Contents

UWPR Overview

For University of Washington employees with UW budget numbers

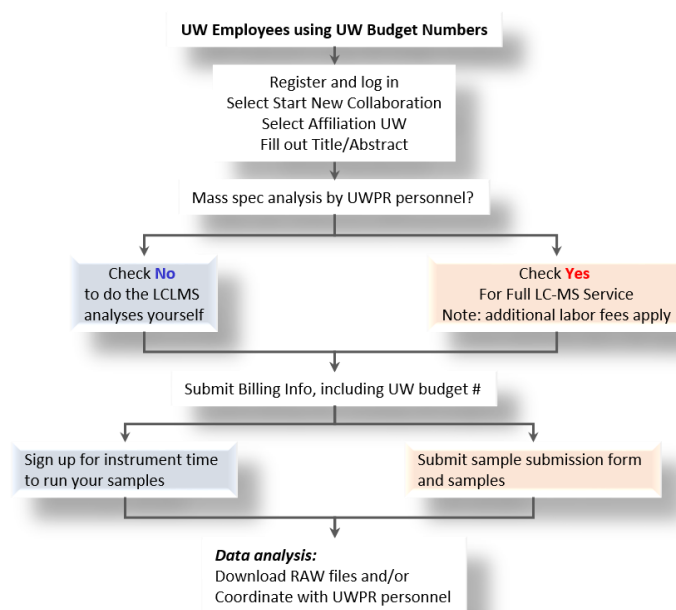You can choose between full LC-MS service or running your samples yourself:

Full LC-MS service:
Higher rates and you need to supply mass spec ready samples

Self-service:
Cheaper rates and you will do the work and supply consumables (mainly columns and autosampler vials)

All other Collaborators (without UW budgets)

UWPR is currently only working with UW researchers that have UW budget number.

How to Initiate a New Collaboration

Register and log in

New users must register first, and then login via the website: https://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, full LC-MS 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 full LC-MS service or **NO** if you wish to run your samples yourself

Submit billing information

Next you need to submit billing information.

To add new billing information (new budget number) log in and click on "View" for your project and then click on the "Add New Payment Method"

You will need to enter an active UW budget number, budget expiration date and contact information.

Only UW employees choosing self-service can sign up for instrument time after submitting billing information. First time users please email us to activate your sign up privileges.

Adding new and changing billing information

To add new billing information (new budget number) you can either click on the "Add New Payment Method" link or click on the "copy" symbol next to the existing payment method. To change an existing payment method click on the "view" symbol, next to the copy then click on the "Edit" link.

Note if you Edit the payment method and select that it is no longer current it will no longer show up in the pull down menu when you sign up for instrument time.

Researcher :	Test User , no_answer
Organization:	University of Washington
Scientific Question:	
Abstract:	This is a project for UWPR to schedule maintenance time.
Progress/Results:	
PaymentMethods:	

Type	Number	Name	Current	Expires	Signup	Instrument	Total Cost	Invoiced	
UW Budget Number	10-0000	UWPR test budget	Yes		$0.00	$0.00	$0.00	$0.00	👁 ⧉
UW Budget Number	11-0000	UWPR test budget - 2	Yes		$0.00	$0.00	$0.00	$0.00	👁 ⧉
UW Budget Number	12-0000	UWPR Operations	Yes	2019-06-30	$0.00	$0.00	$0.00	$0.00	👁 ⧉

[Add New Payment Method] [Schedule Instrument Time]
[Instrument time scheduled for project]

Sign up for instrument time, review costs

Only UW employees choosing **self-service** can sign up for time blocks (min 4hrs), starting at 10am or 2pm and ending at 2pm, 6pm or 10am. Note there is a setup fee, one per total instrument time.

As you sign up for instrument time the associated cost is calculated instrument cost + setup fee and displayed in a pop up window. Review that information and if you are ready to schedule that time hit ok, if not hit cancel.

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. There is also a link to a summary page with a complete cost history for the project, including all the instrument time/cost and billing status.

For **full LC-MS service**, download the sample submission form (xlsx file) and fill in as much information as possible. We will use this form to calculate how much instrument time will be needed to analyze your samples. We will also add experimental details of the work we did and upload the form to your project for future reference.

When you submit the form and your samples, we will schedule instrument time. Note the same time blocks, setup fee and the cancellation time described in the paragraph above apply to as well.

Instrument scheduling FAQ

How can I schedule instrument time?

Short answer: Login / view project / [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/change the project.
2. Select the instrument from the pull down menu the calendar will automatically update and show the current availability for the selected instrument.
3. Select the payment method (budget number), if you wish to charge to multiple budgets click [Add a payment method] and add the % to be charged to each payment method. You can enter up to two payment methods. Note you will not be able to use expired budget numbers.

