

How to Generate a Quote or Project Description

When to use the Request form in [Quotes and Project Descriptions](#):

Microarray and Massively Parallel Sequencing projects require a consult with staff of both the appropriate facility and the bioinformatics group. Please fill out this Project & Quote Request to initiate the process. You will be contacted to establish a consult time to discuss the project and then a quote will be generated after the discussion for the work to do be done. When your samples are ready for submission you will be instructed which [Sample Submission](#) Requests to fill out.

DNA Analysis Facility projects that involve multiple services, or if you would like to request services that are not normally provided by the facility, please fill out this Project & Quote Request to initiate the process. You will be contacted to establish a consult time to discuss the project and then a quote will be generated for the work to do be done. When your samples are ready for submission you will be instructed which [Sample Submission](#) Requests to fill out.

1. **Log in to your iLab account.**
2. **Initiating a Project Request/Quote will allow the researcher to describe the project that they are interested in, and the Facility will then be able to generate a quote on how much that project will cost. Select the Request Services tab, and select “initiate request” from the Facility that will be doing the work.**

The screenshot shows the iLab Solutions website interface. At the top, there is a navigation bar with the iLab Solutions logo and a search bar. Below the navigation bar, there is a main header for 'UVM Advanced Genome Technologies Core' with a navigation menu. The 'Request Services' tab is selected. The main content area is titled 'Quotes and Project Descriptions' and contains a paragraph of text. Below this, there are three sections for different facilities, each with an 'initiate request' button:

- DNA Analysis Request (VCC DNA Analysis Facility)**: [initiate request](#)
- Massively Parallel Request (VCC-COM Massively Parallel Sequencing Facility)**: [initiate request](#)
- Microarray Request (VGN Microarray Facility)**: [initiate request](#)

Below these sections, there is a section for 'Sample Submission and Laboratory Services' with an 'Add a Service Template' button. At the bottom, there is a search bar for available services and a list of facilities:

- ▶ VCC DNA Analysis Facility (15)
- ▶ VCC-COM Massively Parallel Sequencing Facility (8)
- ▶ VGN Microarray Facility (8)

- Fill out a brief description of the project, the number of samples and the Date needed by. **“Save completed form”** and **“Submit request to core”**.

Microarray Request

Request Name

1) Forms and Request Details (see bottom of list to add items to this request) ☰

View Form: **Microarray Facility Project Request Form**
Not Started

Please provide a description of the project you would like to do with the Microarray facility. A quote will be generated for your consideration.

Please provide a brief description of your project including any services that you would like our facility to provide.:

I would like to run 15 miRNA chips.

How much will it cost?

Number of samples:

Date needed by:

Please save your form!

⚠ After saving your form, please submit your request to the core.

- You will now see your request listed in the View My Requests tab. Your request has been assigned a unique service id. Notice the status “Waiting for Core to Agree” and the cost of \$0.00. The project will now be reviewed by the facility. You will be contacted to set up a time to meet with the staff to review your project.

[About Our Core](#) | [Schedule Equipment/Consult](#) | [Request Services](#) | [View My Requests](#) | [Contact Us](#)

Find:
 restrict by keyword
 restrict by date (default 1 year)
 restrict by lab

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date	for	service id	cost	status
Jan 20, 2013	Uvm TestPI (Test (UVM) Lab)	UVMAGTC-UT-204 VGN Microarray Facility -	\$0.00 (\$0.00)	Waiting for Core to Agree

- After meeting with the staff of the facility, a quote will be generated and attached to the request. You will see that the status has changed to “Waiting for Researcher to Agree” and a projected cost has been assigned to the project.

UVM Advanced Genome Technologies Core

The UNIVERSITY of VERMONT

About Our Core | Schedule Equipment/Consult | Request Services | View My Requests | Contact Us

Reload Active Requests

Find: active requests restrict by keyword restrict by date (default 1 year) restrict by lab

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date	for	service id	cost	status	
Jan 20, 2013	Uvm TestPI (Test (UVM) Lab)	UVMAGTC-UT-204 VGN Microarray Facility -	\$1,935.00 (\$1,935.00)	Waiting for Researcher to Agree	<input type="button" value="Agree"/> <input type="button" value="Disagree"/>

- To view the quote, open the blue arrow to the left of the request. You will see a list of services that will be required to complete your project. You will also see that a pdf quote has been attached to your request in the **Attachments & URLs** area. Click to open the pdf.

