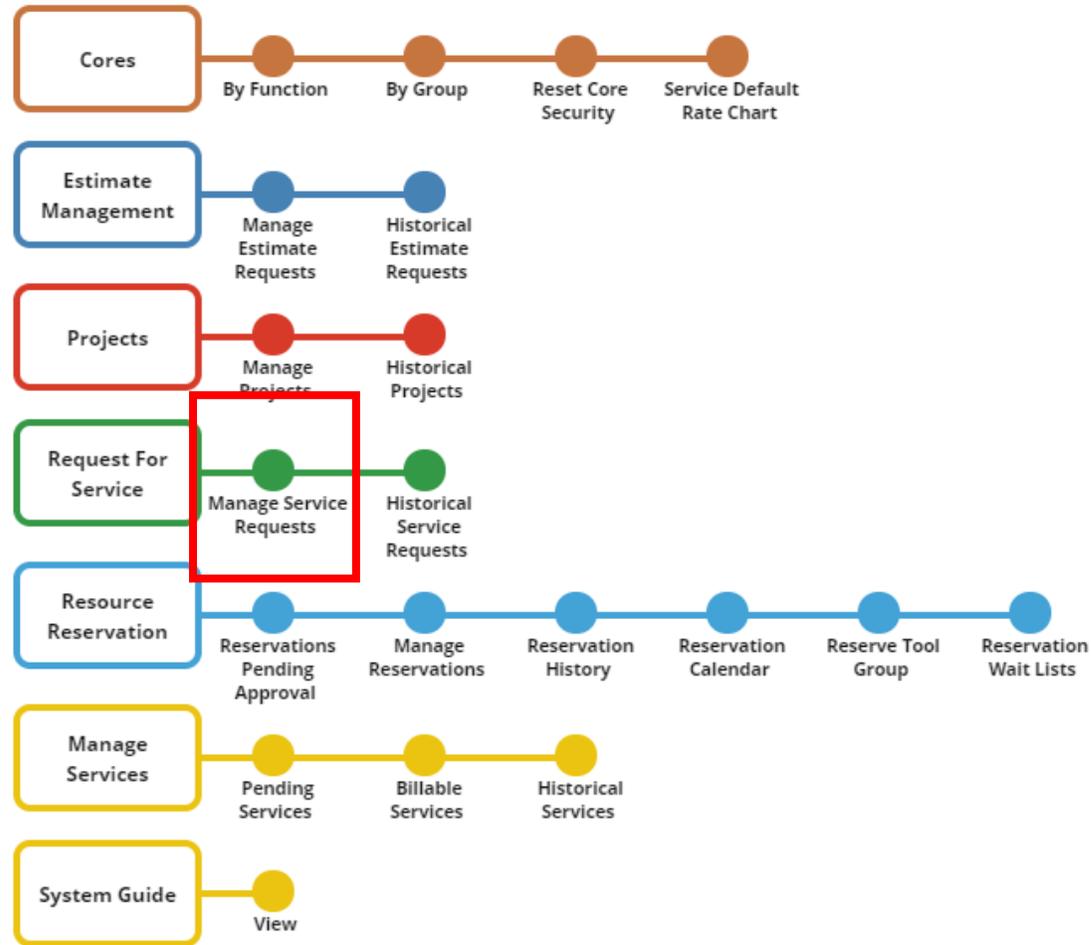


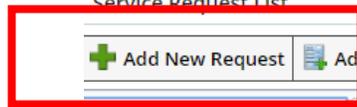
How to Submit a Service Request MGC

1. Select “Manage Service Requests” from menu

SRLandingPage



Service Request List



+ Add New Request + Add eForm Request Edit List Control ▾ Submit For Review Cancel Details ▾ Other Tasks ▾

Search RequestByProject ▾ Show Advanced Search

No rows found.