UWPR
Advancing Proteomics

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.

Once you select the time the system will calculate the cost associated with the time you selected. It will show you the instrument cost and the total cost (which includes the setup fee).
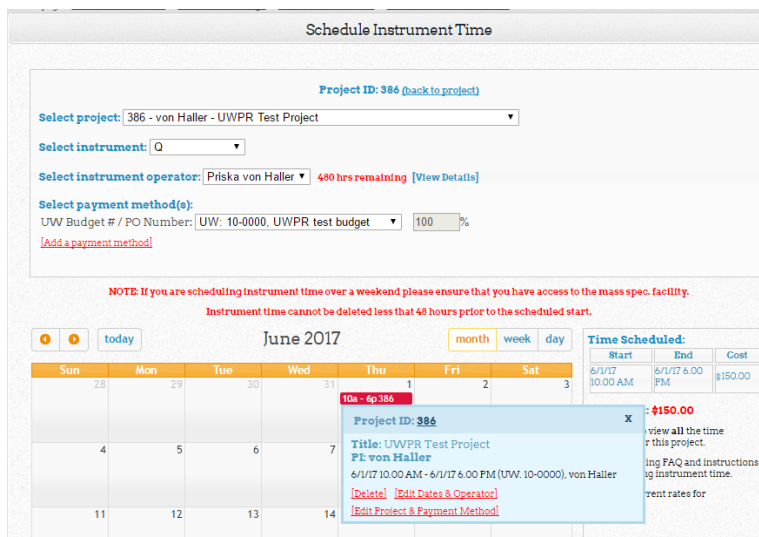

As soon as you hit **OK** it will add the time to the calendar and total up the cost on the left side:

How can I cancel instrument time?

To cancel time click on the time block and select the individual time blocks 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. The setup fee is one for each consecutive time span, so if you cancel the entire time it will cancel as well.

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 someone else a chance to book the instrument.
You will be charged for any un-cancelled instrument 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!

How can I change scheduled instrument time?

To change scheduled instrument time click on the time block and select the individual time blocks you wish to change. Then click on [Edit Dates & Operator] or [Edit Project &Payment Method].
[Edit Dates & Operator] allows you to change scheduled future dates and times.
[Edit Project &Payment Method] allows you to change the project or payment method for time you signed up. Note this option is available until invoices are processed on the first business day of the following month.

UWPR
Advancing Proteomics

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 10am – 10am and 2pm – 2 pm
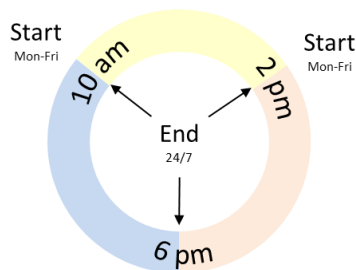
Why time blocks?

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. It also helps us plan to have instrument ready by 10 am or 2 pm and use the rest of our day for other things.

What is the setup fee?

The setup fee is for UWPR personnel to get the instrument ready for use (tune/calibrate, top off buffers, backing up RAW files etc.). One setup fee is apply for each consecutive time span. So if you sign up 10am - 10am (24hr) you will be charged one setup fee, if you sign up three times 10 am - 6pm (3x8=24hrs) you will be charged 3 setup fees.

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:

Note if you hit edit you can change the project and payment method for the instrument time.

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 EASYnLC(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 (https://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 backup 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.

UWPR
Advancing Proteomics

Billing FAQs

When will the invoices be sent out?

The invoices will be processed the first business day of the following month and charged to your budget within a couple of days.

How often will we be invoiced?

Once a month.

How will we be invoiced?

Invoices will be charged to the UW budget number 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).

One setup fee will be charged for every consecutive time span.

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

If you finish early and clean up/return the key card before the next time block starts, unused instrument time will be backed out to the end of the last acquisition (always rounding up to the next full hour), but no more than back to the end of the previous time block:

- e.g. if you are signed up until 10 am, time from the end of your last acquisition (always rounding up to the next full hour) will be backed out, maximum back to 6 pm the day before.
- if you are signed up until 6pm, time will be backed out to max 2 pm that same day
- if you are signed up until 2pm, time will be backed out to max 10 am that same day
- So for example, if you wish to sign up for the whole weekend (e.g. until Mon 10am), so you don't have to cleanup during the weekend, and your last run finishes e.g. Saturday morning, you will be charged until Sunday 6pm.

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

If no one else is signed up following your time, 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. Either way you will be charged for the extra instrument time.
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.