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date	for	service id	cost	status	
▼ Jan 20, 2013	Uvm TestPI (Test (UVM) Lab)	UVMAGTC-UT-204 VGN Microarray Facility -	\$1,935.00 (\$1,935.00)	Waiting for Researcher to Agree	<input type="button" value="Agree"/> <input type="button" value="Disagree"/>

Overview

Service id: UVMAGTC-UT-204
 Category: VGN Microarray Facility
 Service name: Microarray Request
 Customer email: jessica.lewis@ilabsolutions.com
 Customer phone:
 Lab Name: Test (UVM) Lab
 Lab PI(s): Uvm TestPI: jessica.lewis@ilabsolutions.com Phone:
 Other Contacts: Uvm TestPI: jessica.lewis@ilabsolutions.com Phone: Jessica Lewis: jessica.lewis@ilabsolutions.com Phone:
 Customer institute: University of Vermont (UVM)
 URL: https://my.ilabsolutions.com/sc/3129/uvm-advanced-genome-technologies-core?tab=requests&sid=54337
 Projected cost: \$1,935.00
 Quote expires on:
 Most recent pdf quote: UVMAGTC-UT-204_quote_130020012013.pdf

Payment Information [update payment information](#)

Actual cost: \$1,935.00
 Customer agreed to cost: \$0.00
 Fund: 80242-15-55060-150-130077-291-00000-000000-0000-0603-0680-0000
 Default Fund: 80242-15-55060-150-130077-291-00000-000000-0000-0603-0680-0000

Forms and Request Details

[View Form: Microarray Facility Project Request Form](#) Completed

Date	Description	Quantity	Cost	Billing Status	Work Status
Jan 20 01:00 PM	RNA Quality Assessment (1-12 samples) VGN Microarray Facility	2.0	\$60.00 (\$30.00)	Not Ready To Bill	Proposed
Jan 20 01:00 PM	miRNA Target Prep including Hyb/Scan VGN Microarray Facility	15.0	\$1,875.00 (\$125.00)	Not Ready To Bill	Proposed

Comments [add comment](#) [add attachment](#) [add url](#)

[Attachments & URLs](#)
 UVMAGTC-UT-204_quote_130020012013.pdf Mary Lou Shane 2013 Jan 20 @13:00

7. This is a portion of the information that the pdf will contain.

Forms

Microarray Facility Project Request Form	
Please provide a brief description of your project including any services that you would like our facility to provide.:	I would like to run miRNA chips on 15 samples. How much will this cost?
Number of samples:	15
Date needed by:	February 28, 2013 09:46 AM

Milestones

Name	Description	Duration	Target Date	Notes	Status
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Projected Cost: \$0.00

Known Charges: \$1,935.00

Name	Quantity	Unit price	Extended price
RNA Quality Assessment (1-12 samples)	2.0	\$30.00	\$60.00
miRNA Target Prep including Hyb/Scan	15.0	\$125.00	\$1,875.00

Notes:

8. Click on the **Agree** button to agree to the projected cost. When you are ready to submit your samples, contact the facility and they can tell you which request form to fill out from the **Sample Submission and Laboratory Services** section of the Request Services tab.

UVM Advanced Genome Technologies Core



About Our Core

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Reload Active Requests

Find:

active requests

restrict by keyword

restrict by date (default 1 year)

restrict by lab

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date	for	service id	cost	status	
Jan 20, 2013	Uvm TestPI (Test (UVM) Lab)	UVMAGTC-UT-204 VGN Microarray Facility -	\$1,935.00 (\$1,935.00)	Waiting for Researcher to Agree	<div data-bbox="950 1732 1047 1795" style="display: flex; align-items: center; gap: 5px;"> <input type="button" value="Agree"/> <input type="button" value="Disagree"/> </div>

This manual should serve as a guide. Occasionally, iLab makes changes to the site so the screen shots might not be exactly the same as what you see in your account! However, the basic content will not change to you should be able to find what you need. As always, the AGTC staff members are available to help you, just stop by!