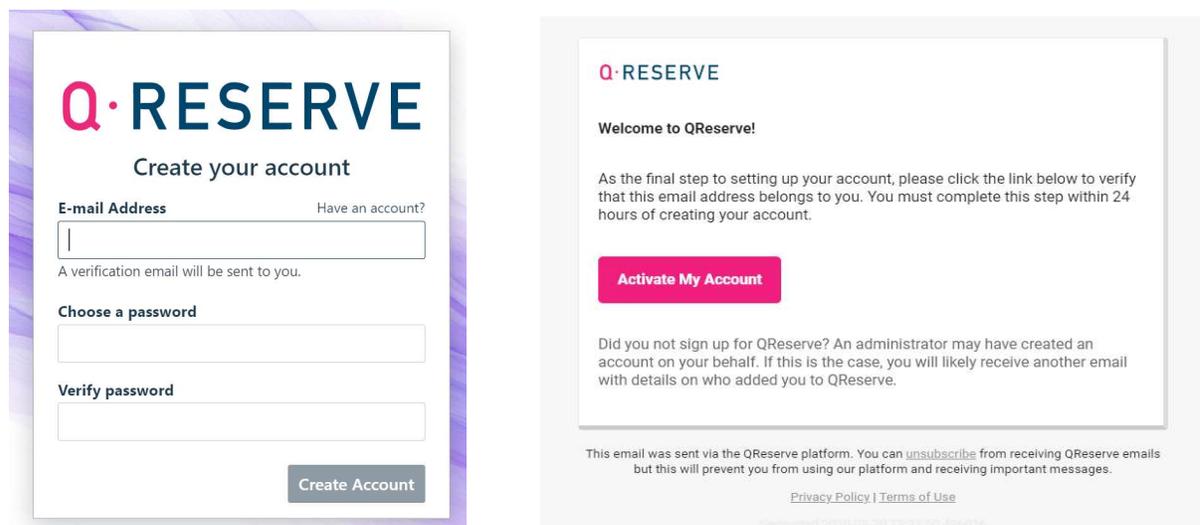


Registering for QReserve

If it is your first time using QReserve, you must register for an account.

Step 1) Navigate to: <https://my.qreserve.com/login>

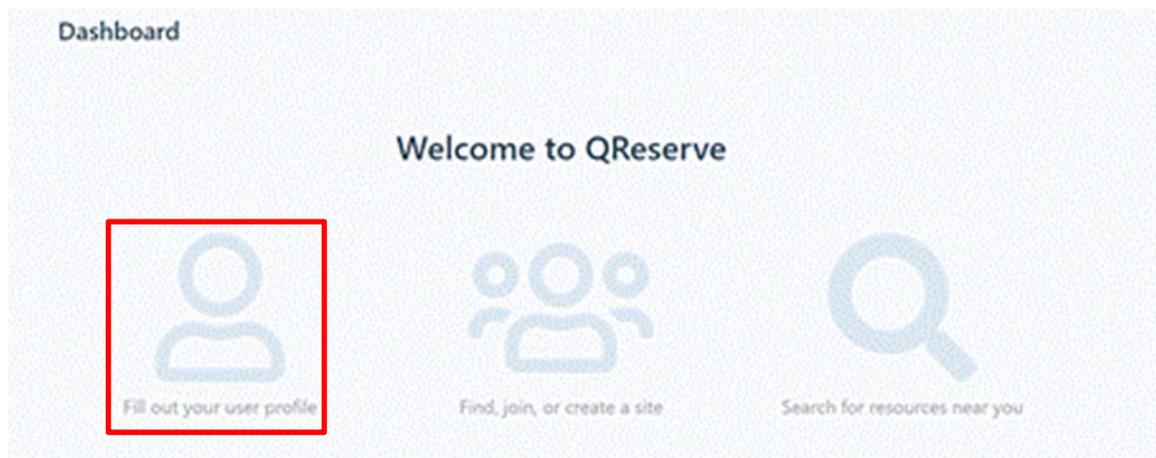
Step 2) Select **Create Your Account** and enter your institutional email address and password. You will receive a verification email to activate your account. Click **Activate My Account**.



