

Project Submission Form

Instructions

1 Fill out the appropriate information on each of the following pages.

2. Schedule an appointment:

For LC MS/MS service contact Dr. Janna Kiselar at (216) 368-0979 or janna.kiselar@case.edu
or Katy Lundberg at (216) 368-4159 or katy@case.edu

For 2 D Gel service contact

Dr. Elizabeth Yohannes at (216) 368-0289 or elizabeth.yohannes@case.edu

2 Bring samples and submission form to initial meeting.

Case Center for Proteomics
CWRU, School of Medicine
2109 Adelbert Rd. BRB 947
Cleveland, OH 44106-4988
(216) 368-0291

PROPOSED SAMPLE DETAILS

(Required for sample processing)

Is this **in gel** **in solution**

Protein in solution: Specify concentration of protein and molarity of other constituents (detergents, salts, buffers, etc)

Please attach sample protocol for samples that are in solution

Genus and species of source organism: _____

Additional Comments: _____

**PLEASE NOTE: Case Center for Proteomics CANNOT ACCEPT RADIOACTIVE
or HAZARDOUS MATERIALS**

SERVICES REQUESTED

To be filled out by CCP representative

PROTEIN LABORATORY SERVICES

(Please check all that apply)

- | | | |
|---|---|--|
| <input type="checkbox"/> Large format 2-DE | <input type="checkbox"/> Protein Concentration Analysis | <input type="checkbox"/> Sample Clean-Up |
| <input type="checkbox"/> Image Analysis | <input type="checkbox"/> Protein Excision | <input type="checkbox"/> Data Analysis |
| <input type="checkbox"/> Cell Pellet Processing | <input type="checkbox"/> Other (Please specify) _____ | |

PROTEIN AND PEPTIDE MASS SPECTROMETRY SERVICES

(Please check all that apply)

- | | | |
|--|---|---------------------------------------|
| <input type="checkbox"/> Intact Mass | <input type="checkbox"/> MALDI | <input type="checkbox"/> Electrospray |
| <input type="checkbox"/> Protein ID by LC/MS | <input type="checkbox"/> Other (please specify) _____ | |
| <input type="checkbox"/> Data Analysis | | |

**this charge is for manual sequencing beyond Protein ID*

ADDITIONAL COMMENTS

PROJECT CONTACT INFORMATION

Please provide the following information on this page.
Thank you.

Grant Title:

Investigator Name: _____

CCP Project ID: _____

Principal Investigator: _____

eRA Commons Name: _____

Is the PI part of the CTSC? Yes No

Is the PI part of CFAR? Yes No

Department / Company:

Who to contact with questions regarding project?

Name: _____

Address:

Phone: _____

Email: _____

Phone: _____

Fax: _____

Email: _____

BILLING INFORMATION

Grant Number / Speedtype: _____

Billing contact: _____

Phone: _____

Email: _____

Billing Address (if different from above):

ACCEPTANCE OF TERMS

The information provided in the Sample Submission Form is true to my knowledge

Client Signature _____ Date _____

CCP Representative _____ Date _____

Case Western Reserve University School of Medicine's Case Center for Proteomics
TERMS AND CONDITIONS OF SERVICES
Clients Who Are Not Case Faculty or Employees

1 **Governing Terms And Scope** These terms and conditions (here in after "Terms") govern the providing of protein analytical and other services ("Services") by Case Western Reserve University by and through its School of Medicine by and Case Center for Proteomics ("CCP") for you (the "Client"). Performance of any Services does not constitute CCP's acceptance of any new or different terms, including pre-printed terms on Client's purchase order. These terms may only be modified by authorized representatives of CCP and the client.

2 **Services.** Client shall designate a representative for receipt of communications under this Agreement (the "Designated Representative"). The Designated Representative shall fill out and sign a sample submission form, which when signed by an authorized CCP representative will constitute acceptance of terms of the agreement, including these terms of service. Upon completion of the project, the test results shall be delivered to the Designated Representative. All services shall be performed at, and in accordance with CCP's then current rates, terms and policies. Such rates, terms and policies are subject to change, unless CCP provides a quotation for specific work and such work is accepted by the client by signing a contract and is scheduled within the quotation validity period. Copies of current applicable rates, terms and policies will be posted on the CCP website. (<http://casemed.case.edu/proteomics/>)

