

# DUKE UNIVERSITY DNA ANALYSIS FACILITY

## Finch LIMS Lab Group Signup

**Instructions:** Each customer using the Duke University DNA Analysis Finch LIMS system must belong to a Lab group (Principal Investigator) in the LIMS system. Therefore, before customer accounts can be created a Lab group must be established. Only the Finch Administrator can create a lab group. This only needs to be done once for each lab.

Please complete all the fields below and return this form to the DNA Analysis Facility.

**Please print clearly**

1. Principal Investigator:

First name \_\_\_\_\_ Initial \_\_\_\_\_ Last name \_\_\_\_\_

2. P.I. email: \_\_\_\_\_ Phone: \_\_\_\_\_

3. Institution: \_\_\_\_\_ Department: \_\_\_\_\_

4. Mailing Address: \_\_\_\_\_  
(ex. Box 3010 DUMC, Durham NC 27710)

5. Office / Lab Location: \_\_\_\_\_  
(ex. 135 Jones Building)

6. Password for your protected folder on our server that will hold all your billing records:

Password: \_\_\_\_\_

7. If you prefer us to contact a lab manager rather than the principal investigator with routine information:

Lab Manager Name: \_\_\_\_\_

Lab Manager email: \_\_\_\_\_ Phone: \_\_\_\_\_

Scott Langdon Ph.D. Managing Director  
135 Jones Bldg. Phone: 613-7831

Email: [Sequence@mc.duke.edu](mailto:Sequence@mc.duke.edu)

Web: [www.cancer.duke.edu/dna](http://www.cancer.duke.edu/dna)

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