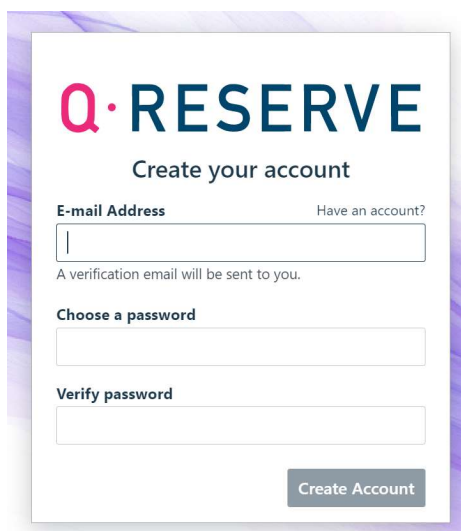


# Registering for QReserve

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**.



**Q·RESERVE**

Create your account

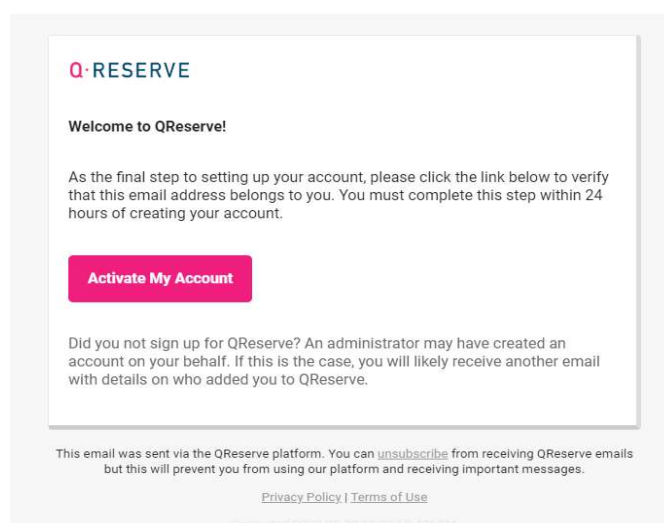
E-mail Address Have an account?

A verification email will be sent to you.

Choose a password

Verify password

Create Account



**Q·RESERVE**

Welcome to QReserve!

As the final step to setting up your account, please click the link below to verify that this email address belongs to you. You must complete this step within 24 hours of creating your account.

**Activate My Account**

Did you not sign up for QReserve? An administrator may have created an account on your behalf. If this is the case, you will likely receive another email with details on who added you to QReserve.

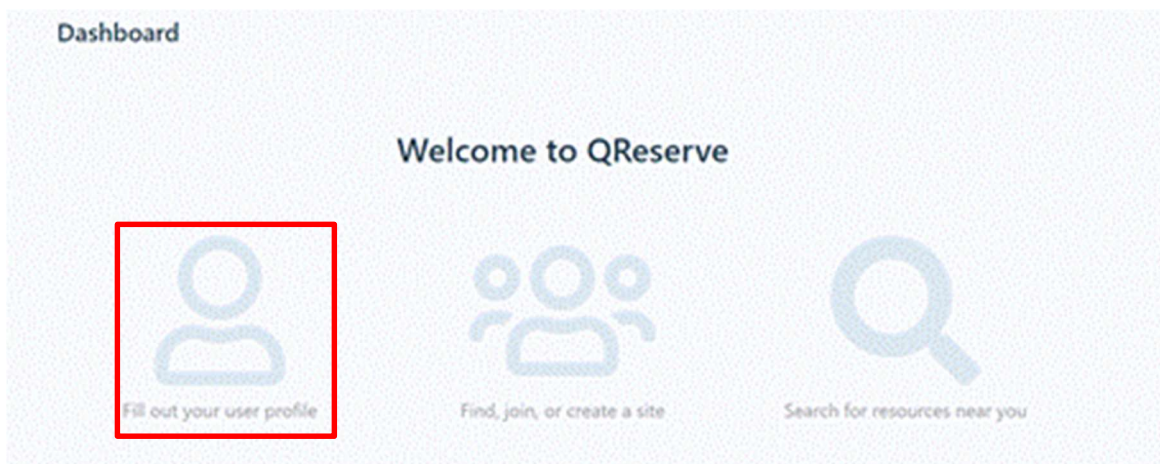
This email was sent via the QReserve platform. You can [unsubscribe](#) from receiving QReserve emails but this will prevent you from using our platform and receiving important messages.

