Aim: improve the workflow of transferring mice from the PDX core to research labs.

Workflow

1. Core emails available mice list
2. Research Lab emails back wish list
3. Core confirms availability of mice
4. Research Lab places iLab request
5. Core receives request and enters CCM transfer form
6. Core bills Research Lab after mice are transferred
1. Login to iLab.

Patient-Derived Xenograft Core
How to request mice using iLab
2. Select the option “Core Facilities” from the left panel menu.
3. Scroll down until you find the PDX core and select it.
4. On the core page, go to the “Request Services” Tab on the right side.
5. Under the project request section find “Breeding Colony Request” and click the “request service” button to start a request.

<table>
<thead>
<tr>
<th>Request Type</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>PDX Tissue Request (PDX)</td>
<td>![Initiate Request]</td>
</tr>
<tr>
<td>PDX Transplant Request (PDX)</td>
<td>![Initiate Request]</td>
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<td>PDX Transplant Request</td>
<td>![Initiate Request]</td>
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<tr>
<td>Breeding Colony Request (PDX)</td>
<td>![Initiate Request]</td>
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<tr>
<td>PDX Study Request (PDX)</td>
<td>![Initiate Request]</td>
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<tr>
<td>PDX Generation Request (PDX)</td>
<td>![Initiate Request]</td>
</tr>
<tr>
<td>Consultation (PDX)</td>
<td>![Initiate Request]</td>
</tr>
</tbody>
</table>

To initiate a Project Request:
1. Select the group of interest
2. Click the “Initiate Request” button
3. Complete and save the Custom form and other required information.
4. Click “Submit request to core”
5. Core will be in touch with you upon review to give you a quote and schedule the requested service.
6. Fill out all the information on the form.
7. Click “save completed form”.
8. Verify charge source.
9. Click “submit request to core”.

<table>
<thead>
<tr>
<th>ATC Terms and Conditions</th>
<th>Patient-Derived Xenograft Core How to request mice using iLab</th>
</tr>
</thead>
</table>

7. Click “save completed form”.
8. Verify charge source.
9. Click “submit request to core”.

**Please read the ATC Terms and Conditions document below!**

*ATC Terms and Conditions doc*

Selecting the "I acknowledge and accept the ATC Terms and Conditions" in the box below, will represent your electronic signature.

7. Please save your form! 8. save completed form 9. save draft of form

**Cost**

The core will review your request and provide you with a quote for the requested service(s).

**Payment Information**

Please enter the charge source.

<table>
<thead>
<tr>
<th>Charge Source</th>
<th>100% Total Allocated</th>
<th>Split Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>335/1917152 (Expires on December 31, 2000)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Enter additional payment information

**submit request to core**
10. The core will review the request and complete the CCM transfer form.
11. You should receive confirmation for the transfer of mice.
12. Core will process billing through iLab.

Please remember the terms and conditions of the core:

**Acknowledgement of Cores in Publications.** Publications containing assay results, data, images or products generated by the core require citation in the acknowledgment section of the paper to include the core name, core personnel and any grants that directly support core operations. Core specific information is below:

**Core name:** Patient-derived Xenograft  
**Personnel:** Michael T. Lewis, Ph.D., Academic Director, Lacey Dobrolecki, MS, Core Director  
**Grants:** CPRIT Core Facility Award (RP220646) and P30 Cancer Center Support Grant (NCI-CA125123).