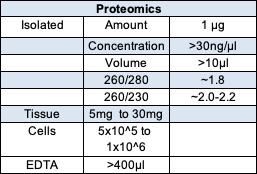
**General Information:**

1. **Sample amount requirements:**

These requirements are provided as general recommendations only, following initial consulting we usually advice on samples amount according to the project design and the investigation needs.



1. **Quality control and test runs:**

Depending on the experimental design and the type of analysis requested, we recommend to start with test samples as part of a pilot study in order to optimize and design experiments that are suitable for your investigation.

1. **Shipment:**

Samples should be sent at a day so that they arrive latest on Friday and not during the weekend. Please provide us with the tracking number as fast as possible. Please notice that the sender is legally responsible for the content of the package and the custom declaration. We advise shipping samples in 24h express, samples should be shipped in dry ice at the location described in point 7.

1. **Timeline:**

The project will only start with a signed Quote and a completely filled sample sheet.

1. **Data:**

Shared via QBiC Portal, the Test Cloud of the University of Tübingen or formated hard disk provided by the user. In case of the latter the user needs to provide checksums (md5 or similar) thus QBiC can check data integrity before registration of data in qPortal. **Without checksums QBiC will not take any responsibility for potential file corruption**. Shipment costs for hard disks will be covered by the user. We can assist you in the process of data analysis and data submission in case of publication, according to terms and condition detailed in the offer. Data storage is warranted for 10 years.

1. **Disposal or return to users:**

Samples can be sent back to the user at their own cost or will be discarded. We usually store proteomics samples for a period of 6 months with the exception of **gel samples** that are discarded two weeks after results were sent

unless requested by the user in the initial planning of the experiments.

1. **Locations:**
   1. Core Facility for Medical Bioanalytics ([CFMB](http://www.eye-tuebingen.de/core-facilities/medical-bioanalytics/))

Institute for Ophthalmic Research, Room 206

Eberhard-Karls University of Tübingen

Phone: +49 (0)7071 29 80736

Elfriede-Aulhorn-Str. 7, 72076 Tübingen

Germany

* 1. Proteome Center Tübingen ([PCT](https://uni-tuebingen.de/fakultaeten/mathematisch-naturwissenschaftliche-fakultaet/fachbereiche/interfakultaere-einrichtungen/interfakultaeres-institut-fuer-zellbiologie-ifiz/proteome-center-tuebingen/home/))

Eberhard-Karls University of Tübingen

Phone: +49 (0) 7071 29 70559

Auf der Morgenstelle 15, 72076 Tübingen

Germany

**Contact Details:**

Institute:

Department/Research Group:

Street, Number:

ZIP code/City:

Country:

**Funding Type: (Fill up the code when it applies)**

DFG:

TRR261:

Graduate colleges “MOMbrane” (RTG2364):      Other:

Name of Head:

Name of Requester:      **Only for UKT/University of Tübingen:**

E-Mail of requester:      Center cost:

Phone:      Fonds:       PSP-Element:

**Purchase Order N°:**

(in case your institution requires it on the invoice)

**Title of the Project:**

**Objective:**

**Type of sample:**

Species/Cell Line/Tissue:

Samples labeled with radioactive isotopes: Yes  No  (radioactively labelled samples are not accepted)

In-Gel: 1D Gel  Gel bands/slices  Precast  Self-made  Please attach/send the gel picture!

Staining:

Number of bands/slices to be analyzed:

Protein amount loaded per lane:

In-Solution: Buffer composition:

Volume:      Protein concentration:

Protein amount:

Others:

**Sample Handling:**

Discard: After 6 months, with the exception of **gel samples** that are discarded two weeks after results were sent.

Pick up: Samples can be picked up by the customer after scheduling the date with the facility.

**Data handling & Data Analysis:**

QBiC Portal: Data will be available for download via the QBiC Portal located here: [qbic.life](https://portal.qbic.uni-tuebingen.de/portal/)

You will receive an account for accessing your data, if you select this option.

Test Cloud: Data will be available for download via the Test Cloud from the University of Tübingen.

You will receive a link and a password for accessing your data, if you select this option.

**Section filled up by the facility:**

Proteomics Platform Project Code (QBiC):

Facility Internal Code:

Project Start Date:

Sample Submission Date:

Signature (by budgetary authority)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sample  N° | Sample  Name | Organism  ID | Technical  Replicate | Experimental  Condition 1 | Experimental  Condition 2 | Experimental  Condition 3 | Species | Tissue | Customer  Comments |
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**Notes:**

Organism ID (biological replicate): patient 1, mouse 1, culture 1, etc

Experimental conditions: treatment, time, etc

Species: Scientific name of organism(s) from which the biological material was derived.

Tissue: Briefly identify the biological material. E.g., muscle or liver (for human) or root or plant leaf (for plants)

Customer comments: In case there are things that should be taken in account when processing the sample