

### PPMS Online Booking Calendar for Core Instruments

1. Register for an account at the following web address: <https://ppms.us/emory/?ECFCC>
2. Request training at this address: <https://ppms.us/emory/req/?all=true&pf=14>
3. Bookings canceled within 24 hours are subject to charge, outside of 24 hours cancellation is free.
4. There is no charge for bookings that are moved during the same day for the same amount of time. If you cancel a booking and then re-book for a different amount of time you will be charged the difference as well as for the new booking.
5. Users are responsible for canceling their own bookings, if you are the last user of the day, please inform the user before you that you have canceled so they can shut off the instrument.
6. If your booking is used by another person then you will not be charged for the time they use, if they do not use all of your time you will be billed the difference.
7. Bookings are charged based on booked time, if you run over your booked time and into someone else's then you will be billed per minute over and the next users' charges will be reduced by the amount of time you used. If you use less than you booked time you will be billed for that time and the charge listed separately on the invoice under Fees.
8. PPMS invoices are sent out at the beginning of each month for the previous month. Principal investigators, or their delegates, are given 2 weeks to notify the core administrator (Jianing Li) of any errors or issues that need to be corrected. After 2 weeks the invoices will be validated, and the PI's account(s) will be charged. Charges cannot be reversed.
9. Users and Labs are required to keep their account numbers up to date and will not be able to create bookings without a valid account (SPEEDTYPE) number or project.
10. Project requests can be submitted here, <https://ppms.us/emory/proj/?pf=14&projectid=0>
11. Subsidies: Generous subsidies are available for PEDS and Winship members. Winship subsidies require a description of the cancer focus in the abstract portion of the request.
12. To request a PEDS subsidy, send an email to Jianing Li, Ph.D. ([Jianing.li@emory.edu](mailto:Jianing.li@emory.edu)) and Stacy Heilman, Ph.D. ([sheilma@emory.edu](mailto:sheilma@emory.edu)) including the project title, funding source, Flow Core equipment to be used, billing account number, and a brief (2-4 sentence) justification of the relationship to child health. Subsidies will only be applied to approved projects and not to the investigator's entire portfolio of research (unless all the investigator's research is approved as child health-related). Each investigator may receive up to, but not exceeding, \$5,000 in pediatric subsidies each calendar year. All projects and users are monitored.