The image shows two screenshots related to account registration. The left screenshot is the 'Create your account' form on the QReserve website. It features the QReserve logo at the top, followed by the heading 'Create your account'. Below this, there are three input fields: 'E-mail Address' (with a 'Have an account?' link), 'Choose a password', and 'Verify password'. A 'Create Account' button is located at the bottom right. The right screenshot is a verification email from QReserve. It starts with 'Welcome to QReserve!' and explains that the user needs to click a link to verify their email address within 24 hours. A prominent pink button labeled 'Activate My Account' is provided. At the bottom, there is a note about account creation by an administrator and links for 'Privacy Policy' and 'Terms of Use'.

Step 3) You will be taken to the Dashboard where you can setup your account and join sites. You will need to be added as a user of the SPARC BioCentre site, before you can join. Email leanne.wybenga-groot@sickkids.ca to be added.

Click **Fill out your profile**.



Step 4) Fill out **Given Names**, **Last Name**, and **Displayed Name**. Under **Affiliation**, enter your institution.

Under **Expertise** enter your role. *For example: PI, Research Associate, Post-Doctoral Fellow, Technician, or Graduate Student.*

Details

No Name Provided

You have not entered a name on your account profile. Your name is important to communicate your activity to other users and may be used when generating activity reports or billing statements.

Given Names

Enter your given names 

Last Name

Enter your last name 

Displayed Name

SPARC MA 

Affiliation

Enter the organization you are affiliated with 

Expertise

Enter your expertise 

Twitter

Enter your twitter username 

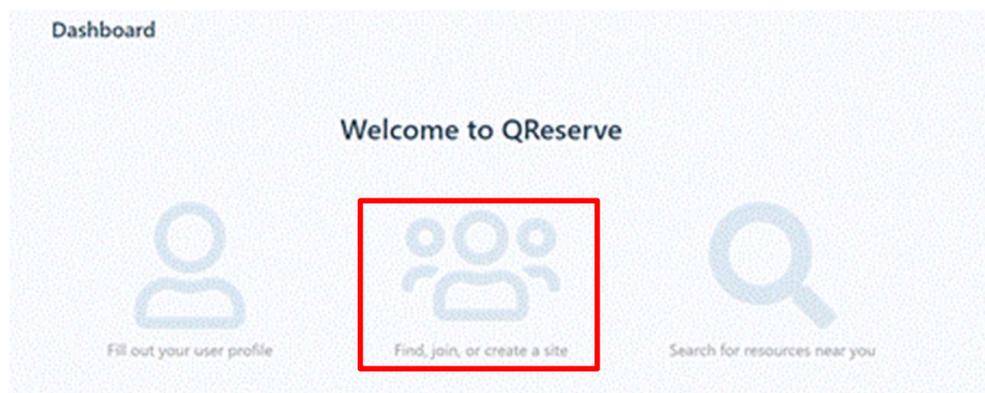
Website

Enter your website 

Phone

Enter your phone number 

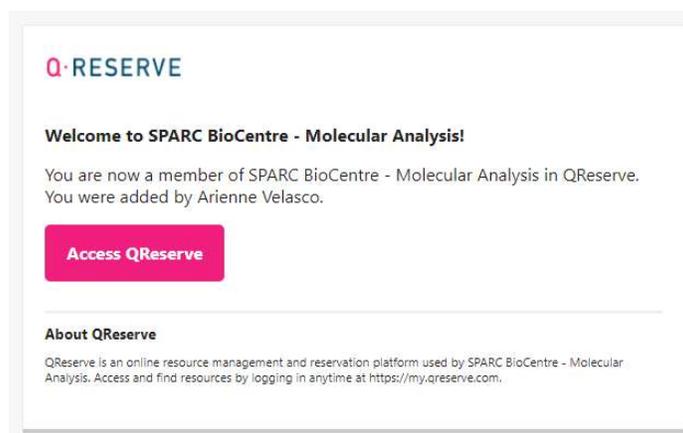
Step 5) After filling out your profile, return to **Dashboard** on the side menu. Select **Find, join, or create a site**.



Step 6) Type **SPARC** in the search bar. Select **SPARC BioCentre - Molecular Analysis**.



Step 7) Once you are added to the SPARC site by one of the administrators, you will receive an email notification from QReserve. Click **Access QReserve** and start creating requests.



