

How to submit samples at the ZfP

- 1.- Create an account at the PPMS ZfP
<https://ppms.eu/lmu/login/?pf=2>
- 2.- Create a project with your account.
- 3.- Request a service to analyse samples belonging to an existing project related to your account.
- 4.- Describe the samples in a “Manifest”.
- 5.- Upload images, pdf, doc, xls or other files.

1.- Create an account at the PPMS ZfP

<https://ppms.eu/lmu/login/?pf=2>

PPMS for the Zentrallabor für Proteinanalytik (ZfP)

[Home](#) [Account creation request](#) [Schedules](#) [Logout](#)

Login

Enter your username:

To find your username:

[list of PPMS accounts](#) ▼

Enter your password:

Login

- If you do not remember your password, you can [follow these instructions](#)
- If you do not have an account yet, you can fill in an [account creation request](#) ←
- If you cannot login or have any trouble please contact: ZfP facility, email: imhof@lmu.de, phone: +4989218075775
- This core facility management system is also used by the following facilities: [Core Facility Bioimaging \(CFBim\)](#), [BioPhysics Core Facility \(BPCF\)](#), [Flow Cytometry \(FlowCyt\)](#)

PPMS for the Zentrallabor für Proteinanalytik (ZfP)

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PPMS account creation form

PPMS accounts on this system are used by the following facilities: Zentrallabor für Proteinanalytik (ZfP), Core Facility Bioimaging (CFBim), BioPhysics Core Facility (BPCF), Flow Cytometry (FlowCyt).

Important:

If you have a PPMS account that does not work anymore or may have been deactivated, please do NOT fill out this form, please contact an administrator for assistance: ZfP facility, email:imhof@lmu.de, phone:+4989218075775.

If you do not remember your password, you can follow these instructions.

Please choose one of the following options:

- Your institution is Ludwig Maximilians Universität München
- Your institution is NOT Ludwig Maximilians Universität München

Fill in the formular:

Please choose one of the following options:



- Your institution is Ludwig Maximilians Universität München
- Your institution is NOT Ludwig Maximilians Universität München

Please enter your details below (* : required fields)

First name: *

Last name: *

Phone: *

Email: @lmu.de *

If your email exists in both a short and a long form, please use the short form (Use username@lmu.de instead of firstname.lastname@lmu.de)

Account number: (optional)

Password you want to use: *

Retype password: *

- Do not use a dictionary based word, or a name
- Do not use series like 1234 or qwerty or abcd
- Try to use combinations of lowercase (a-z), uppercase letters (A-Z), numbers (0-9) and non-alphanumeric characters
- The non alphanumeric characters allowed are: ! " # \$ % & ' () * + , - . / : ; < = > ? @ [\] ^ _ ` { | } ~ and the space character

Group
 *

My group is NOT in the list



See next page

Please choose one of the following options:



- Your institution is Ludwig Maximilians Universität München
- Your institution is NOT Ludwig Maximilians Universität München

Please enter your details below (* : required fields)

First name: *

Last name: *

Phone: *

Email: *

If your email exists in both a short and a long form, please use the short form (Use username@lmu.de instead of firstname.lastname@lmu.de)

Password you want to use: *

Retype password: *

- Do not use a dictionary based word, or a name
- Do not use series like 1234 or qwerty or abcd
- Try to use combinations of lowercase (a-z), uppercase letters (A-Z), numbers (0-9) and non-alphanumeric characters
- The non alphanumeric characters allowed are: ! " # \$ % & ' () * + , - . / : ; < = > ? @ [\] ^ _ ` { | } ~ and the space character

Group
 *

My group is NOT in the list



In case your group is not in the list:

Group

Select a group 

My group is NOT in the list

Group name

*

Group director or PI name: (Lastname, Firstname)

*

Group director or PI email:

@lmu.de *

Group administrative contact name:

Group administrative contact email:

@lmu.de


Group administrative contact phone:

Group administrative contact fax:

EU Tax ID:

Group default account number:

Affiliation:

Select your affiliation below (optional) 

2.- Create a project with your account.

PPMS for the Zentrallabor für Proteinanalytik (ZfP)

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Account creation request

Your account creation request status

Your account creation request (ref. #199) has been successfully recorded and will need to be validated by an administrator.

Documents for your account

To complete your account creation, you have to read and approve the following document(s):

- Nutzerordnung - this document will need to be agreed to online
- New Address - this document will need to be agreed to online



Remember to read and agree on these documents.

While your request is awaiting validation

To request the creation of a new project please fill out the form at the following URL:
<https://ppms.eu/lmu/req/?pf=2&project=true>

[Back to homepage](#)

2.- Project formular (I)

Fill the form with as much information as you know. This will make your analysis at the ZfP much straight-forward.



