



USERS GUIDE (2020)

Application for proteomics services

Aiming to systematically organize the proteomics service and to avoid uncontrolled visits of users to the laboratory, the following protocol describing the sequential steps and dynamics of the process has been prepared.

1. Experimental design. Reach by email any of the contact persons at the proteomics laboratory and describe the experiment. All meetings to design the best workflow for your project will be by phone, email or online meeting. Contact person's details are:

Alberto Paradela: alberto.paradela@cnb.csic.es

Sergio Ciordia: sciordia@cnb.csic.es

Rosana Navajas: rnavajas@cnb.csic.es

Miguel Marcilla: mmarcilla@cnb.csic.es

Fernando Corrales: fcorrales@cnb.csic.es

Tlfn: **915854695 /4540** (mornings)

2. Once the workflow has been fixed, the user will **formalize the application** through the proteomics laboratory service web page (<http://proteo.cnb.csic.es/proteomica>), samples will be prepared and sent with a **printed copy of the filled application form**. When samples were delivered personally in the proteomics laboratory (ask for Patricia Gómez or Fátima Santos) the user must provide the **application number** (*PROT/xxxx*), following the advices of the proteomics laboratory personnel, always within the days and times indicated below:

Sample reception:

- Face to face: **Tuesday and Thursday 10 to 11h.**
- By mail: **Tuesday and Thursday, morning (until 14h).**

3. Once the analysis is completed, the user will receive a detailed report and an additional meeting for further discussion will be scheduled, if needed. All meetings will be online preferentially and only exceptionally face to face meetings will be considered.

Due to the current pandemic the Access to the proteomics laboratory will be restricted to exceptional cases and always by appointment.