

# Stratocore Guide

GENOMICS  
CORE FACILITY

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# Logging In

- Go to UNMC's Genomics Core Facility Stratocore Start Page: [PPMS for the Genomics Core Facility](#)
- **Users:** Login with your assigned institution from the options provided below.

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PPMS for the Genomics Core Facility - GCF\_UNMC

Home Account creation request Schedules Statistics Logout

## Login

[Login with your UNMC credentials \(for UNMC users\)](#)

[Login with your UNL credentials \(for UNL users\)](#)

[Login with your UNK credentials \(for UNK users\)](#)

[Login with your UNO credentials \(for UNO users\)](#)

[Login with your Office of the President credentials \(for Office of the President users\)](#)

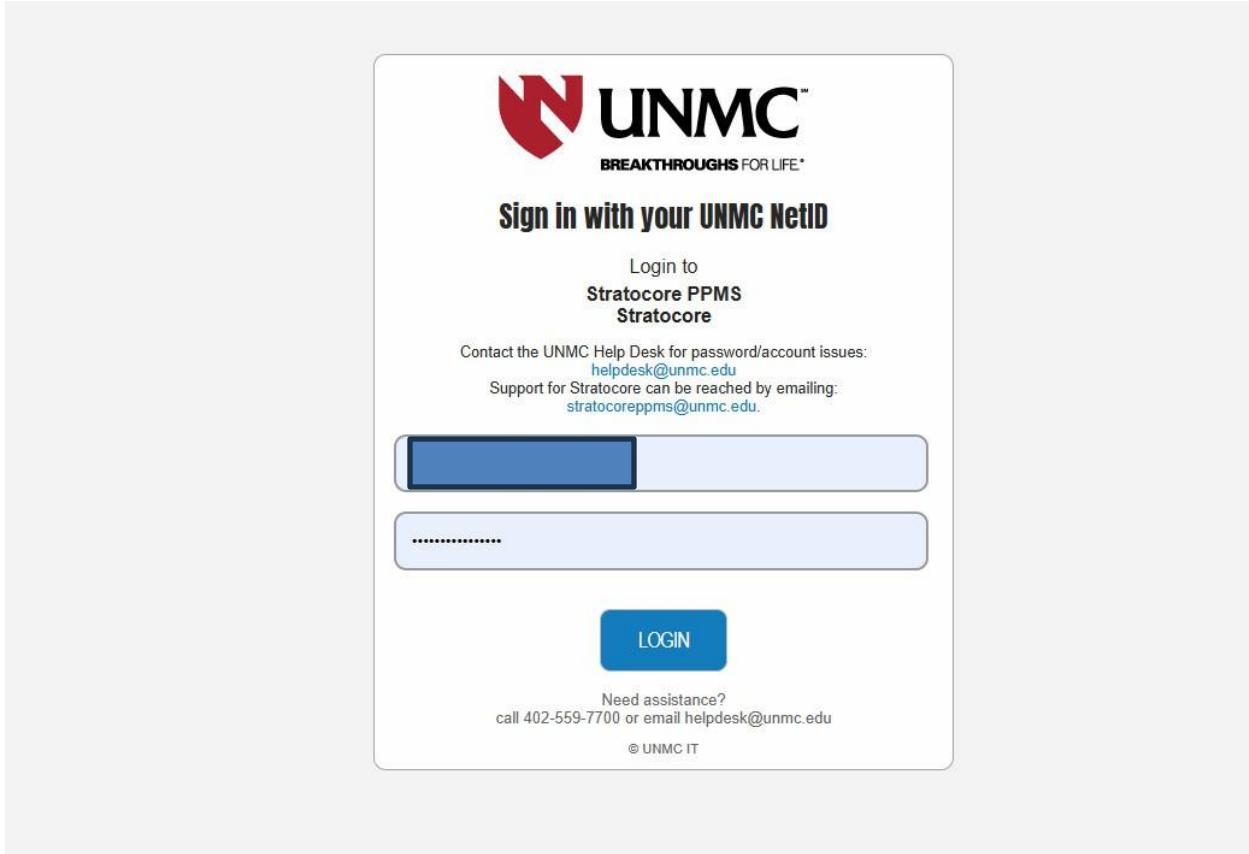
[Login with your PPMS credentials \(for external users\)](#)

- If you do not have an account yet, you can fill in a [user account creation request](#)
- If you cannot login or have any trouble please contact: GCF\_UNMC facility, email:[jordan.rowley@unmc.edu](mailto:jordan.rowley@unmc.edu), phone:402-559-3494
- This core facility management system is also used by other core facilities. [Change core facility](#).

