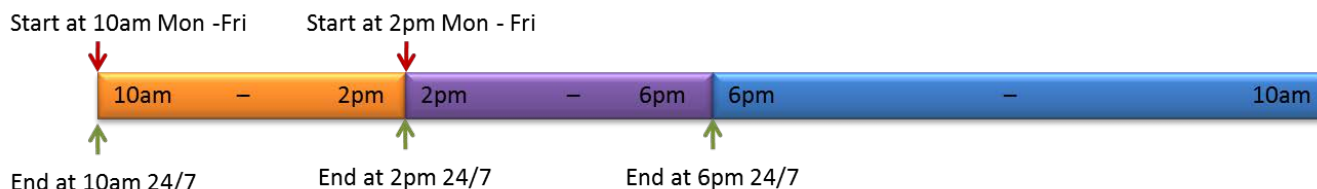
What are time blocks?

The instrument start and end times are limited to ensure efficient usage of the instruments:
There are two start times: 10am and 2pm and three end times: 10am, 2pm and 6pm.
This will limit the time to sign up for instruments to three basic blocks:

- two 4 hr blocks 10am - 2pm and 2pm - 6pm
- one 8 hr block 10am – 6pm
- and 24 hr block

Why time blocks?

To encourage most efficient use of the instrument we decided to allow scheduling in preset time blocks. This will prevent someone from signing up for one hour every day, which renders the instrument useless for other users that would need extended time.

Where can I see all the time scheduled for my project:

There are two ways to get to a complete summary page of scheduled instrument time, cost and billing status:
One is from the "View Project Details" page, click on *[View] instrument time scheduled for the project*:

Or from the "Schedule Instrument Time" page:

Here is an example of the summary page:

Instrument usage guidelines

Training

After the appropriate training you can use the instrument to analyze your samples

In order to use the resources, you will have to undergo the appropriate training and follow all the usage guidelines. The level of instruction is such that following completion of the initial training (usually 2 to 4 hrs) and several periods of supervised use; the researcher may exercise independent, unattended use of an instrument with instructor approval. The training is instrument specific and is provided during the signed up instrument time and has to be coordinated with UWPR staff.

Check out our for LC-MS setup guidelines: LC-MS setup procedure (pdf)

Setup time:

NOTE: There is setup time required for UWPR staff to get the instrument ready for you, typically this should take less than 30mins. So if your scheduled time starts at 10am, you should be able to start using the instrument by 10:30am.

What you should provide:

- Samples (they should be ready to go, digested and cleaned), we have a centrifuge for a final spin down and pipettes and tips to transfer them to the autosampler vials
- Autosampler vials
- Columns/trap: you should provide your own columns and trap columns, if you don't have column packing equipment you can coordinate with UWPR staff to use the packing stations at the UWPR.
- For commonly used materials download our current list from our website: LC-MS commonly used consumables (xls)

What the UWPR provides:

- Mass spectrometers: the instruments are calibrated and maintained by UWPR personnel, do not run any calibrations! Check our website for current instrumentation (http://www.proteomicsresource.washington.edu/resources.php)
- HPLC: the instruments are maintained by UWPR personnel!
- HPLC Buffers (A: 0.1% Formic Acid in Water, Optima LC/MS [Fisher # LS118-4], B: 0.1% Formic Acid in Acetonitrile, Optima LC/MS [Fisher # LS120-4])
- Basic lab equipment and supplies, centrifuges, vortex, fridge and -20 freezer for short term sample storage, pipettes and tips, gloves (unless you need an excess of gloves), Eppendorf tubes etc

When you're done:

- Clean up (don't forget your samples), take all your belongings back to your lab (column/trap, vials, samples etc)
- Copy your data (leave all your data on the pc, we will copy it to our cluster and retain a copy for ~one year)
- Return keycard. Note You'll be given a keycard to access the lab. There is a 20.- dollar charge for lost/stolen keycards. The keycard has to be returned to UWPR staff by the end of your scheduled time.

Data analysis

If you need assistance with data analysis coordinate with Jimmy Eng.

Billing FAQs

When will the invoices be sent out?

The invoices will be sent out the second or third business day of the following month.

How often will we be invoiced?

Once a month.

How will we be invoiced?

Invoices will be emailed to the contact listed in your payment method.

How much time will be invoiced?

The total time you used the instrument, starting at the time you signed up for (10am or 2pm) until you clean up your column/samples and return the key card.
For fee for service work the total time needed for setup (~2hrs) and to run your samples, standards and blanks (always rounding up to the next full hour).

What if I did not use all the time I signed up for?

Contact UWPR staff to adjust the time for you. UWPR staff will adjust the end time based on when you clean up and return the keycard.

What if I use the instrument longer than I signed up for?

If no one else is signed up for the extra time you need, you can use the instrument longer. But you should sign up for the extra time you need as soon as possible or let UWPR staff know so they can adjust the time for you.
As usual be courteous and keep the person in mind that is signed up after you.....just like you they would like to start on time!!
Please note UWPR staff will always adjust the end time based on the time you clean up and return the keycard.