

## Duke Microarray Core Facility: Instructions for Online Submission Forms

**Create IGSPnet Account >> Create Project >> Submit Microarray Request via Online Submission Form**

### I. Create an IGSPnet Account:

1. Go to: <https://igspnet.genome.duke.edu/login.php?redirect=http://osforms.genome.duke.edu/login.php>
2. Select: **Create Account**
3. Select appropriate affiliation (Choose "I am an employee of Duke University" as long as you are affiliated with Duke) > **Submit**
4. Verify NetID Account by inputting your NetID and password > **Submit**
5. Fill in blank fields, selecting your PI from the drop-down menu > **Create Account**  
\*\*\*If your PI is not in the list, please contact [igsp-it@duke.edu](mailto:igsp-it@duke.edu) so that your PI may be added to the list.\*\*\*

### II. Create a Project in Express Data Repository:

1. Go to: <https://igspnet.genome.duke.edu/login.php?redirect=http://osforms.genome.duke.edu/login.php>
2. Login to IGSPnet with your NetID and password.
3. **Projects > Express Repository System**
4. **Create a Project**
5. Enter project name, and select owner of project from IGSPnet ID drop-down menu > **Create**
6. To enable others to view data in the project, select: **Grant Access**  
To annotate/supply information about the project, select: **Annotate** > enter information > **Add Annotation**

### III. Submit Microarray Request via Online Submission Form:

1. **Return to IGSPnet**
2. **Online Microarray Submission Forms**
3. Login to online submission forms with your NetID and password > **Login**
4. **New Submission** > select appropriate type of submission
5. Fill out the requested information > **Submit**  
\*\*\*For discount type please refer to the website for eligibility\*\*\*  
<http://www.genome.duke.edu/cores/microarray/prices/>
6. Fill out sample information > **Add**  
\*\*\*Please enter a number (e.g. 1) in the sample concentration field even if you do not know the concentration. Invalid characters will cause errors in the system that will automatically delete your submission form. Invalid characters include: letters (a-z), and any punctuation other than a single period (.)\*\*\*  
Please note that the following text string limits exist for the following fields:  
Sample Name: 45 characters  
Sample Notes: 255 characters  
Submission Notes: 255 characters  
The sample will then appear in the window below, labeled: "Samples to Submit". Continue to add samples until all samples are added > **Submit**
7. To view submissions entered:  
**View Submissions** > Select Submission > **View**

*If you have any questions about your submission, please contact the Duke Microarray Facility at:*  
[microarray@duke.edu](mailto:microarray@duke.edu).

*If you experience any problems with the online submission forms, please contact the IGSP IT department at:*  
[igsp-bug@duke.edu](mailto:igsp-bug@duke.edu) or, [igsp-it@duke.edu](mailto:igsp-it@duke.edu).

*The IGSP IT department can help you solve any current problems, and they appreciate feedback as they are in the process of improving the submission form system. We appreciate your patience while the system is undergoing renovation!*