

What investigators should know and do BEFORE submitting a sample to the Biomedical Mass Spectrometry Facility.

1. We welcome mass spectrometry-based analytical requests for non-routine biomolecules and the opportunity to develop custom mass spectrometry analytical approaches. However, please contact us well in advance of deadlines (at least 4 weeks) so the mass spectrometry staff has an opportunity to review your request, consider potential analytical strategies, and conduct proof of concept experiments.
2. We prioritize requests. **A.** NORC, DRTC, DDRC investigators, especially junior investigators. **B.** Investigators with any federal extramural funding (NIH, NSF, DoD). **C.** Investigators with extramural funding from agencies, foundations, associations (ADA, AHA, JDRF). **D.** Industry or non-funded projects.
3. Plan to help us with documentation. Federal agencies mandate that we submit multiple progress reports that detail all investigators and summarize the grant funded projects that the MS Facility supports. Please start by completing the Medical School Sample Submission form; posted on the MS web site under Services. Once submitted, an MS Facility staff member will contact you to arrange a meeting.
4. Conduct a literature search. Provide recently published peer-reviewed articles that describe suitable sample preparation/extraction methods and the mass spectrometry techniques used by others to identify, characterize, or quantify your biomolecule(s) of interest.
5. Provide authentic material/compounds. If available, these help us understand how your biomolecule(s) behave in the mass spectrometers, and expedite biomolecule identification and assay development.
6. Plan on meeting with MS Facility staff members to discuss technical details: sample type, sample preparation/extraction, chemical derivatization strategies, proper control samples, and your expectations (identify, or characterize the chemical composition of, or quantify the biomolecule(s)).
7. Expect to pay sample processing and analysis fees. Generally, collaborators are not charged for "preliminary/feasibility/proof of concept" experiments. Collaborators are those who get advice on designing experiments, selecting analytical approaches, interpreting data, or troubleshooting experimental obstacles. Collaborators must recognize this assistance by providing co-authorship for appropriate MS Facility staff members on any scientific publication, report, abstract, or patent. Collaborators will be charged fees once their project is established and makes productive use of our instruments, staff, or expertise. The Medical School fee structure is posted on the MS website under Services.
8. Routine analyses (listed on the sample submission form) are considered 'service' and are charged a fee, even when the analyses are considered "preliminary/feasibility/proof of concept" experiments.
9. All investigators (service and collaborative) must acknowledge the NIH grants that support the MS Facility on any publications that make use of data generated in the MS Facility: GM103422 (MS Facility), DK020579 (DRTC), and DK056341 (NORC). Investigators must agree to this before we conduct any analyses.