|  |  |
| --- | --- |
|  | **Request Form \_IMM****Global Mass (MG)****PRESTATION** |
|

|  |  |
| --- | --- |
| **Website IMM:** https://www.imm.cnrs.fr/plateformes/proteomique/**Website MAP:** http://marseille-proteomique.univ-amu.fr/ | **Twitter :** @Map\_Proteomique |

|  |
| --- |
| ***Please, carefully fill this form and send back the form to proteomique@imm.cnrs.fr****If any question, do not hesitate to contact the platform by email or by phone +33 4 91 16 45 25. Thank you.* |

*Reserved for the Proteomics Facility*

|  |
| --- |
| **MALDI-ToF** [ ]  **ESI-Q-ToF** [ ]  **MG N°XXX** |
| ***1) Reception :***XX/ XX/ XXXX | ***3) Injection :***XX/ XX/XXXX | ***5) Access completed  :***XX/XX/ XXXX |
| ***2) Preparation :*** XX/ XX/ XXXX | ***4) Report :*** XX/ XX/XXXX | ***6) Billing sent :***XX/ XX / XXXX |

*To be completed by the applicant*

**Contact details and analysis request**

|  |
| --- |
| **Laboratory with address :** Click here to write |
| **Manager of the project :** First and last name | email : adress@xxx.xx | **🕿** XX XX XX XX XX |
| **Contact person (user) :** Click here to write | email : adress@xxx.xx | **🕿** XX XX XX XX XX |
| **Description of the request according to the scientific question :** Click here to write |

**Information about samples**

|  |
| --- |
| **Genus, Species :** Click here to write |
| **Taxonomy Identifier (txID) :** Click here to write |
| **Sequence(s) to give ?** [ ]  No [ ]  Yes : Click here to write  |
| **Repetition of a previous analysis ?** [ ]  No [ ]  Yes, please indicate the « MG N° » and year of your previous analysis : Click here to write |
| **Temperature sample storage constraints :** [ ]  +4 °C [ ]  -20 °C |
| **Destruction of samples after processed :** [ ]  Yes [ ]  No |
| ***Some basic practical information for sample preparation :**** *Proteins/peptides must be in solution*
* *[protein/peptide] minimum 10 µM*
* *If MW> 50kDa or, if glycosylated protein, [protein/peptide] 50-100 µM*
* *Detergent (SDS, Triton…), glycerol, and salts must be avoided because they prevents ionisation process to correctly undergo and the molecules to be detected in the MS ; it is possible to follow a desalting step, please ask the Proteomic Facility*
 |

***Please inform the Proteomics Facility towards harmful chemical or biological risks linked to the samples***

**Sample list**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sample number** | **Sample name** | **Theoretical Molecular Mass** | **Concentration** | **Buffers pH, salts, detergent, any component in solution even at very low amounts…** | *Injection volume for MS (Reserved for the Proteome Facility)* |
| 1 | Sample | Mass | Concentration | Informations |  |
| 2 | Sample | Mass | Concentration | Informations |  |
| 3 | Sample | Mass | Concentration | Informations |  |
| 4 | Sample | Mass | Concentration | Informations |  |
| 5 | Sample | Mass | Concentration | Informations |  |
| 6 | Sample | Mass | Concentration | Informations |  |
| 7 | Sample | Mass | Concentration | Informations |  |
| 8 | Sample | Mass | Concentration | Informations |  |
| 9 | Sample | Mass | Concentration | Informations |  |
| 10 | Sample | Mass | Concentration | Informations |  |
| 11 | Sample | Mass | Concentration | Informations |  |
| 12 | Sample | Mass | Concentration | Informations |  |
| 13 | Sample | Mass | Concentration | Informations |  |
| 14 | Sample | Mass | Concentration | Informations |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Time, Cost, Sample treatment, Recognition, Property, Storage****1. The user of the Proteomics Facility is awared about the time which is necessary to process the proteomic analysis from the experiments to the bioinformatic analysis and the email report, and agrees with the cost of the analysis according to the in current established prices upon request at MaP-IMM (+33 4 91 16 45 25 or** **proteomique@imm.cnrs.fr****).**

|  |  |  |  |
| --- | --- | --- | --- |
| **Global mass measurement** | **Number of analyses** *(A)**(Reserved for the Proteomic Facility)* | **Fee per analysis (HT)** *(B)* | **Total (HT)** *(AxB)**(Reserved for the Proteomic Facility)* |
| Academic customer | Private customer |
| MALDI-ToF | Reserved for the Proteomic Facility | 120 € | 200 € | Reserved for the Proteomic Facility |
| ESI-Q-ToF | Reserved for the Proteomic Facility | 350 € | 480 € | Reserved for the Proteomic Facility |

**2. Using the data supplied by the Proteomics Facility, Marseille Proteomique, in a publication or a poster, or in an oral presentation, you agree to recognize the Engineers who participated to the work, as follows :** **as *co-authors*** *: « name(s) of the Engineer(s) who performed the experiments, from the Proteomics Facility of the “Institut de Microbiologie de la Méditerranée”, Marseille Proteomique -IBiSA and -Aix Marseille Univ labeled. »* when non classical conditions were tested, in highlighting PTM or chemical modification, in any crucial scientific clue shown by mass spectrometry, in any contribution to write Materials & Methods/Figure/Table...**OR** **mentioned** **in the *acknowledgements*** *: « name(s) of the Engineer(s) who performed the experiments, from the Proteomics Facility of the “Institut de Microbiologie de la Méditerranée”, Marseille Proteomique -IBiSA and -Aix Marseille Univ labeled, are acknowledged for mass spectrometry analyses »* for a simple straightforward mass analysis by MALDI-ToF.**3. Marseille Proteomique and the user are owners of the Raw and Processed data which will be stored two years on a storage server from Marseille Proteomique.** **Date :** XX**/** XX**/** XXXX**User’s Signature :** |

**Appendix 1 : General scientific context**

|  |
| --- |
| *Please, briefly describe here below the global scientific project in which this request is submitted. We inform you that this scientific project may be used by MaP for sustaining financial requests for purchasing new scientific equipment, with various administrative organisms, including the guardianship and the Scientific Committee. You can add some scietntific references. Thank you very much in advance for your support to MaP.*  |

**Title :** click here to write

**User’s Financials :** click here to write

**PI’s name and grants :** click here to write

**Abstract**

|  |
| --- |
| click here to write |

**References**

|  |
| --- |
| click here to write |

|  |
| --- |
| ***Reserved for the Proteomics Facility*** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Activities** | **Date** | **Operator** | **Parameters** | **Analysis conditions** | **Comments** |
|  |  |  |
| **Reception** | **/ /** |  |  |  |  |  |  |
| **Preparation** | **/ /** |  |  |  |  |  |  |
| **Injection** | **/ /** |  | [ ]  MALDI-ToF (Bruker)[ ]  ESI-Q-ToF (Waters) |  |  |  |  |
| **Data analysis** | **/ /** |  |  |  |  |  |  |
| **Report** | **/ /** |  |  |  |  |  |  |
| **Access completed** | **/ /** |  |  |  |  |  |  |
| **Billing sent** | **/ /** |  |  |  |  |  |  |

|  |
| --- |
| ***Legend  :*** *No anomaly* *Anomaly with no impact on results* *Anomaly with impact on results* |

**Sample analyses :** [ ]  Once only (as originally planned) [ ]  Several times due to :