


# EM Request Service Instructions

1) Go to <https://vanderbilt.corefacilities.org/sc/4324/vanderbilt-cell-imaging-shared-resource-cisr-core?tab=about> and log in to iLab.

2) Click on Request Services tab



Agilent CrossLab | iLab Operations Software

system upgrades (May, 2018) | HELP | my profile | logout Grace Researcher

Search cores and services... Go!

home communications (80)

core facilities my reservations view requests list all cores invoices

reporting manage groups my groups my departments people search

Vanderbilt Cell Imaging Shared Resource (CISR) Core

VANDERBILT UNIVERSITY®

About Our Core Schedule Equipment Request Services View My Requests Comments

2

### Overview

The Cell Imaging Shared Resource (CISR) is an institutional, fee-for-service, advanced microscopy resource. The CISR provides researchers with access to state-of-the-art imaging equipment and expert technical support for sophisticated microscopy and analysis of tissue and cellular anatomy and physiology. As of October 2016, the CISR independently manages 16 advanced optical microscopes, one transmission electron microscope and two environmental scanning electron microscopes. All are fully operational and in excellent working condition. Thirteen of these 16 instruments have been acquired through Shared Instrumentation Grants or Center Grant Supplements. These instruments and the array of advanced capabilities offered by them are available to support any investigator with an appointment at Vanderbilt University.

The Departments of Molecular Physiology and Biophysics, Cell and Developmental Biology, Pathology, Biological Sciences, Civil and Environmental Engineering, the Epithelial Biology Center, and the Vanderbilt Brain Institute provide space for the CISR. The CISR consists of five separate suites within Vanderbilt University. The overall philosophy of the resource has been to place instrumentation in several consolidated locations rather than a single central location. This helps maximize use of the instrumentation. All five locations for CISR equipment are within easy walking distance (3 of the 5 buildings are contiguous and connected) so staff can move easily between instruments as needed.