Service Request Form

Please enter a title for your project:

Please enter a short abstract/description for your project:

Please enter the account number to use to invoice services and activities linked with this project:

Please answer the questions below:

User name:

Group name:

Institute:

e-mail:

Principal Investigator e-mail:

Is your working group belonging to the ABI/BMC?

- Yes
- No

Collaboration?

- Yes
- No

2.- Project formular (II)

Fill the form with as much information as you know. This will make your analysis at the ZfP much straight-forward.



Project:

Service?

Yes

No

Service Required:

Protein Identification by MALDI-MS (Peptide Mass Fingerprinting)

Protein Identification by LC-MS/MS (Peptide Tandem mass fragmentation)

Individual Protein:

In-solution

Gel Slice*

Complex sample:

In-solution

Gel Lane*

On-bead

*Note_1: Please follow the recommendations described at doi:10.1038/nprot.2006.468 to prepare the "In-gel" samples. They should be sent to the ZfP in 8-tube strips (PCR-0208-CP-C 0.2ml, Axygen) containing 0.1 ml of double deionized water. The gel slice should not exceed 3mmx3mm and ideally are cut twice to end up with three 3mmx3mm cubes. For gel lanes, we recommend to run the gel 3.2cm, slice 16 2mm-bands using a gridcutter (MEE2-7-25, The gel company), cut twice each band and pool every two bands(6x -2mmx2mm cubes) in the above recommended tubes.

In case of an "In-solution" sample, please describe the buffer:

In case of an "In-gel" sample, please describe the staining method:

In case of an "On-bead" sample, please describe the IP buffer and the bead type:

Protein Quantification by LC-MS/MS (Peptide Tandem Mass Fragmentation)


Label free

SILAC

Dimethyl

2.- Project formular (III)

Fill the form with as much information as you know. This will make your analysis at the ZfP much straight-forward.

- Protein PTM characterization 
- Identification
- Quantification

Which modifications are you interested in?

Histone H3 and H4 PTM quantification

Which H3/H4 residues and modifications are you interested in?

Protein or Peptide Mass Determination

Mw Range:

Sample Origin (organism,tissue, cell line,...):

Is your protein/species present in the public databases(NCBI, Uniprot,...)?

- Yes
- No

Database Search Engine:

- Mascot (Protein ID, PTM ID) DEFAULT
- Scaffold (Protein ID+sQ)
- Sequest (Protein ID, PTM ID)
- Maxquant (Protein ID+Q, PTM ID+Q)
- Crossfinder (Crosslinked Peptide ID)

Note_2: ID=Identification; sQ= Quantification by ion counting; Q= Quantification by peak area.

Any other relevant information:

This box is not intended to be for sample description. Please go through the whole procedure to fill a manifest with the sample description.

2.- Project formular (and IV)

Fill the form with as much information as you know. This will make your analysis at the ZfP much straight-forward.



Protein or Peptide Mass Determination

Mw Range:

Sample Origin (organism,tissue, cell line,...):

Is your protein/species present in the public databases(NCBI, Uniprot,...)?

Yes
 No

Database Search Engine:

Mascot (Protein ID, PTM ID) DEFAULT
 Scaffold (Protein ID+sQ)
 Sequest (Protein ID, PTM ID)
 Maxquant (Protein ID+Q, PTM ID+Q)
 Crossfinder (Crosslinked Peptide ID)

Note_2: ID=Identification; sQ= Quantification by ion counting; Q= Quantification by peak area.

Any other relevant information:

Note_3: In case you have a gel picture of your sample, please upload it when defining the order or describing the manifest.



THANKS FOR YOUR COLLABORATION!!

The ZfP Team



2.- Project submitted

Thank you

Your request has been recorded successfully.
The staff of the ZfP facility will contact soon you to follow up on your request. 
[return to the home page](#) 

Project is accepted within 1-2 days. Once the project is accepted you can order service at the ZfP under this project.

3.- Request a service to analyse samples belonging to an existing project related to your account.

PPMS for the Zentrallabor für Proteinanalytik (ZfP)

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Login

Enter your username:

To find your username:



Log in using your username and password

Enter your password:

Login

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- This core facility management system is also used by the following facilities: [Core Facility Bioimaging \(CFBim\)](#), [BioPhysics Core Facility \(BPCF\)](#), [Flow Cytometry \(FlowCyt\)](#)

3.- Select the service to order (I)

PPMS for the Zentrallabor für Proteinanalytik (ZfP)


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Home Current user: - -

Book a system:

Systems available:

Order a service or a consumable:

Services/consumables available: 

Make a new request: [request/start a new project](#)

[Report a Publication](#)

Please report any publication that used ZfP resources.