[Privacy Policy](#) | [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](mailto:leanne.wybenga-groot@sickkids.ca) to be added.

*Please ensure that you provide the email address that you signed up with.*

Click **Fill out your profile**.



Dashboard

Welcome to QReserve

**Fill out your user profile**

Find, join, or create a site

Search for resources near you

**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 

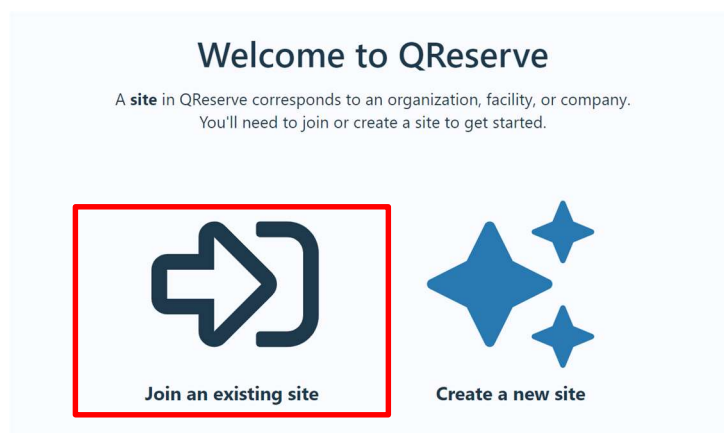
### **Website**

Enter your website 

### **Phone**

Enter your phone number 

**Step 5)** After filling out your profile, return to **Dashboard** on the side menu. Select **Join an existing site**.




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

*Note: This will show as restricted until you are added to the site by an administrator.*





## Find a Site to Join

[Return to My Memberships](#)

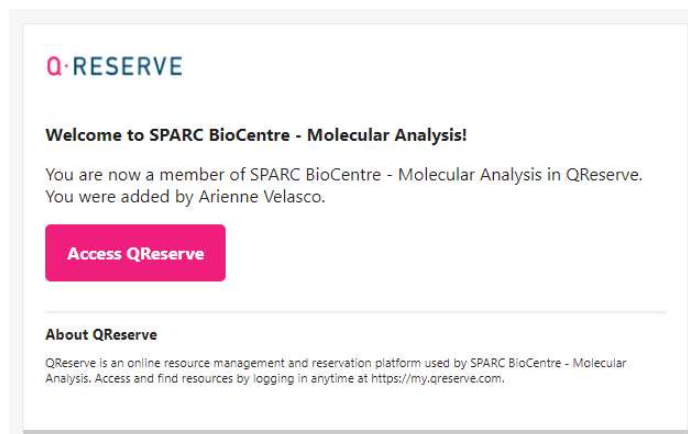
 SPARC

Enter the name of your organization or facility.

🔒 **Unable to find your site?** Your organization may be private and therefore not searchable. Trial sites are not searchable unless requested.

 <b>Restricted</b>  <b>AFBM</b>	<b>AFBM and SPARC BioCentre - Molecular Analysis</b> 686 Bay Street, Toronto, ON, Canada	 <b>Open</b>  <b>SPARC Drug Discovery</b>	686 Bay Street, Toronto, ON, Canada <a href="#">Join</a>
--	---	--	---

**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 AFBM and 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.

**Billing Address Requested**  
You are requested to provide a billing address for this site. You can do this by editing your membership using the button below.  
[Edit My Membership](#)

**SPARC BioCentre**  
SickKids Proteomics, Analytics, Robotics & Chemical Biology Centre

**AFBM**

**AFBM and SPARC BioCentre - Molecular Analysis**  
SickKids

AFBM and SPARC BioCentre - Molecular Analysis are both core facilities located in the Peter Gilgan Centre for Research and Learning, 686 Bay Street, Toronto. Both facilities operate on a fee-for-service cost-recovery basis and are staffed by an experienced team of scientists and technologists.