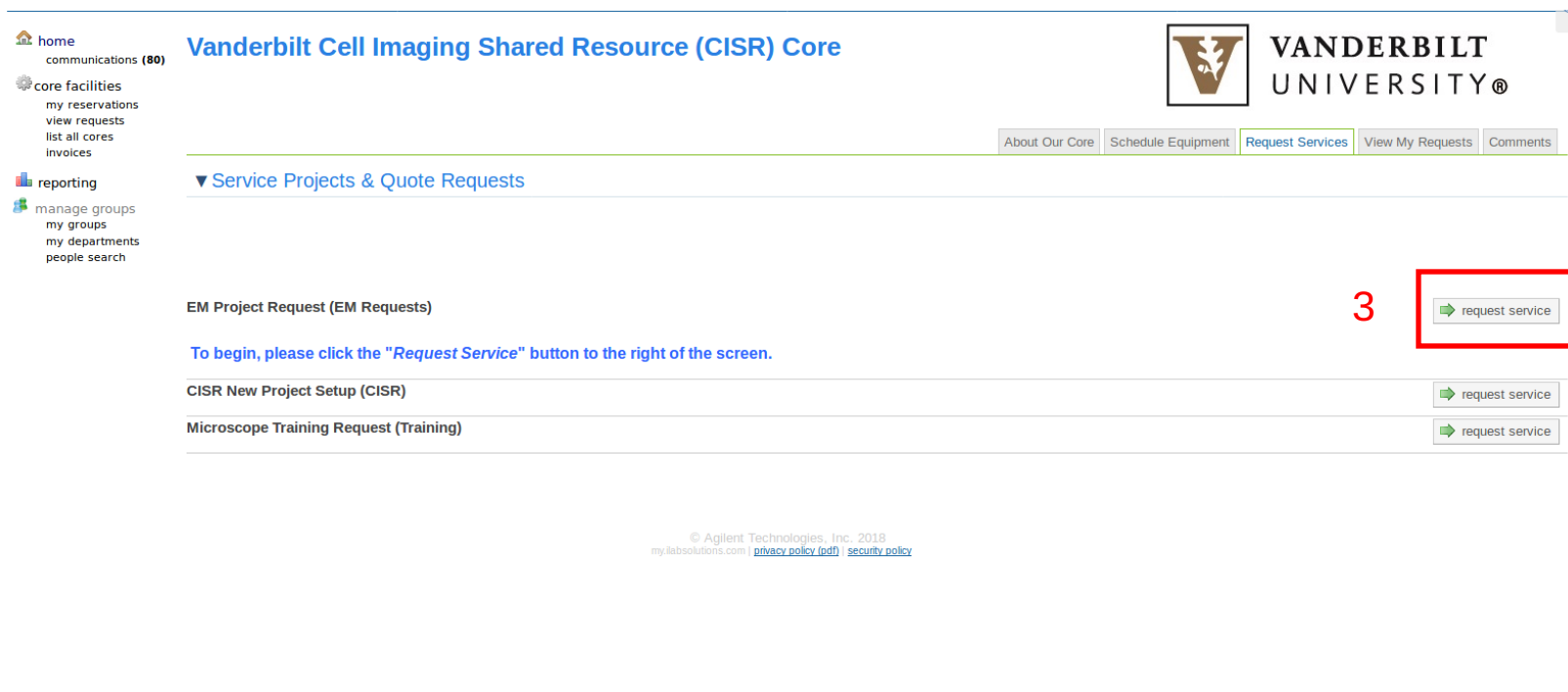
### Services Offered

- Confocal Microscopy
- Specialty Laser-Scanning Microscopy
- Wide-field (Conventional) Microscopy
- Transmission Electron Microscopy
- Scanning Electron Microscopy
- General Electron Microscopy Processing
- Image Processing and Analysis Systems
- Living Cell Support Equipment
- Expert training and consulting on the use of the imaging methodologies
- Guidance to facilitate development of imaging skills
- Automated (self-service) scheduling and access to equipment via a convenient web-based interface

### Staff

Jenny Schafer, Ph. D.  
Managing Director  
615.949.3760

### 3) Click on Request Service in the EM Project Request area



home  
communications (80)

core facilities  
my reservations  
view requests  
list all cores  
invoices

reporting  
manage groups  
my groups  
my departments  
people search

## Vanderbilt Cell Imaging Shared Resource (CISR) Core

About Our Core | Schedule Equipment | **Request Services** | View My Requests | Comments

### ▼ Service Projects & Quote Requests

EM Project Request (EM Requests) **3** [request service](#)

To begin, please click the "Request Service" button to the right of the screen.

CISR New Project Setup (CISR) [request service](#)

Microscope Training Request (Training) [request service](#)

© Agilent Technologies, Inc. 2018  
my.labsolutions.com | [privacy policy \(pdf\)](#) | [security policy](#)

4) Fill in Project Name under New EM Project Request. Your last name will suffice at this point.

5) Save Completed Form



## EM Project Request

Request Name: CISR-2018.05-[SID]

Customer: Grace Researcher Lab: OCGA Test (VU) Lab  
Email: stefanie.dunnegan+9090@ilabsolutions.com Phone: 6143221572

### 1) Forms and Request Details

(see bottom of list to add items to this request)

View Form: New EM Project Request Not Started

## New EM Project Request

★ Project Name: **4**

Please save your form! **5** [save completed form](#) [save draft of form](#)

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

Please fill out any forms that are highlighted in red. Click the "add" link (above) to add additional services

- 6) Select Billing number\*
- 7) Submit Request.

2) Cost

The core will review your request and provide you with a quote for the requested service(s).

3) Payment Information

Please enter the Billing Number ?

%

1 100.0 %

6

Billing Number ?

Select Billing Number...

100.0% total allocated ?

Split Charge

enter additional payment information

7

submit request to core save draft request Cancel

\*If you see the following message under Payment Info you will need to have your PI or lab administrator associate Billing numbers to you in iLab. See section 1 of the following [user guide](#).

**Without this info going forward you will not be able to submit samples or schedule time on any instruments.**

3) Payment Information

Please enter the Billing Number ?

%

1 100.0 %

100.0% total allocated ?

Billing Number ?

You do not have access to any Billing Numbers. To resolve this problem, please contact the PI or financial manager of your lab.