STRATOCORE PPMS release 21123 (RC9.2/6eac)

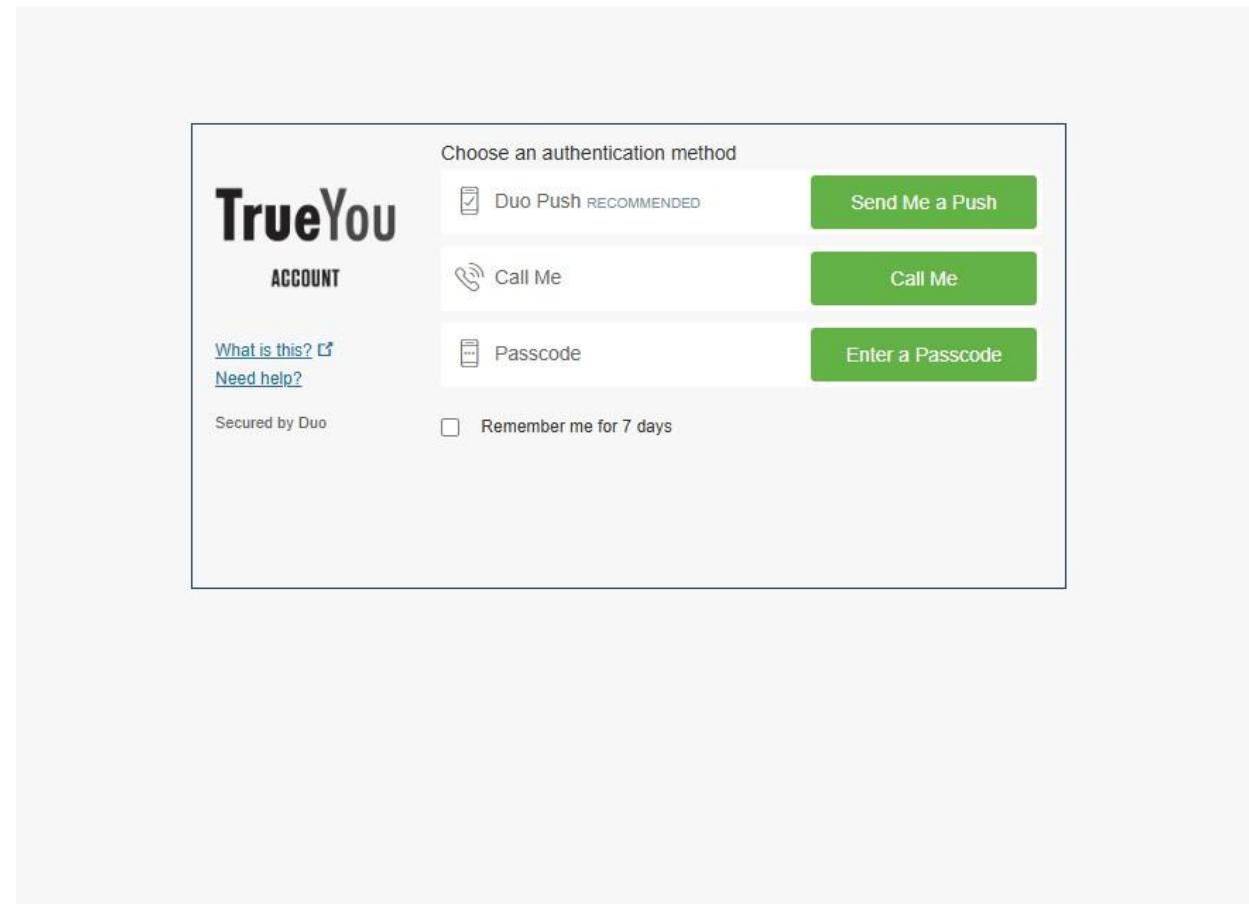
➤ After selecting your institution, the **UNMC Net ID login page** will open automatically.

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- After the **UNMC Net ID login page** will take you to DUO Push authorization page.
- Hit any option you prefer to complete 2-step verification.

