

University of Colorado School of Medicine Proteomics Core User Submission Guidelines

SAMPLE AMOUNTS: For experiments with tissue as the starting material, 3-5 mg dry weight (15-20 mg wet weight) is sufficient, but larger samples are preferred if available. For cell experiments, 1-2 million cells per sample is ideal; 200k is generally sufficient. For biofluids experiments (e.g. plasma, RBCs, urine), at least 50-100 uL is required.

EXPERIMENTAL DESIGN: For pilot experiments, single replicates can be run to assess potential differences. For publication experiments, 3+ biological replicates required.

SAMPLE PREPARATION: Freeze cell pellets in 1.5-2 mL Eppendorf MS-compatible microcentrifuge tubes devoid of all supernatant. Tissue and biofluids – please freeze in pure/untreated form. ALL samples must be free of salts (including non-volatile buffer salts) and non-volatile solvents, for example, DMSO, DMF, and glycerol.

****SAMPLE SUBMISSION PROCESS:**

FOR THOSE SUBMITTING IN PERSON:

1. Contact core personnel to schedule sample drop-off (anthony.saviola@cuanschutz.edu).
2. Complete [submission form](#).
2. Please provide samples frozen in 1.5-1.7 mL labeled microcentrifuge tubes (no screw caps).
3. Samples must be in a standard size paper freezer box labeled with submitter name, PI name, submission date, and project identifier from sample confirmation.
4. Please email electronic sample list (xlsx) to anthony.saviola@cuanschutz.edu.
5. Bring box of samples on dry ice to the Proteomics Core (RC1-S, first floor, room 1303) during previously scheduled time - on Tuesday 12-1:30 pm, Wednesday 12-1:30 pm, or outside of these time windows by appointment only. If you do not have RC1-S access, please call the core (303-724-3339) before leaving your lab so that we can meet you outside.

FOR THOSE SHIPPING SAMPLES:

1. Contact core personnel to coordinate sample shipping.
1. Complete [submission form](#).
2. Please provide samples frozen in 1.5-1.7 mL labeled microcentrifuge tubes (no screw caps).
3. Please package on dry ice and include a hard copy of the sample list that is labeled with submitter name, PI name, and project identifier from sample confirmation.
4. Please email electronic sample list (xlsx) to anthony.saviola@cuanschutz.edu.
5. Please overnight on Monday or Tuesday to the below address. If shipping from outside North America, please ship on Friday or Monday:

SOM Proteomics Core
University of Colorado Anschutz Medical Campus
12801 E 17th Ave, Room 1303
Aurora, CO 80045 USA
phone 1-303-724-3339

ACKNOWLEDGEMENT/AUTHORSHIP: Co-authorship is warranted when core personnel make significant contributions to the research - defined as "the project would not have progressed, or progressed at a substantially slower pace, without the guidance of facility personnel." Such contribution is defined as a "*substantial input on the conception or design of the work; or the acquisition (i.e., development of analytical methods to acquire the data), analysis, or interpretation of data for the work*" – [in compliance with the recommendations by the International Committee of Medical Journal Editors](#)). In such cases, core personnel should have the opportunity to review/edit the appropriate sections of a manuscript before submission.

When conditions of co-authorship are not met, acknowledgement of facility contributions is expected. A sufficient acknowledgement is "The authors wish to thank the University of Colorado School of Medicine Proteomics Core for their contributions to this manuscript." Please inform us when relevant publications/grants sponsored by the core are accepted, as we post citations on our website and in our annual reports. This information is vital to the continued support of the facility.