2. Click “Add New Request”

Add New Service Request Details

Save	Add New	Return	Submit For Review	Cancel
------	---------	--------	-------------------	--------

<u>Service Request</u>	Billing Info	Parent Request	Service Description	Safety Assessment	Audit
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Service Request ID *	<input style="background-color: yellow;" type="text" value="{Auto}"/>		
Title *	<input style="background-color: yellow;" type="text"/>		
Core *	<input style="background-color: yellow;" type="text"/>		
Core Name			
Project ID *	<input style="background-color: yellow;" type="text"/>		Request Status Initial
Requestor	0541694		
Requestor Full Name			
Requestor Email Address			
Requestor Phone Number			

3. Fill out all yellow fields

Add New Service Request Details

Save Add New Return

Service Request Billing Info

Service Request ID * (Auto)

Title *

Core *

Core Name

Project ID *

Requestor 0541694

Requestor Full Name

Requestor Email Address

Requestor Phone Number

Select Core - Google Chrome

https://coreresearch.duke.edu/CR/rc?command=page&sdcid=Department

Select Core Select & Return Cancel

Search Search By Query

[1 selected] 1 - 65 of 65 Group By Type:

Core	Core Name	BioBank?	Core?	E-Mail	Core Group	Core Function
<input type="radio"/> D-0003	Genomic Analysis and Bioinformatics Shared Resource (GCB)	●	●	GenomicAnalysis@duke.edu	Center for Genomics and Computational Biology	Bioinformatics and Biostatistics
<input type="radio"/> D-0004	Integrative Metabolism Resource	●	●	metabolomics@dm.duke.edu	Campus Wide	Proteomics, Biochemical Analysis, and Chemical Synthesis
<input type="radio"/> D-0007	Shared Materials Instrumentation Facility (SMIF)	●	●	smif-billing@duke.edu	Campus Wide	Microscopy and Imaging
<input type="radio"/> D-0018	DMPI: Biomarkers	●	●	jhuebner@duke.edu	Duke Molecular Physiology Institute	Proteomics, Biochemical Analysis, and Chemical Synthesis
<input type="radio"/> D-0019	DMPI: Metabolomics	●	●	Olga.Ilkayeva@duke.edu	Duke Molecular Physiology Institute	Biospecimen Processing and Storage
<input checked="" type="radio"/> D-0020	DMPI: Molecular Genomics	●	●	karen.abramson@duke.edu	Duke Molecular Physiology Institute	DNA, RNA, Molecular, and Genomics Services
<input type="radio"/> D-0021	DMPI: Research Informatics	●	●	barbara.due@duke.edu	Duke Molecular Physiology Institute	Bioinformatics and Biostatistics
<input type="radio"/> D-0022	DMPI: Human Physiology Testing Core	●	●	iohanna.johnson@duke.edu	Duke Molecular Physiology Institute	Clinical and Pharmaceutical Services

The MGC is listed under the DMPI cores

Add New Service Request Details

Save * Add New Return Submit For Review Cancel

Service Request **Billing Info** Parent Request Service Description Safety Assessment Audit

PI *	0303544		
PI Full Name	Simon G Gregory (sgregory)		
Membership *		Affiliation	
Funding Source *	F5-0000003611	Fund Type	FUND_CODE
Financial Manager 1			
Financial Manager 2			
Fund Start Date		Fund End Date	
Account Number *	0004599148	Project ID	

4. Click on next tab "Billing Info" to fill out additional information including membership where applicable

Add New Service Request Details

 Save *  Add New  Return  Submit For Review  Cancel

Service Request Billing Info Parent Request Service Description Safety Assessment Audit

Services Requested



5. Click on “Service Description” and write a brief description of your project and service requested

Edit Service Request REQ-0000023647 Details

Save Add New Maintenance Return **Submit For Review** Cancel

Service Request Billing Info Parent Request **Service Description** Safety Assessment Audit

Service Request ID *	REQ-0000023647	
Title *	Test	
Core *	D-0020	
Core Name	DMPI: Molecular Genomics	
Project ID *	PR-03868	Request Status Initial
Requestor	0541694	
Requestor Full Name	Emily A Hocke (eg84)	
Requestor Email Address	emily.grass@duke.edu	
Requestor Phone Number		

Services Requested Repeat Services Attachments

Add New Add By Group Delete

<input type="checkbox"/>	Service ID	Service Name	Billable	Actual Quantity	Project Title
No records found					

7. After saving, click on "Submit for Review"