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# Groups

## What are groups?

A group connects your lab members to your PI account.  
It allows researchers to place orders under your billing.

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### How are groups assigned:

- All PI Groups are being pre-assigned.
- When you log in, your Group should already be in your account.

### If you do not see your group:

- If your group does not appear, please contact us and we will ensure your group is created.



*See Next Slide for more information on Groups.*

# Managing Cost Objects

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Lab groups have access to bill to their default financial account number that has been provided by their PI or lab lead. When users go to request a service, the default cost object will automatically appear as a financial account number option once the lab group is created.

- All users can also add additional cost objects to their individual profiles if needed.
- Projects and lab groups may have additional cost objects assigned as well, but these must be added by users with the appropriate permissions (i.e., group management and financial account management rights).

- Groups are located under the **Group Account Management** tab.

Reminder: If your group does not appear, please contact the core and we will ensure your group is created.

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**Group/Account Management**

## Financial Account management

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[Authorizations for sets of financial accounts](#)

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- Please make a new account authorization request for your cost center number/group under “**Profile**” tab.
- Once you make this request, the core staff will approve your account and then you can continue to the next step to request a new project.

UNIVERSITY OF Nebraska Medical Center

PPMS for the Genomics Core Facility - GCF\_UNMC

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

**User profile**

Login: rubayat.khan@unmc.edu

Name: Khan Rubayat

Phone:

Group: Int Med FPBCC Clin Trials Office

Group PI:

Group unique id: 50000595

ORCID:

Email:

**Cancel** **Reset** **Save changes**

**Financial Account Information**

Default Financial Account Number: 50000595

**Change your default account number**

Request authorization to use a financial account: **New account authorization request**

Request authorization to manage a financial account: **New account management request**

rubayat.khan@unmc.edu

**Account authorization request**

Select an account type: NU Internal (SAP) \*

Type Description:

Select or create an account: 2428 **Create this new account**

You may add a note or comment that will be attached to this request:

**Cancel** **Save**

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# Requesting a Project

- You will see your PPMS dashboard, the home page in Stratocore. From here, you can:
  - Request/Start a new project.
  - Track requests and bookings.

PPMS for the Genomics Core Facility - GCF\_UNMC (hidden) ▾

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Getting Started [see details](#)

Publications [see details](#)

**Home**

Current user: Khan Rubayat (regular user view) [restore administrator view](#)

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

**Report a Publication**

Please report any publication that used GCF\_UNMC 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**

No new orders on this core.

**Orders - Accepted**

**Quotes**

No new quotes on this core.

**My Project Requests**

**My Projects**

**TOTAL RNA-SEQ LAB X**

**View all active projects**

**My Order History**

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

**Report a Publication**

Please report any publication that used GCF\_UNMC 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**

No new orders on this core.

**Orders - Accepted**

**Quotes**

quote ref #316

**My Project Requests**

**My Projects**

**TOTAL RNA-SEQ LAB X**

**View all active projects**

**My Order History**

- Use the "**Make a new request: request/start a new project**" in the home page to request a project with your approved account.



Getting Started [see details](#)

Publications [see details](#)

## Home

Current user: Khan Rubayat (regular user view) [restore administrator view](#)

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

### Report a Publication

Please report any publication that used GCF\_UNMC 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

No new orders on this core.

### Orders - Accepted

### Quotes

No new quotes on this core.

### My Order History

### My Project Requests

### My Projects

No projects on this core.



## Project Creation / Sample Submission

### Instructions

Please complete this form to its fullest. If you have an existing project to which you only wish to add samples, please use the other form.

