

## Submission Guidelines

When you're ready to proceed please submit an online project application at <https://ppms.us/emory> (if you haven't registered in PPMS, you'll need to create an account and affiliate with a group/lab). Please be detailed in the project abstract -include a brief overview of the project as well as details like sample source, treatments, collection, isolation/resection, and a brief description of the services you need. Once approved, your **project** will automatically be assigned a project ID. Once you have the project ID (check PPMS because you will not receive an email), you can place an **order** for services. Be sure to include an electronic copy of the sample manifest with the order and be sure the tube ID and manifest ID match (you can access the manifest page by logging into your account, selecting the appropriate project and order number, scrolling down to the section titled "Manifests attached to this project" and clicking the link; entries can be copied and pasted from an excel sheet). Please label each sample tube with the Project ID, Sample Name, and Date. Samples can be delivered to 7308 WMB, between 9 am and 5 pm, M-F.

## Shipment Address

Samples may be shipped to EIGC to the address below:

Emory Integrated Genomics Core  
Emory University  
101 Woodruff Circle  
Woodruff Mem Res Bldg, Room 7308  
Atlanta, GA 30322  
Phone: 404-778-8471