Submitting Samples and Quote Requests

SPARC uses QReserve to process all sample requests. Once you have submitted your request, we will review it, contact you with any questions and price the request.

Step 1) Once you enter the **SPARC BioCentre - Molecular Analysis** site, you will see the screen below, and be able to create requests. The services available are listed under Resources. If you click **Request**, a brief description of the service will be displayed.

Hide on Dashboard My Membership Website

SPARC BioCentre - Molecular Analysis

SickKids

At SPARC BioCentre - Molecular Analysis, we use state-of-the-art technologies to:

- identify proteins and post-translational modifications in your biological samples by mass spectrometry
- investigate the amino acid composition of your sample
- analyze extracellular flux in live cells by Seahorse XFe96

SPARC is operated on a fee-for-service cost-recovery basis by an experienced team of scientists and technicians, with Dr. Michael Moran as our Scientific Director. We are happy to work with researchers from early consultation and planning phases, to delivery of data, data analysis, and preparation of publications and grant proposals. We are located on the 21st floor of the Peter Gilgan Centre for Research and Learning, 686 Bay Street, Toronto.

Please visit <https://lab.research.sickkids.ca/sparc-molecular-analysis/> or contact leanne.wybenga-groot@sickkids.ca for more information.

Keywords

Proteomics , mass spectrometry , post-translational modification of proteins , BioID , amino acid analysis , extracellular flux analysis with Seahorse XFe96 , glycolysis , oxidative phosphorylation , respiration

Related Sites

SickKids
↳ [SPARC BioCentre - Molecular Analysis](#)

Billing Address Requested

This site has requested that members provide a billing address. You can do this by editing your membership using the button below.

[Edit My Membership](#)

Resources

Search

Can't find something? [Conduct Full Search](#)

Amino Acid Analysis Requests

Request	Feedstuff, Plant or Animal Tissue AAA
Request	Other Type of Sample AAA
Request	Physiological Fluid AAA
Request	Protein or Peptide AAA

Cell Metabolism Requests

Request	Cell Metabolism (Seahorse)
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Mass Spectrometry Requests

Request	Accurate Mass Determination
Request	Protein and PTM Identification
Request	Quantitative Proteomics

Step 2) Once you have clicked Request, the following screen will appear. Click **Create Request** to begin the process.

NOTE: The example below is only for Protein/Peptide Sample (Amino Acid Analysis). Choose what is appropriate for you.

Request

[Create Request](#)

Protein or Peptide AAA

SPARC BioCentre - Molecular Analysis
SickKids

Request this service when you want to know the amino acid composition of a protein or peptide sample

Details

Request Approvers [Leanne Wybenga-Groot](#)

Contact [Leanne Wybenga-Groot](#)

Type Service

Step 3) Fill out the **Intake Form**. If you are a first time user of the QReserve site or you are submitting a new type of sample, answer “No” when asked (**Have you previously completed the intake form for the sample you are requesting the service for?**)

Once the form is complete, click **Next**.

Request Protein or Peptide AAA

Intake Form Request Protein/Peptide sample amino acid analysis (Protein or Peptide AAA)

Does your project include the use of human samples or data? *

Select an option ▾

This field is required! Value must be one of: No, Yes.

NOTE: If you are using commercially available human samples/cell lines and human samples collected with no clinical information or identifiers (anonymous samples), answer NO. Please contact your institution's Research Ethics Office if you have any questions.

*Indicates a required field.

Next

Step 4) Double check the correct resources listed. You can change the requester's name, if necessary. Otherwise, click **Next**.

Request Protein or Peptide AAA

Intake Form Request Protein/Peptide sample amino acid analysis (Protein or Peptide AAA)

Resources

✓ Protein or Peptide AAA

Rate Selection ?

✓ Request Price Quote

Approvals required: [Leanne Wybenga-Groot](#)

Request is For (Optional name override)

SPARC MA

Back Next

Step 5) Fill in the request form with your sample information. Once completed, click **Create Request**.

Request Protein or Peptide AAA
✕

Please fill out the following form with as much detail as possible. Additional questions may appear depending on your answers. Once submitted, a SPARC team member will follow-up with further information.