### Request details

Please enter a title for your project: \*

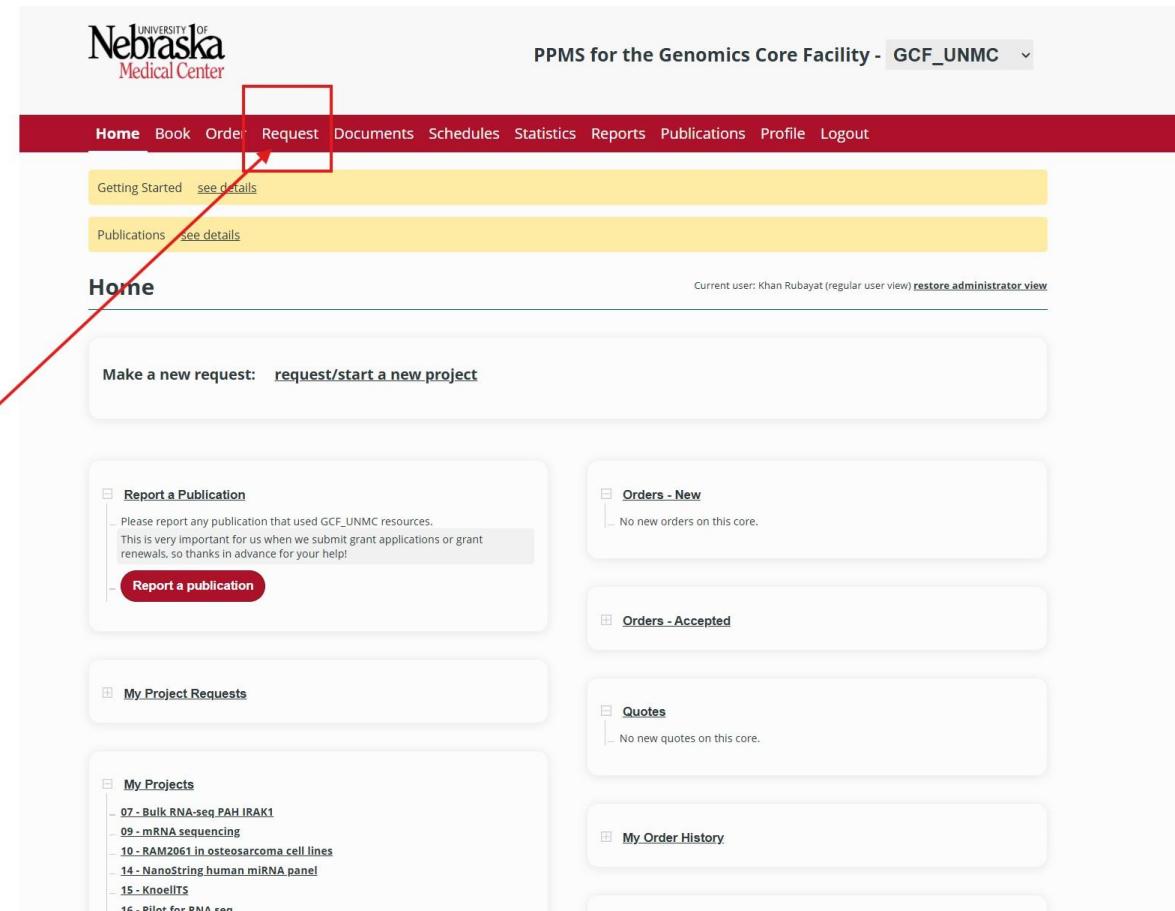
Please enter a short abstract/description for your project:

Please define the account number to use for services and activities linked with this project: \*

Please select a group: \*

[Cannot find what you are looking for?](#)

➤ You can also click on the “Request” item on the main navigation to request a new project.



UNIVERSITY OF  
**Nebraska**  
Medical Center

PPMS for the Genomics Core Facility - GCF\_UNMC

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Getting Started see details

Publications see details

**Home**

Current user: Khan Rubayat (regular user view) [restore administrator view](#)

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

[Report a Publication](#)  
Please report any publication that used GCF\_UNMC 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](#)  
No new orders on this core.

[Orders - Accepted](#)

[Quotes](#)  
No new quotes on this core.

[My Project Requests](#)

[My Projects](#)

- 07 - Bulk RNA-seq PAH IRAK1
- 09 - mRNA sequencing
- 10 - RAM2061 in osteosarcoma cell lines
- 14 - NanoString human miRNA panel
- 15 - KnoellITS
- 16 - Pilot for RNA seq

[My Order History](#)

- Use the “**Project Creation/Sample Submission**“ in the request page to request a project with your approved account.
- Use the following form to fill in the derails for your project.