SPARC BioCentre - Molecular Analysis uses state-of-the-art technologies to identify proteins and post-translational modifications in biological samples by mass spectrometry, investigate the amino acid composition of sample by HPLC, and analyze extracellular flux in live cells by Seahorse XFe96. Dr. Michael Moran is 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. Please visit <https://lab.research.sickkids.ca/sparc-molecular-analysis/> or contact [leanne.wybenga-groot@sickkids.ca](mailto:leanne.wybenga-groot@sickkids.ca) for more information.

AFBM (Analytical Facility for Bioactive Molecules) performs quantitative and qualitative analysis of biological samples, including the analysis of drugs, metabolites, lipids, amino acids, and other small molecules by chromatography and mass spectrometry (LC-MS/MS, GC-MS, IR-MS, GC and HPLC). AFBM also offers ELISA and Luminex multiplexing assays for the quantitative analysis of a wide range of metabolic, endocrinological, signaling, and inflammatory biomarkers. Directed by Dr. Martin Post, AFBM works closely with researchers to ensure targeted method development and enable comprehensive data interpretation. Please visit <https://lab.research.sickkids.ca/afbm/> or contact [dreynaud@sickkids.ca](mailto:dreynaud@sickkids.ca) or [adam.gibson@sickkids.ca](mailto:adam.gibson@sickkids.ca) for more information.

**Learn how to make a reservation through QReserve**

**Additional 2 Filters**

Search

Full search Showing availability for the next 30 minutes

**AFBM Services**

- [Request](#) Cryostat (Leica CM1950) - Hourly Use Available
- [Request](#) ELISA Full Service Available
- [Request](#) IRMS, FAME by GC-C-IRMS, small molecule LCMSMS Available
- [Request](#) Luminex Plate Reading and Multiplexing Assay Full Service Available
- [Request](#) Quantitative Metabolomics using Biocrates Kits Available

**SPARC BioCentre Services**

- [Request](#) Accurate Mass Determination by ESI-MS or LCMS Available
- [Request](#) Amino Acid Analysis by HPLC Available
- [Request](#) Cell Metabolism by Seahorse Available
- [Request](#) Protein and PTM Identification by LCMSMS Available
- [Request](#) Quantitative Proteomics (LFQ, TMT, SILAC) Available

**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 Amino Acid Analysis by HPLC. Choose what is appropriate for you.

Amino Acid Analysis by HPLC

[Request Now](#)

**Amino Acid Analysis by HPLC**  
AFBM and SPARC BioCentre - Molecular Analysis  
SickKids

Request this service when you want to know the amino acid composition of a protein or peptide sample: feedstuff, plant, or animal tissue sample; amino acid or free amino acid composition of a sample; the amino acid composition of a physiological fluid

**Details**

**Request Approvers** [Craig Simpson](#) [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 Amino Acid Analysis by HPLC** [Close]

☐ Enable administrator options

Progress: Intake Form (active) → Request → Amino Acid Analysis (Amino Acid Analysis by HPLC)

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

Select an option ▾

! This field is required.

**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 Amino Acid Analysis by HPLC** [Close]

☐ Enable administrator options

Progress: Intake Form → Request (active) → Amino Acid Analysis (Amino Acid Analysis by HPLC)

Request for  
 [X Clear]

Resources  
☒ Amino Acid Analysis by HPLC

Rate ?  
☒ Request Price Quote

Requires one approval from: Craig Simpson Leanne Wybenga-Groot

Project

Account number  
 [Options]

Additional options ▾

Request name override Name will show on calendar or requests table

**Back** **Next**

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

Request Amino Acid Analysis by HPLC
×

☐ Enable administrator options

Intake Form      Request      Amino Acid Analysis  
(Amino Acid Analysis by HPLC)

Who is your PI and/or what organization are you from? \*

❗ This field is required.

