

Request a CGC service using iLab

1. Go to the following website

https://uthealth.corefacilities.org//service_center/show_external/5169/uthealth_cancer_genomics_center

2. Sign in with your ilab login

3. choose one of the service categories

▼ Service Projects & Quote Requests

To initiate a Service Request:

1. Click the **Request Service** button next to the service of interest.
2. Complete and save the **Custom form** and other required information.
3. Click **Submit request to core**
4. Core facility staff will be in touch with you upon review.

When requesting a project, you must select 'Save' or 'Cancel' to exit the page.

ATAC Library Preparation & Sequencing	request service
DNA Library Preparation & Sequencing	request service
RNA Library Preparation & Sequencing	request service
Single-cell Library Preparation & Sequencing	request service
Spatial Transcriptomics Library Preparation Sequencing	request service

4. fill the project form

Forms and Request Details (see bottom of list to add items to this request)

[View Form](#) Submission Form for Spatial Transcriptomics Library Preparation Sequencing [Not Started](#) [add service](#)

⚠ Please fill out any forms that are highlighted in red.

Cost

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

Payment Information

Please enter the po number.
You will have the opportunity to review the quote before being billed.


%	po number	Amount
1 100.0 %		
100.0%	Total Allocated	

[+ Split Charge](#)

will prepare PO later

5. save the completed form

	Sample Name	Organism	RNA Concentration	Sample Volume	Sample Type	Extra Instructions
1	control	mouse			FFPE	
2	treatment	mouse			FFPE	
3						
4						
5						
6						
7						
8						
9						
10						




► upload or download data to the grid from excel 


Sample Requirement

Visium

1. DV200>30% for FFPE sample and DV200>50% for frozen sample
2. Slides need to be stained and imaged
3. sample section need to be in required area (contact CGC for more information)

For special samples or situations, please contact us for more details.

Please save your form! ➡  save completed form  save draft of form 

 After saving your form, please submit your request to the core.

6. payment information

For the projects from UTHHealth at Houston, please fill the CFS for the payment;

Fore the projects not from UTHHealth at Houston, please fill payment information as below

The screenshot shows a web form with two main sections: 'Cost' and 'Payment Information'. The 'Cost' section has a header 'Cost' and a message: 'The core will review your request and provide you with a quote for the requested service(s)'. The 'Payment Information' section has a header 'Payment Information' and a message: 'Please enter the po number. You will have the opportunity to review the quote before being billed.' Below this, there is a table with three columns: '%', 'po number', and 'Amount'. The first row shows '1' in the first column, '100.0' in the second, and an empty field in the third. Below the table, there is a 'Total Allocated' field showing '100.0%' and a '+ Split Charge' button. At the bottom, there is a text box containing 'will prepare PO when the quote is received'.

	%	po number	Amount
1	100.0		

100.0% Total Allocated

+ Split Charge

will prepare PO when the quote is received

7. submit request to core

This screenshot is identical to the one above, but it includes a red circle highlighting the 'submit request to core' button at the bottom right of the form. The button is green with a checkmark icon. Other buttons visible are 'save draft request' and 'Cancel'.


submit request to core save draft request Cancel

8. a quote will be prepared when the request is received. The quote will be sent to you by CGC and a notification from ilab will be sent to you when the quote is generated. Please reply the notification email sent by CGC to confirm the quote. Please prepare a PO if the project is not from UTHHealth at Houston. The project will proceed when the confirmation is received.

9. Confirm the quote

The status of your project can view in “View My Requests” tab. Please proceed “Agree” if the quote is confirmed. Please prepare a PO if the project is not from UTHealth at Houston. The project will proceed when the confirmation is received. It will be appriated if you can reply the notification email sent by CGC to confirm the quote.

UTHealth Cancer Genomics Center



[About Our Core](#) [Request Services](#) [View My Requests](#) [Contact Us](#)

[Reload Active Requests](#)

▼ active requests

Searching within **active requests**: Results in this tab are restricted by *Status* ([show details](#))
Please use the filter panels in the left-hand menu to drill down to requests of interest. You can also save filters to custom tabs! [Click here for more details.](#)

◀ Hide Filters

▼ Keywords

Go

▼ Status

Service Center In Agree... (1)




► Category

► Labels

► Assigned To

► Lab

Displaying 1 out of 1 result. (Page 1 of 1)

date	for	service id	status	payment number	cost	
▶ Mar 22 (Mar 22 2025)	Alice Researcher iLab Test (Testing) Lab	UTHCGC-AR-1 Spatial Transcrip...	Waiting for Researcher to Agree		\$11,277.00 (\$11,277.00)	  

Agree

Disagree