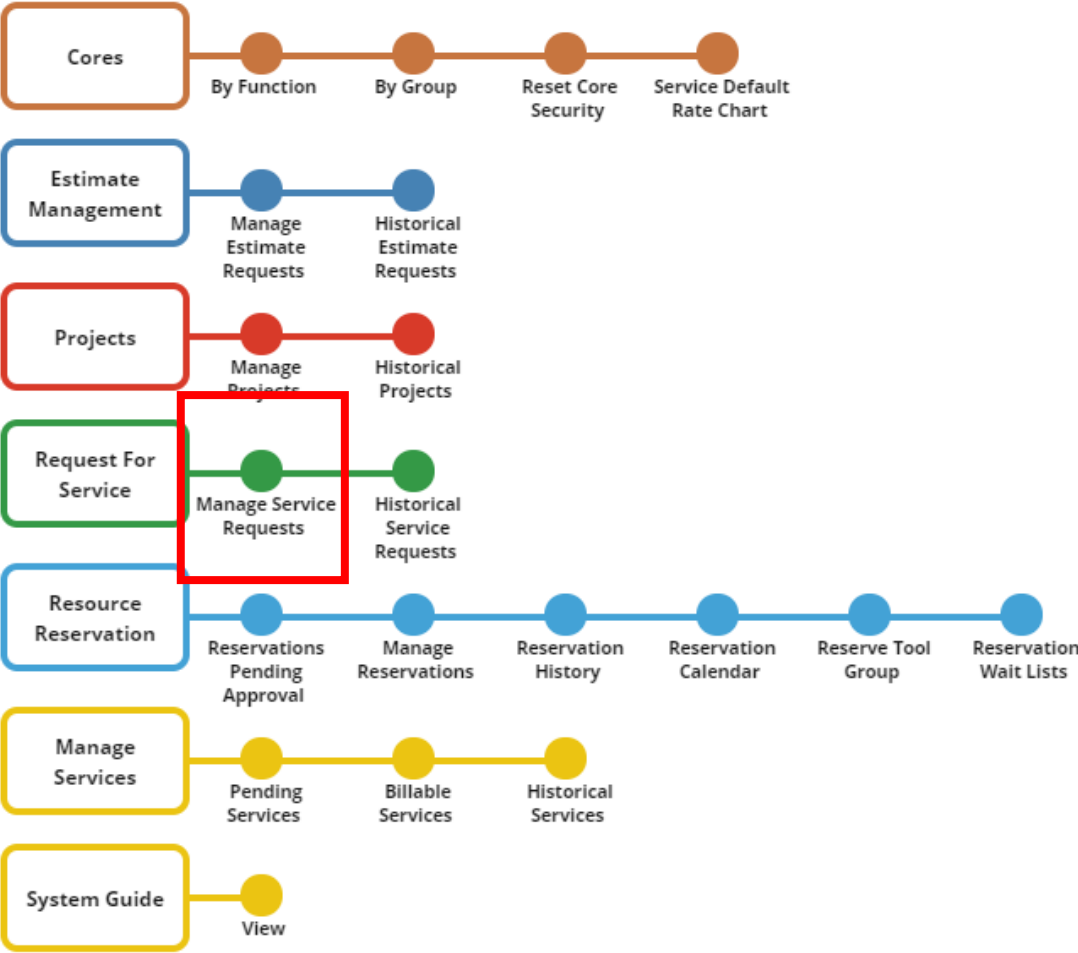


How to Submit a Service Request

1. Select “Manage Service Requests” from menu



CoreResearch@Duke Cores ▾ Estimate Management ▾ Projects ▾ Request For Service ▾ Resource Reservation ▾ Manage Services ▾ System Guide ▾

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
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Service Request

Billing Info

Parent Request

Service Description

Safety Assessment

Audit

Service Request ID *	(Auto)				
Title *					
Core *					
Core Name					
Project ID *			<table><tr><td>Request Status</td><td>Initial</td></tr></table>	Request Status	Initial
Request Status	Initial				
Requestor	0541694				
Requestor Full Name					
Requestor Email Address					
Requestor Phone Number					

3. Fill out all yellow fields

Cores
Estimate Management
Projects
Request For Service
Resource Reservation
Manage Services
System Guide

Add New Service Request Details

Save
Add New
Return

Service Request
Billing Info
P

Service Request ID *
Title *
Core *
Core Name
Project ID *
Requestor
Requestor Full Name
Requestor Email Address
Requestor Phone Number

(Auto)

0541694

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?	EMail	Core Group	Core Function
☐ D-0003	Genomic Analysis and Bioinformatics Shared Resource (GCB)			GenomicAnalysis@duke.edu	Center for Genomic and Computational Biology	Bioinformatics and Biostatistics
☐ D-0004	Integrative Metabolism Resource			metabolomics@dm.duke.edu	Campus Wide	Proteomics, Biochemical Analysis, and Chemical Synthesis
☐ D-0007	Shared Materials Instrumentation Facility (SMIF)			smif-billing@duke.edu	Campus Wide	Microscopy and Imaging
☐ D-0018	DMPI: Biomarkers			jhuebner@duke.edu	Duke Molecular Physiology Institute	Proteomics, Biochemical Analysis, and Chemical Synthesis
☐ D-0019	DMPI: Metabolomics			Olga.Ilkayeva@duke.edu	Duke Molecular Physiology Institute	Biospecimen Processing and Storage
☒ D-0020	DMPI: Molecular Genomics			karen.abramson@duke.edu	Duke Molecular Physiology Institute	DNA, RNA, Molecular, and Genomics Services
☐ D-0021	DMPI: Research Informatics			barbara.due@duke.edu	Duke Molecular Physiology Institute	Bioinformatics and Biostatistics
☐ 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

 **B** *I* U     9pt ▾ A ▾  ▾  ▾    ▾

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

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

↶ **B** *I* U [List Icons] 9pt [Font Color Icon] [List Icons] [List Icons] [List Icons] [Table Icon]

Testing 1, 2, 3 :|

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

☐	Service ID	Service Name	Billable	Actual Quantity	Project Title
No records found					

7. After saving, click on “Submit for Review”