**Guidelines for the use of the OlinkPEA® technology platform of CF-MPC**

The Core Facility Metabolomics and Proteomics (CF-MPC) offers high-quality, state-of-the-art services individualized to your project needs. All available proteomics assays including Olink are provided by core facility personnel only, a self-service option is not available.

It is mandatory to contact us before the start of a project to arrange for an in-depth consultation session. In our experience users achieve the best results when involving us at the earliest stages of a project, but in any case before starting with sample preparation. Proteomics experiments must be carefully designed and have special requirements in terms of sample preparation, data generation, and statistical validity.

We accept a broad range of human and non-human sample types such as plasma, serum, CSF, cell and tissue culture supernatant. The compatibility of the matrix and the chosen Olink panel must be discussed in the consultation session, as not all matrices have been tested by Olink. The biosafety level of any biospecimen must be declared in the Project Proposal. If you are working with samples above BSL-2 you must contact the head of CF-MPC (hauck@helmholtz-munich.de) to discuss if they can potentially be measured after inactivation and obtain written permission by the head of CF-MPC (hauck@helmholtz-munich.de) before shipment. The core facility will store sample material only for the duration of the project. Any leftover material will be discarded or shipped back at user expense upon request.

Users are responsible for ensuring that any scientific experiment carried out at CF-MPC fulfills the relevant ethical and legal specifications.

Furthermore, every user is responsible to provide a valid source of payment for the work ordered and as outlined in the quote provided by CF-MPC. This has to be confirmed in writing on the project proposal form by the head of the research team.

Please follow the procedure outlined below to guarantee efficient completion of your project:

1. Initial project meeting at an early stage

Please arrange a mandatory meeting to discuss your Olink experiment with the scientist in charge (agnese.petrera@helmholtz-munich.de).). Sample preparation, suitable protocols, study design, timeline, and more details will be discussed in the meeting. Please also consider the downstream data analysis path, we can provide a basic statistical analysis of your dataset.

1. Project proposal form

A further prerequisite is the submission of a project proposal. Please include any information needed to provide a clear and solid understanding of your goals and expectations.

Please download the [Project Proposal Template](https://www.helmholtz-muenchen.de/fileadmin/MPC/FILES/ProjectProposal_template_w_DATA_PROTECTION_STATEMENT.docx) and complete all requested information. This project proposal will report the outcome of the initial project meeting (step 1) and needs to be sent in Word file format (.docx) to the scientist in charge who will add the prospective effort for the facility and provide a quote and time estimate for your work. After mutual agreement, please sign the document and send it as .pdf. Work will commence only after receiving the signed project proposal.

1. Collaboration agreement

External users need to sign a Collaboration Agreement between their institution and Helmholtz Zentrum München to be able to invoice later. This document will be sent to the user by the scientist in charge. Work will commence only after receiving the fully executed collaboration agreement.

1. Sample preparation

The success of the experiment depends largely on the study design and sample preparation. The key element for a successful experiment performed with the Olink technology is a customized study design which also includes thorough randomization of the samples. To prepare at best the samples, we provide our users with detailed instructions about study design and sample preparation. Please carefully read and follow the instructions in the Project Proposal. If you have any questions please do not hesitate to contact us (agnese.petrera@helmholtz-munich.de).

1. Sample submission

Please fill out the [Sample Submission Shee](https://www.helmholtz-muenchen.de/mpc/hauptmenue/proteomics-technologies/proximity-extension-assay/index.html)t. Use the “Plate Layout” or the “Sample List” to assign your samples to the final plate position in the 96-well plate. After approval of the plate layout by the facility, the user is allowed to start the preparation of the sample plates.

Instructions on the sample shipment can be found in the Project Proposal and must be followed to ensure the safe shipment of samples. Please always contact us before bringing or shipping samples (agnese.petrera@helmholtz-munich.de).

Delivery address:

Helmholtz Zentrum München

Core Facility MPC – Proteomics Platform

Attn: Dr. Agnese Petrera/Jennifer Behler

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