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UNIVERSITY OF  
**Nebraska**  
Medical Center

PPMS for the Genomics Core Facility - GCF\_UNMC ▾

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

### Common Requests

Please select one of the following forms:

- [Add Samples to an Existing Project](#)
- [Grants: Letters of Support / Budget Estimation](#)

### Project Creation Requests

Please select one of the following forms:

- [Project Creation / Sample Submission](#)
- [Project Request - AVITI24 Teton](#)

STRATOCORE PPMS release 21123 (RC9.2/6eac)

- Use the “**Project Creation/Sample Submission**“ in the request page to request a project with your approved account.
- Use the following form to fill in the details for your project.
- You will need your account number (previous step) that was authorized for this step.

**Project Creation / Sample Submission**

**Instructions**

Please complete this form to its fullest. If you have an existing project to which you only wish to add samples, please use the other form.

**Request details**

Please enter a title for your project: \*

Please enter a short abstract/description for your project:

Please define the account number to use for services and activities linked with this project: \*

Please select a group: \*

Cannot find what you are looking for?

Please complete the form below:

**Genomics Core Project Information**

Please tell us about the project.

1. Submission Information: Please download the sample tracking/identification template and upload it here once completed. <https://ppms.us/unebraska/getfile/?pf=9&id=297-F2A96BE9>

Upload a file

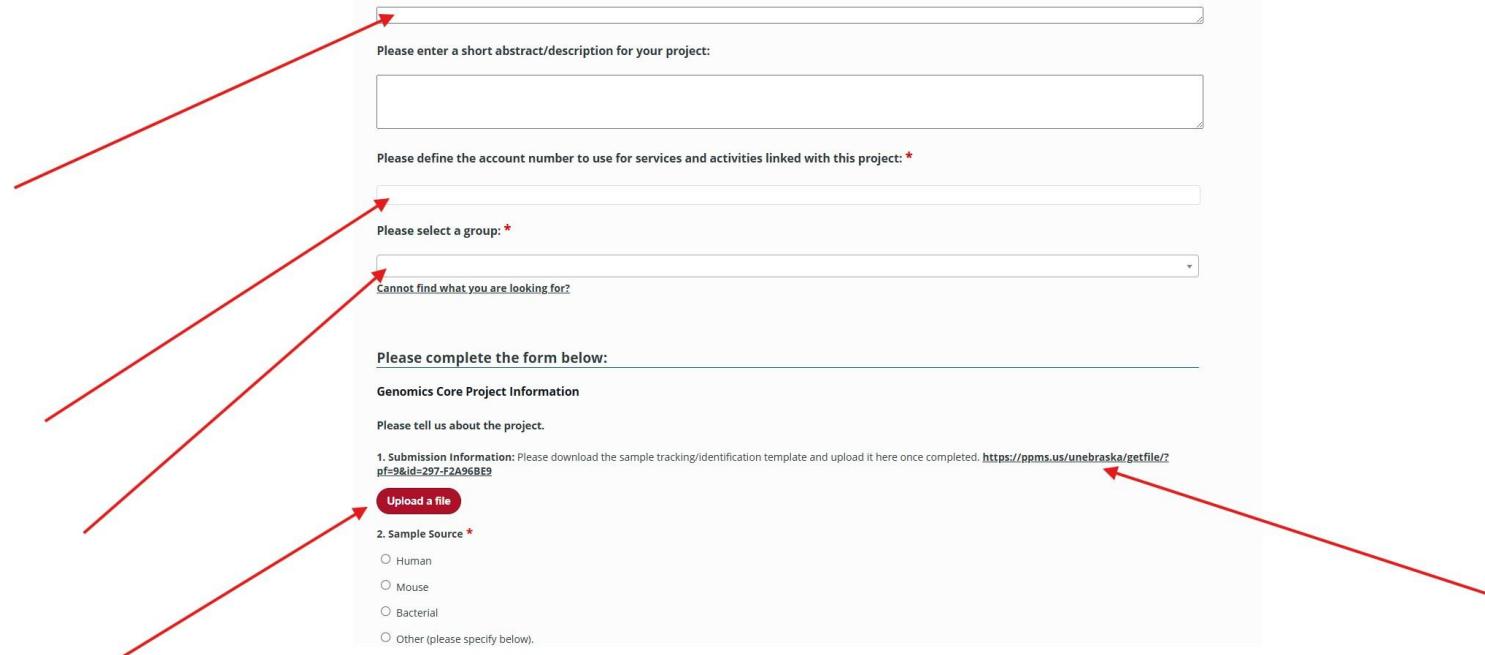
2. Sample Source \*

Human

Mouse

Bacterial

Other (please specify below).