This is very important for us when we submit grant applications or grant renewals, so thanks in advance for your help!

[Orders - New](#)

No new orders on this core.


[Orders - Accepted](#)

Order ref #607

[Quotes](#)

No new quotes on this core.

[Account Creation Requests](#)



3.- Select the service to order (II)

PPMS for the Zentrallabor für Proteinanalytik (ZfP)

Home Book **Order** Request Documents Schedules Statistics Publications Profile Logout

Order service or consumable

Attach this order to this project:
Histone PTMs (default) filter

A compatible project is required to order some services/consumables
Request/start a new project

Services and consumables available for order (select and enter the quantity)
(Some services and consumables will not be visible until you select a compatible project above)

				Min	Max	Incr.	Unit price	Unit price (subsidized)	Quantity	Price
#020002	In Gel Digestion	<input type="button" value="show description"/> <input type="button" value="add a comment"/>		1	50	1	0.00		0	0.00
#020003	In Solution Digestion	<input type="button" value="add a comment"/>		1	20	1	0.00		0	0.00
#020009	Protein Digest with LC MS/MS Analysis (Short Gradient) TTOF	<input type="button" value="show description"/> <input type="button" value="add a comment"/>		1	20	1	0.00		0	0.00
#020006	Protein digestion plus LC MS/MS analysis (extended gradient)	<input type="button" value="show description"/> <input type="button" value="add a comment"/>		1	10	1	*00.00		0	0.00
#020005	Protein digestion plus LC MS/MS analysis (short gradient)	<input type="button" value="show description"/> <input type="button" value="add a comment"/>		1	30	1	*85.00		0	0.00
MS Analysis				Min	Max	Incr.	Unit price	Unit price (subsidized)	Quantity	Price
#020004	MALDI Analysis	<input type="button" value="show description"/> <input type="button" value="add a comment"/>		1	20	1	*15.00		0	0.00
TOTAL									Quantity	Price
									0	0.00

If you have a PO number for this order, please enter it here:

Select the project under which the order will be placed

If you have doubts deciding, contact the ZfP staff

Add any comment not included in the „Project description“.

* Prices may vary depending on your affiliation, collaboration, number of samples, project...
Please take a look at : http://www.proteinanalytik.abi.med.uni-muenchen.de/service/service_charges/index.html or contact imhof@lmu.de

3.- Order submitted

PPMS for the Zentrallabor für Proteinanalytik (ZfP)

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Order completed

Thanks for creating this order!

Order ref. #612 ← The reference number of your request. Please use this number for any future requests.

Order ref. #612

Order for Forné Ignasi, email: ignasi.forne@lrz.uni-muenchen.de, phone: +49 89 218075775 (AG Halic)

Order made the 20/01/2016 at 14:58 by Forné Ignasi

Account number to use: SFB 646 Prepaid account

Affiliation: LMU Gen

This order is attached to project "Histone PTMs". Change project

		Unit price	Quantity	Price
#020003	In Solution Digestion	0.00	10	0.00
#020005	Protein digestion plus LC MS/MS analysis (short gradient) show description	85.00	10	850.00
TOTAL			Quantity	Price
			20	850.00

[Export as a spreadsheet](#)

[Cancel order](#)

Send a notification by email

Add a manifest

[Submit a manifest of samples to attach to this order](#)

4.- Describe the samples in a "Manifest".

Order completed

Thanks for creating this order!

Order ref. #612

Order ref. #612				
Order for Forné Ignasi, email: ignasi.forne@lrz.uni-muenchen.de, phone: +49 89 218075775 (AG Halic)				
Order made the 20/01/2016 at 14:58 by Forné Ignasi				
Account number to use: SFB 646 Prepaid account				
Affiliation: LMU Gen				
This order is attached to project "Histone PTMs". Change project				
		Unit price	Quantity	Price
#020003	In Solution Digestion	0.00	10	0.00
#020005	Protein digestion plus LC MS/MS analysis (short gradient) show description	85.00	10	850.00
TOTAL			Quantity	Price
			20	850.00

[Export as a spreadsheet](#)

[Cancel order](#)

Send a notification by email

Add a manifest



[Submit a manifest of samples to attach to this order](#)

Please fill the manifest to describe your samples

4.- Describe the samples in a "Manifest".

Attach a sample manifest to order ref. 612 (you can copy/paste from a spreadsheet)

Important: please do not enter any protected information, such as patient related data.

Please enter a name or a reference for this manifest:

Fill in the gap with „Sample description“ and the corresponding ref number. For instance „**Sample description_ref.14**“

Please enter a sample type for this manifest (optional):

List of previously used types



In case you previously uploaded samples descriptions, you can reload them again.

