Duke Microarray Core Facility

Instructions for Online Sample Submission Forms

http://osforms.genome.duke.edu/
1. In the left hand margin, click to navigate to the login page.

http://osforms.genome.duke.edu
2. Login with your IGSPnet ID and password. If you do not have an IGSPnet account, click on the link to create an account, and follow the instructions.
3. Click to create a new form.
4. Review the “Help Reminder” page, then click **Continue to new submission**.
5. Fill in the required information.

*Note: Your Billing Contact is the person who manages your fund accounts. We require this information for the purposes of your lab’s invoice reconciliation. If your Billing Contact does not already have an IGSPnet ID, please ask them to create a new account (see step 2). Once your billing contact has an account, their name will appear in a drop down list when you begin to type their name into the billing contact field (see next page).
Choose your billing contact from the drop down list that appears when you begin typing their name into the Billing Contact field.
Select a project, or create a new project. This is the project folder where we will upload your completed data in the Express Data Repository.
Select the submission type. More fields will appear as you make your selection.
7. Fill in the required fields using the drop down menus. Only compatible options will be displayed. If you are not sure what to choose, please contact someone in the Microarray Facility.
9. Please indicate whether you would like us to return your leftover samples, or if we can destroy the leftovers when your submission is complete.

10. Click to start your submission form.
10. If you only have a few samples to submit, you may add them to the form one by one:

10a. Fill in the required information for your first sample, then click Add.
10b. To add your next sample to the submission form, click **Add Item**.
10c. Fill in the required information for your next sample, then click Add.
10d. Repeat step (11b) and (11c) for each subsequent sample.
10e. Review your submission summary to ensure that all of the sample information is correct. If necessary, you may **Edit** or **Remove** a sample from your order.

10f. When you are satisfied that your order is complete and accurate, click **Submit Order**.
10g. Click **OK**.
Your order has been successfully submitted! This page summarizes your sample submission order, and provides instructions on where to bring your samples.

Microarray Request Submission System

Please bring samples to our office:
Duke Institute for Genome Sciences and Policy
101 Science Drive
Room 2212B CERMS
Durham, NC 27708

If no one is in the office, please go to the lab, rooms 22306, 22308, 22310, or room 22718 in the Administrative Service center.

Office hours:
Monday – Thursday 9:00 am – 11:00 pm
5:00 pm – 12:00 am

Charges will be invoiced to:
Laura-Leigh Rowlette
101 Science Drive
Durham, NC 27708

Samples will be returned to:
Kirsten Holzhausken
101 Science Drive
Durham, NC 27710

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11. If you have many samples to submit, you may add them to the form using our batch upload feature:

11a. Click on the link for the batch upload.
11b. Click to download the batch upload template.
11c. Select “open with Microsoft Office Excel”. Click OK.
11d. Enter the required information, or copy and paste the information from your own notes.

****DO NOT CHANGE THE FORMATTING OF THIS TEMPLATE IN ANY WAY, OR THE INFORMATION WILL NOT UPLOAD CORRECTLY.****
11e. Save the worksheet to your desktop as an Excel 97-2003 workbook (*.xls).
11f. Click Browse, then locate the batch upload template file, select the file, and click open.
11g. Click Upload.
11h. Review your submission summary to ensure that all of the sample information is correct. If necessary, you may Add, Edit or Remove a sample from your order.

11i. When you are satisfied that your order is complete and accurate, click Submit Order.
11j. Click OK.
Your order has been successfully submitted! This page summarizes your sample submission order, and provides instructions on where to bring your samples.
If you have any questions or need assistance with creating your online submission form, please contact us in the Microarray Facility at: microarraylab@duke.edu

Thank you! We look forward to working with you!

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