**Sample Preparations:**

- Non-Volatile Salts & Buffers: Low levels of salts (<50 g of 0.5N NaCl) are acceptable. Non-volatile compounds, like glycerol, must be removed.
- Non-Volatile Amines: Buffers containing primary and secondary amines, particularly TRIS and other detergents, must be removed from the sample matrix. When derivatized, they will appear as undocumented extra peaks in the chromatogram and may be large enough to obscure a large portion of the chromatogram. The presence of the amines in these buffers will compete with the sample for the available PITC reagent and affect the quantitative derivatization of the amino acids in the sample.
- Lipids & Oils: Lipids, fatty acids, and oily substances must be removed from the sample matrix. They affect the hydrolysis and dissolution of the derivatives in the diluent buffer. More importantly, their presence is very detrimental to the column and may eventually make the column unusable. Samples with > 3% Fatty Acids/Lipids should be defatted and dried before submission.

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.

How many samples do you have?

Type of Sample:  
Please select

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.

Status

Back Submit Request

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

Request			
<span>Create Request</span>			
Created	Last Updated	Status	Forms
Thu, Nov 12th 2020 10:26 AM	Thu, Nov 12th 2020 10:26 AM	<span>⌚ Pending</span>	Intake Form Protein/Peptide sample amino acid analysis
Total 1    < 1 >    Go to 1			



## 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 QReserve dashboard. At the top, there are navigation links: 'Hide on Dashboard', 'My Membership & Account', 'Website', 'Administer', and 'Requests'. A yellow banner at the top left contains a warning icon and the text 'Billing Address Requested'. Below this, it says 'You are requested to provide a billing address for this site. You can do this by editing your membership using the button below.' The 'Edit My Membership' button is highlighted with a red rectangle. Below the banner, there are logos for SPARC BioCentre and AFBM. The text 'AFBM and SPARC BioCentre - Molecular Analysis' and 'SickKids' is displayed. On the right side, there is a section titled 'Learn how to make a reservation through QReserve' with a search bar and a list of services under 'AFBM Services'. The services listed are: Cryostat (Leica CM1950) - Hourly Use, ELISA Full Service, IRMS, FAME by GC-C-IRMS, small molecule LCMSMS, Luminex Plate Reading and Multiplexing Assay Full Service, and Quantitative Metabolomics using Biocrates Kits. All services are marked as 'Available'.

**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**

Account Number

**Description**

Name / Description (Optional)

**Billing Address**

Billing Address

QReserve 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 QReserve dashboard. At the top, there are navigation links: 'Hide on Dashboard', 'My Membership & Account', 'Website', 'Administer', and 'Requests'. A yellow banner at the top left contains a warning icon and the text 'Billing Address Requested'. Below this, it says 'You are requested to provide a billing address for this site. You can do this by editing your membership using the button below.' The button 'Edit My Membership' is highlighted with a red rectangle. Below the banner, there are logos for SPARC BioCentre and AFBM. The text 'AFBM and SPARC BioCentre - Molecular Analysis' and 'SickKids' is displayed. A paragraph below states: 'AFBM and SPARC BioCentre - Molecular Analysis are both core facilities located in the Peter Gilgan Centre for Research and Learning, 686 Bay Street, Toronto. Both facilities operate on a'. On the right side, there is a section titled 'Learn how to make a reservation through QReserve'. Below this, there is a search bar and a list of services under the heading 'AFBM Services'. The services listed are: 'Cryostat (Leica CM1950) - Hourly Use', 'ELISA Full Service', 'IRMS, FAME by GC-C-IRMS, small molecule LCMSMS', 'Luminex Plate Reading and Multiplexing Assay Full Service', and 'Quantitative Metabolomics using Biocrates Kits'. Each service has a 'Request' button and an 'Available' status.

### Step 2) Enter your **Cost Centre** in the **Account Number** field.

#### SPARC MA in SPARC BioCentre - Molecular Analysis

##### Stored Account Numbers

###### Account Number

Account Number

###### Description

Name / Description (Optional)

##### Billing Address

Billing Address

##### QReserve Identification QR Code ?

[View QR Code in Separate Window](#)