Instructions for Sample Submission Form

Client Data WorkSheet

- Organization Name: Name of your Institution
- Lab Name: Laboratory Name, if distinct from PI
- Department Name: Name of your Department
- Contact Person: Name of the person that we can contact with any questions related to the data entered in the form.
- Contact Email/Phone: Both e-mail address and phone number of the contact person for any questions related to the data entered in this form.
- Investigator Name: Name of the Principle Investigator for these studies
- Date (mm/dd/yyyy): Date of sample submission. Date format should be ‘mm/dd/yyyy’
- Experiment Name: Provide a unique name for this Experiment
- Project Name: Name of the over-arching Project
- Project Description: Provide a brief description of this project.
- Shortcode: Univ. of Michigan investigator’s shortcode for billing of services. External users may leave this field blank or include their PO number, if known.
- NIH Grant Number: Provide this if services are paid by an NIH award. If not, please indicate financial source.

Samples WorkSheet: Information in yellow fields is required

- Sample ID: Please leave this field blank. It is the core’s internal sample ID.
- Researcher_Sample_ID: Your name of the Sample being submitted.
- Researcher_Subject_ID: Identify the sample source, e.g., identification of the person, animal, cell line, etc. that was assigned to the source of the sample.
- Sample Type: Type of the sample being submitted, e.g., Plasma, Serum, Urine, Tissue, etc.
- GenusOrSpecies: Genus or species type of sample being submitted.
- Volume: Amount of sample being submitted. (Just the number, please do not include the units in this column. Use the ‘Units’ column to enter the unit of measurement of the sample)
- Units: (Pull-down menu) Units for the amount of sample being submitted, e.g., ml, mg, etc. use ul for microliter.
- Sample Type ID; GenusOrSpeciesID; Loc ID: Please leave these lines blank

Experimental Design WorkSheet

- Experimental Description: Please provide a brief description of the experiment and how the samples were collected and stored. This should be at the level of detail expected for a methods section in a peer-reviewed article.
- Researcher_Sample_ID: This will be auto-filled from the previous sheet.
Factors 1-n: Identify the experimental factors distinguishing groups within your study. They may be time, age, gender, race, subject types, treatments, doses, times of sample collection, etc. For population-based studies, please include all relevant subject data so that metabolomics data collection can be randomized across all experimental groups. Mark the experimental factors pertinent to each sample using 1 or x. Basic control samples will have no experimental factors at all.

Assay 1-n: (Pull-down menu) For samples being submitted indicate the assay(s) you want run from the dropdown list. Assays can be modified or adjusted to meet researchers’ needs for any particular study. Please note that assays and prices are subject to change at short notice. Contact the Core Manager (stephecb@umich.edu, 734-232-0842) to address any questions or see the website for assay details.