- Please make sure to upload your sample submission sheet.
- This is a very important step!

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Please download the sample tracking/identification template and upload it here once completed. <https://ppms.us/unebraska/getfile/?pf=9&id=20-D8E04490>

**Upload a file**

- Make sure you read this statement if your sample is RNA.
- After completing the form, hit “**Submit Request**”.

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6. Is your sample concentration limited?  
(We often measure this for you, but if you know, this can give us an idea ahead of time)

yes  
 no

7. Would you like your samples back? \*

yes  
 no  
 only if it is possible

8. When will you drop off your samples? \*

9. Is your sample RNA? \*

yes  
 no

To avoid repeated freeze-thaws, please submit two tubes for each sample. The main sample plus a separate tube containing 5 ul for QC purposes. This helps us to perform QC without thawing your main sample.

Please acknowledge that you have read the above statement: \*

I agree to submit a separate tube of my RNA sample for QC.

10. If submitting libraries directly, how many pools are you submitting for sequencing?

11. Is there anything else you would like us to know about this project?

11. Proceed with ordering without sending quote? \*

yes  
 no

Is there anything else you would like us to know about this project?

Thank you!  
The Genomics Core Facility



- After tapping “**Submit Request**”, the following page will appear.
- The staff from the Genomics core facility will contact you to follow up with your request.



PPMS for the Genomics Core Facility - **GCF\_UNMC (hidden)** ▾

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## Thank you

Your request has been recorded successfully.  
The staff of the GCF\_UNMC facility will contact you soon to follow up on your request.

[return to the home page](#)