Type of Analysis:

Amino acid composition
 Quantitate Cys
 Quantitate Trp
 Quantitate unusual amino acid (specify which AA under Sample Information)

How many samples do you have?

Form of Sample:

Please select ▾

In-solution samples require 50 uL of 50-100 uM or 500-1000 picomoles in <100 uL

Sample Information: Please list the sample name, molecular weight and/or concentration, and the sample amount. If you wish to have an unusual amino acid analyzed, please specify which amino acid here. If you have more than five samples to submit, email a list separately.

Back

Create Request

Your request will be priced but have the status of “Pending”, until your samples arrive at our facility.

Request

Create Request

Created	Last Updated	Status	Forms
Thu, Nov 12th 2020 10:26 AM	Thu, Nov 12th 2020 10:26 AM	⌚ Pending	Intake Form Protein/Peptide sample amino acid analysis

Total 1 < 1 > Go to

Billing Information (External Customers)

If you are an EXTERNAL CUSTOMER (i.e. Your request is not affiliated with a SickKids Lab) you must setup your Billing information for your request.

Step 1) Go to Dashboard and click **Edit Your Membership**

The screenshot shows the dashboard for SPARC BioCentre - Molecular Analysis. At the top right, there are navigation links: 'Hide on Dashboard', 'My Membership', and 'Website'. A prominent orange notification box states: 'Billing Address Requested. This site has requested that members provide a billing address. You can do this by editing your membership using the button below.' Below this notification is a red-bordered button labeled 'Edit My Membership'. The main content area is divided into several sections: 'Keywords' (Proteomics, mass spectrometry, etc.), 'Related Sites' (SickKids, SPARC BioCentre - Molecular Analysis), and 'Resources'. The 'Resources' section includes a search bar and a list of request types under three categories: Amino Acid Analysis Requests (Feedstuff, Plant or Animal Tissue AAA; Other Type of Sample AAA; Physiological Fluid AAA; Protein or Peptide AAA), Cell Metabolism Requests (Cell Metabolism (Seahorse)), and Mass Spectrometry Requests (Accurate Mass Determination; Protein and PTM Identification; Quantitative Proteomics).

Step 2) Leave the **Account Number** blank, this is for internal customers only. **Note:** If you are paying via PO, please email the PO to [sparc.ma@sickkids.ca].

Under **Billing Address**, enter your billing information [**name, address, and email address**]. This information will be used to create invoices, which will be sent to the email address provided.

SPARC MA in SPARC BioCentre - Molecular Analysis

Stored Account Numbers ⊕

Account Number	Description
<i>Account Number</i> ✎	<i>Name / Description (Optional)</i> ✎

Billing Address

Billing Address [✎](#)

QRserve Identification QR Code ?

[View QR Code in Separate Window](#)

Billing Information (Internal Customers)

If you are an INTERNAL CUSTOMER (i.e. Your request is affiliated with a SickKids Lab) you must setup your Billing information for your request.

Step 1) Go to Dashboard and click **Edit Your Membership**

The screenshot shows the dashboard for SPARC BioCentre - Molecular Analysis. At the top right, there are links for 'Hide on Dashboard', 'My Membership', and 'Website'. A prominent orange notification box states: 'Billing Address Requested. This site has requested that members provide a billing address. You can do this by editing your membership using the button below.' Below this notification is a red-bordered button labeled 'Edit My Membership'. The main content area is divided into several sections: 'Keywords' (listing proteomics, mass spectrometry, etc.), 'Related Sites' (linking to SickKids and SPARC BioCentre), and 'Resources' (a search bar and a list of request types such as 'Feedstuff, Plant or Animal Tissue AAA', 'Other Type of Sample AAA', 'Physiological Fluid AAA', 'Protein or Peptide AAA', 'Cell Metabolism Requests', and 'Mass Spectrometry Requests').

Step 2) Enter your Cost Centre Number in Account Number. If you are not the PI, please enter your PI's name in **Billing Address**.

SPARC MA in SPARC BioCentre - Molecular Analysis

Stored Account Numbers +

Account Number

Account Number

Description

Name / Description (Optional)

Billing Address

Billing Address

QRserve Identification QR Code ?

[View QR Code in Separate Window](#)