3 **Specimens** Client shall submit all specimens or materials for analysis, including gel plugs, cells and tissue samples ("Specimens") in compliance with applicable import, export, customs and other laws and regulations. **CLIENT SHALL NOT SUBMIT SPECIMENS WHICH ARE RADIOACTIVE, WHICH CONTAIN LIVE BIOLOGICAL AGENTS OR WHICH OTHERWISE PRESENT ANY HEALTH OR ENVIRONMENTAL RISKS OR WHICH COULD CAUSE DIRECT OR INDIRECT DAMAGE OR HARM TO CCP PERSONNEL OR PROPERTY. CLIENT SHALL NOT SUBMIT SPECIMENS WHICH ARE TRANSMITTED WITH ANY IDENTIFIABLE PROTECTED HEALTH INFORMATION (PHI) AS DEFINED BY HIPAA REGULATIONS.**

4 **Handling of Specimens.** All specimens and materials shall be submitted in accordance with the CCP guidelines in Section 3 above. CCP shall not be responsible for lost or contaminated materials.

5 **Pricing and Payment.** All orders shall be subject to acceptance by CCP. Prices are in U.S. dollars. Terms of payment are net thirty (30) days from the date of invoice. CCP will assess late payment charges on amounts not paid within thirty (30) days of the invoice date at the maximum rate allowed by law or 1-1/2% per month, whichever is less.

6 **Warranties.** CCP agrees to perform all services in manner consistent with the provision of similar services by qualified organizations in Northeast Ohio. CCP shall endeavor to perform all tests within the time period indicated but shall not be liable for failure to meet such period. CCP shall not be responsible for Client's use of or inability to use the test or project results. CCP MAKES NO WARRANTIES REGARDING THE QUALITY OF ITS SERVICES OR THE TEST OR PROJECT RESULTS. WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, CCP EXPRESSLY DISCLAIMS ANY WARRANTIES OF DURABILITY, MERCHANTABILITY, OR FITNESS FOR A PARTICULAR PURPOSE AND DISCLAIMS THAT SERVICES WILL MEET ALL OF CLIENT'S NEEDS OR THAT RESULTS WILL BE ERROR FREE.

7 **Damages And Limitation Of Liability** IN NO EVENT SHALL CCP BE LIABLE FOR INDIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL OR PUNITIVE DAMAGES WHETHER OR NOT SUCH DAMAGES ARE FORESEEABLE AND WHETHER OR NOT PERSONS HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, INCLUDING, BUT NOT LIMITED TO, LOSS OF PROFITS OR REVENUE, LOSS OF DATA, OR ATTORNEYS' FEES, WHETHER UNDER NEGLIGENCE, STRICT LIABILITY, ENTERPRISE LIABILITY OR OTHER PRODUCT LIABILITY THEORIES. CCP'S TOTAL LIABILITY SHALL NOT EXCEED THE AMOUNT PAID TO CCP DURING THE TWELVE-MONTH PERIOD IMMEDIATELY PRECEDING THE OCCURRENCE OF THE DAMAGE OR LOSS.

8 **Indemnity.** Client shall defend, indemnify and hold CCP harmless from all losses, damages, costs or expenses of any kind or nature, without limitation, which CP, its employees, representatives or consultants or other third parties may incur as a result of Client's transmission of specimens with associated PHI, submission of harmful or potentially harmful specimens or materials or any specimens or materials or any CCP equipment that are submitted in violation of this Agreement. Client agrees that it will be solely responsible for ensuring that any specimens or materials will be returned to permissible recipients in compliance with all import and export laws, and client will indemnify CCP against any losses, damages, cost or expenses incurred in connection there with. Client shall defend, indemnify and hold harmless CCP and its employees, agents, contractors and consultants from any liabilities, damages or claims, including costs and attorney fees, arising out of Client's breach of these terms or any claims of infringement of third party intellectual property rights related to the Specimens. (Note Specimens is defined in section 3)

9 **Entire Agreement.** These Terms and Conditions of service constitute the entire agreement of the parties with respect to the Services and may be modified only by a written instrument signed by the parties.

10 **Governing Law.** The Agreement including terms shall be governed by and interpreted and construed in accordance with the laws of the State of Ohio. The parties consent to exclusive jurisdiction in any State or Federal Court located in Cuyahoga County, Ohio.