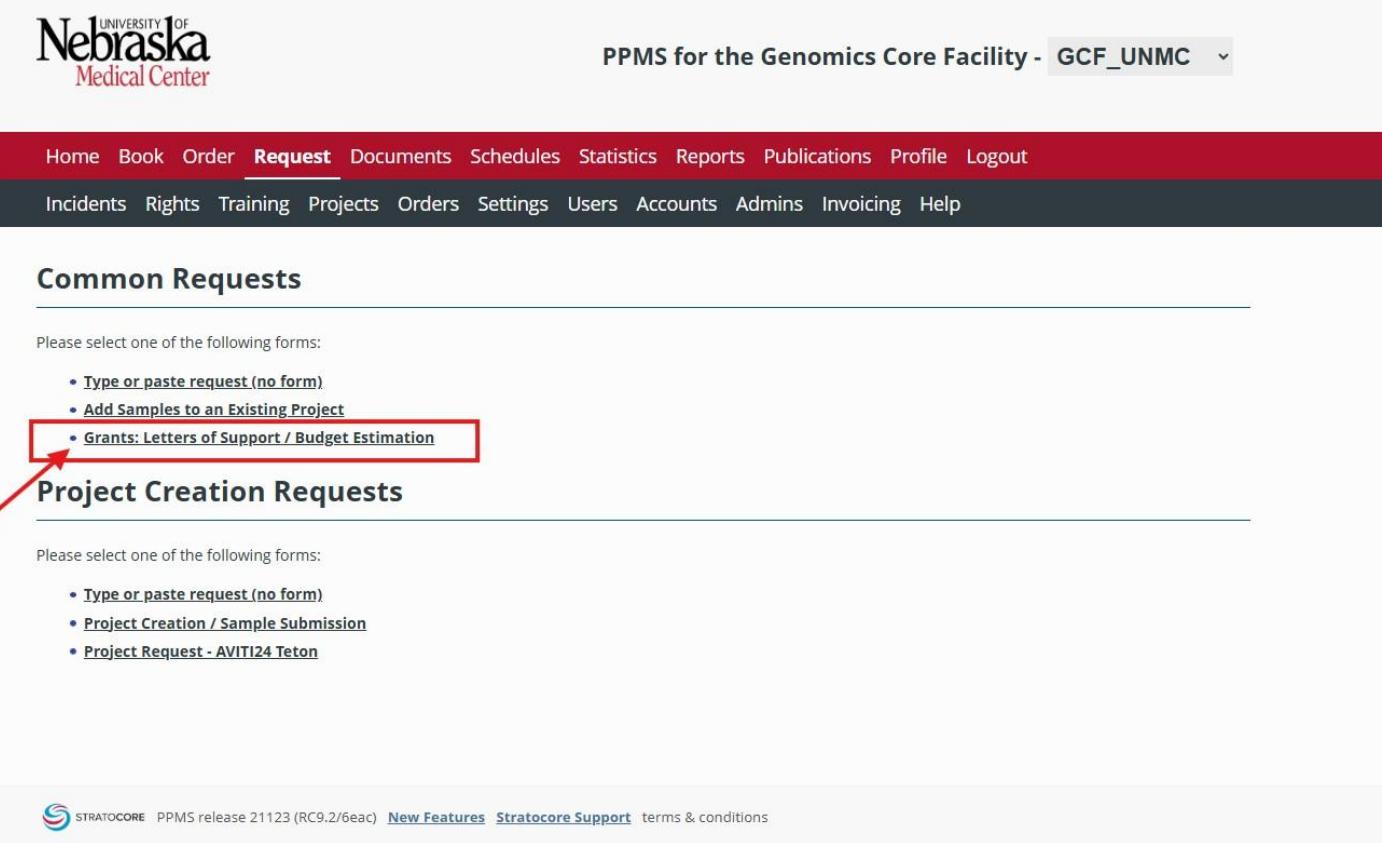


STRATOCORE PPMS release 20944 (RC9.2/2803)

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# Requesting a Letters of Support/Budget Estimation

- Use “**Grants: Letters of Support/Budget Estimation**”, to get a letter of support.



The screenshot shows the PPMS interface for the Genomics Core Facility at the University of Nebraska Medical Center. The top navigation bar includes links for Home, Book, Order, Request, Documents, Schedules, Statistics, Reports, Publications, Profile, Logout, Incidents, Rights, Training, Projects, Orders, Settings, Users, Accounts, Admins, Invoicing, and Help. The main content area is divided into two sections: 'Common Requests' and 'Project Creation Requests'. Under 'Common Requests', there is a list of options: 'Type or paste request (no form)', 'Add Samples to an Existing Project', and 'Grants: Letters of Support / Budget Estimation'. The 'Grants' option is highlighted with a red box and a red arrow points to it from the left. Under 'Project Creation Requests', there is a list of options: 'Type or paste request (no form)', 'Project Creation / Sample Submission', and 'Project Request - AVITI24 Teton'. The bottom of the page includes the Stratocore logo, a note about PPMS release 21123, and links for New Features, Stratocore Support, and terms & conditions.

PPMS for the Genomics Core Facility - GCF\_UNMC

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

Incidents Rights Training Projects Orders Settings Users Accounts Admins Invoicing Help

## Common Requests

Please select one of the following forms:

- [Type or paste request \(no form\)](#)
- [Add Samples to an Existing Project](#)
- [Grants: Letters of Support / Budget Estimation](#)

## Project Creation Requests

Please select one of the following forms:

- [Type or paste request \(no form\)](#)
- [Project Creation / Sample Submission](#)
- [Project Request - AVITI24 Teton](#)

 STRATOCORE PPMS release 21123 (RC9.2/6eac) [New Features](#) [Stratocore Support](#) [terms & conditions](#)

- Use “**Grants: Letters of Support/Budget Estimation**”, to get a letter of support.
- Fill out the form and hit: “Submit Request” and the core staff will reach out.

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## **Grants: Letters of Support / Budget Estimation**

Make this request on behalf of: myself

### **Instructions**

Please provide this information as far in advance of the due date as possible. We may not be able to assist you if the deadline is too close.

### **Please complete the form below:**

#### **Genomics Core Request for Letter of Support**

**Please answer the following questions when writing a grant.**

**Will you be including support for core personnel?**

Please include FTE for our core technicians (typically 10%-15%). Our costs typically do not include personnel time, but cover reagents, supplies, instrument maintenance, etc. Including our core technicians makes our services more collaborative, allowing us to work with you to accomplish your goals. Thank you! \*

Yes  
 No

**Do you need a letter of support? \***

Yes  
 No

**Do you need help estimating costs for the budget? \***

Yes  
 No

Thank you!

The Genomics Core Facility

**Submit request**

## Primary Contact

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**Rubayat Khan, PhD**

Assistant Director

Genomics Core Facility

*[rubayat.khan@unmc.edu](mailto:rubayat.khan@unmc.edu)*

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Thank You!