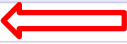
Select a template:

Sample Description ZfP



Choose the „Sample Description ZfP“ for regular sample submission.

Sample #	Sample Reference	Sample Description
1	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>
8	<input type="text"/>	<input type="text"/>
9	<input type="text"/>	<input type="text"/>
10	<input type="text"/>	<input type="text"/>



Fill with the sample names following the next rule:

RefNum_UserInitials_YYMMDD_01

Example:

14 TT_131217_01

...

14 TT_131217_10

Tip: You can generate the list in an excel sheet by scrolling down and „copy and paste“ to the first cell of the list.

Add 10 more lines Add 100 more lines

Submit manifest

4.- Manifest submitted

PPMS for the Zentrallabor für Proteinanalytik (ZfP)

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Order ref. #612

Order ref. #612

Order for

Order made the 20/01/2016 at 14:58 by |

Account number to use: SFB 646 Prepaid account

Affiliation: LMU Gen

This order is attached to project "Histone PTMs". [Change project](#)

		Unit price	Quantity	Price
#020003	In Solution Digestion	0.00	10	0.00
#020005	Protein digestion plus LC MS/MS analysis (short gradient) show description	85.00	10	850.00
TOTAL			Quantity	Price
			20	850.00

[Export as a spreadsheet](#)

[Cancel order](#)

Send a notification by email

Sample manifests attached to this order:

• [Manifest #254](#)



The final sample description can be checked here

Add a manifest

[Submit a manifest of samples to attach to this order](#)

5.- Upload images, pdf, doc, xls or other files.

PPMS for the Zentrallabor für Proteinanalytik (ZfP)

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Order ref. #612

Order ref. #612

Order for

Order made the 20/01/2016 at 14:58 by |

Account number to use: SFB 646 Prepaid account

Affiliation: LMU Gen

This order is attached to project "Histone PTMs". [Change project](#)

		Unit price	Quantity	Price
#020003	In Solution Digestion	0.00	10	0.00
#020005	Protein digestion plus LC MS/MS analysis (short gradient) show description	85.00	10	850.00
TOTAL			Quantity	Price
			20	850.00

[Export as a spreadsheet](#)

[Cancel order](#)

Send a notification by email

Sample manifests attached to this order:

- Manifest #254

Add a manifest

[Submit a manifest of samples to attach to this order](#)

5.- Upload images, pdf, doc, xls or other files.

PPMS for the Zentrallabor für Proteinanalytik (ZfP)

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Project ref. #158

Project details

Project name/title:
Histone PTMs

Participants:
Forné Ignasi (project admin), }

Main group for this project:

Project type:
Prepaid_projects

Project visibility (from project type):
ZfP core facility, all ZfP systems, all ZfP services/consumables

Account number:
SFB 646 Prepaid account

Description/abstract:
I would like to check for histone PTMs on three different strains nucleosomes: wild type from *S.pombe*, wild type from *S. cerevisiae*, cul4 deletion from *S. pombe*. I am interested in all possible modifications in particular on residues: histone H3 (aa 76-81) histone H2B (aa 105-113) histone H4 (aa 53-65) histone H4 residue H4K31

Project affiliation:
LMU Gen

Project active:
yes

[Edit this project's details](#)

Project status

Phase 0 - in use

Status: Keine Proben - bereits kontaktiert Projekt wird gelöscht

[Update Status](#)

Project timeline and milestones

- 16/11/2015 (by Schilcher Pierre): Project status updated to Keine Proben - bereits kontaktiert Projekt wird gelöscht
- 19/06/2015 (by Forné Ignasi): Project created
[delete](#)
- 19/06/2015 () [object creation request \(ref #165\)](#) [show more details](#)

Add a projected milestone


Attach a text based report or message

Upload a file



AND YOUR REQUEST IS FINALLY DONE!!

PPMS for the Zentrallabor für Proteinanalytik (ZfP)

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Home

Current user: Forné Ignasi (regular user view) [restore administrator view](#)

Book a system:

Systems available:



[book](#)

Order a service or a consumable:

Services/consumables available:



[order](#)

[Make a new request:](#) [request/start a new project](#)

[Report a Publication](#)

Please report any publication that used ZfP resources.

This is very important for us when we submit grant applications or grant renewals, so thanks in advance for your help!

[Report a publication](#)

[Orders - New](#)

Order ref #612 

[Orders - Accepted](#)

[Quotes](#)

No new quotes on this core.

[My Order History](#)

[My Project Requests](#)

[My Projects](#)

124 active projects

[View all active projects](#)

[Report an Incident](#)

Choose a system



[Report](#)

[My Sessions](#)

No sessions booked on this core.