

# How to submit a sample request !

Open the website: <http://web.iodp.tamu.edu/sdrm/>



Click "Request an Account"  
if you are submitting a  
sample request first time.



In the following screen, fill up all fields (Login name of your choice, your Full name, Password of your choice, and your Email address) and click on “Create” button.



The image shows a web interface for the International Ocean Discovery Program (IODP). At the top left is the IODP logo, which consists of a blue circle with a white stylized 'I' and 'O' inside, followed by the text 'IODP' in large blue letters and 'INTERNATIONAL OCEAN DISCOVERY PROGRAM' in smaller blue letters below it. Below the logo is a navigation bar with a home icon and the word 'Home'. The main content area is titled 'User Registration' in blue. It contains five input fields: 'Login Name:', 'Full Name:', 'Password:', 'Confirm Password:', and 'Email:'. A large red circle labeled '1' encompasses all five input fields. At the bottom of the form is a 'Create' button, which is a blue button with a white document icon and the word 'Create' in white text. A red circle labeled '2' is drawn around the 'Create' button.

Home

### User Registration

Login Name:

Full Name:

Password:

Confirm Password:

Email:

 **Create**

This will create a user account for you in the sample request database.



To submit a sample request, open the website: <http://web.iodp.tamu.edu/sdrm/>



Click "Login as Requester" to submit a new sample request or to check status of your already submitted sample request.



In the following screen, enter your Login ID (or Login name) and Password, and click on “Login” button.



The image shows a login form for the International Ocean Discovery Program (IODP). At the top is the IODP logo, which consists of a blue circle with a white stylized 'I' and 'O' inside, followed by the text 'IODP' in large blue letters and 'INTERNATIONAL OCEAN DISCOVERY PROGRAM' in smaller blue letters below it. Below the logo is a light blue rectangular box containing the login fields. The text 'Please Login..' is at the top of this box. There are two input fields: 'Login ID' and 'Password'. Both fields are highlighted with a red circle and the number '1'. Below the 'Password' field is a 'Remember me' checkbox, which is unchecked. Below the checkbox is a 'Login' button, which is also highlighted with a red circle and the number '2'. At the bottom of the box is a link that says 'Request a password reset', with a red arrow pointing from a text box to it.

**Please Login..**

**Login ID**

**Password**

**Remember me** ☐

**Login**

[Request a password reset](#)

If you forgot your password, you may request new password by clicking here.



After Login, the following screen will appear:

**IODP**  
INTERNATIONAL OCEAN  
DISCOVERY PROGRAM

Home **Start new request** Shipping Addresses Policies & Information Contact Name & Email Logout

Welcome user Your Login ID (name) will appear here  
Work Address: Your address will appear here, if already registered  
A screen cast on making samples requests is in the Policies and Information page.

**Start New Sample Request**

Current Activity:

Request Id	Type	Title	Status	Expedition	Date	Related To	
004000-IODP	Public Relations	a test request	Revise	[DSDP:26, DSDP:58, DSDP:59]	09/24/2014 02:12		Edit / Delete

Click here to open a new page for preparing and submitting a sample request.

Click here to register your address for receiving core samples.

Click here to find various useful information, including a narration about submitting sample request.

Click here to edit or delete your already submitted sample request.

If you have already submitted a sample request, its current status can be checked here.  
**Submitted:** wait for response from curator  
**Revise:** Follow comments from curator to revise your sample request, and resubmit it.  
**Approved:** Your request has been approved.  
**Completed:** Requested samples have been shipped from core repository to your laboratory.  
**Rejected/Retired:** Sample request is not being considered any more.



Sample request form appears like this :

Fill up as much relevant information as possible in this form, and click on “[Save](#)” button.

The screenshot shows the IODP Sample Request form. The IODP logo is at the top left. The navigation bar includes Home, Start new request, Shipping Addresses, Policies & Information, Contact Name & Email, and Logout. The main heading is "1: Sample Request" with a subtext "You are starting a new Request".

Annotations with red boxes and arrows point to specific parts of the form:

- Title is for your convenience to identify a sample request quickly.** Points to the "Descriptive title (optional):" text input field.
- A list of requests will appear here, if you have submitted sample requests in past. Select those relevant to this sample request.** Points to the "Relation (if any) to previously approved request" text area.
- Briefly describe your project for which you are requesting core samples or data.** Points to the "Summary of project (2000 character max please). Supplementary information can be attached as files. 2000 characters left" text area.
- If some researchers will collaborate with you for working on the requested samples or data, describe their roles here.** Points to the "Co-investigators roles (2000 character max please). Supplementary information can be attached as files. 2000 characters left" text area.
- A list of expeditions will appear here after you click on "Future" or "Past". Then select relevant expeditions from the list for requesting samples.** Points to the "Select future or past expedition(s) (do not mix in one request):" section, specifically the "Past" radio button and the list of expeditions.

The form includes the following sections:

- Save / Update Entries** (button)
- Descriptive title (optional):** Text input field.
- Request Type:** Dropdown menu (currently set to "Research").
- Relation (if any) to previously approved request:** Text area.
- Select future or past expedition(s) (do not mix in one request):**
  - ☐ Future and Moratorium
  - ☒ Past
- Select one or more repositories to visit?**
  - ☐ Bremen Core Repository
  - ☐ Gulf Coast Repository
  - ☐ Kochi Core Center
  - ☐ Rutgers Core Repository
- Select one or more expeditions:**
  - ☐ IODP:350 (KCC)
  - ☐ IODP:351 (KCC)
  - ☐ IODP:352 (KCC)
  - ☐ IODP:347 (BCR)
  - ☐ DSDP:1 (GCR)
  - ☐ DSDP:2 (BCR)
  - ☐ DSDP:3 (BCR)
  - ☐ DSDP (Sites 23-28):4 (BCR)
  - ☐ DSDP (Sites 29-
- Summary of project (2000 character max please). Supplementary information can be attached as files. 2000 characters left** (Text area)
- Co-investigators roles (2000 character max please). Supplementary information can be attached as files. 2000 characters left** (Text area)
- Are you requesting: (check all that apply)**
  - ☐ Cores/Core Samples
  - ☐ Pore-water Residue
  - ☐ Sample Residue
  - ☐ Thin Sections (see policy)
  - ☐ Smear Slides (see policy)
- Are you requesting shipboard data: (check all that apply)**
  - ☐ Carbonate analyses
  - ☐ Color reflectance
  - ☐ Contamination testing
  - ☐ Core logging: Gamma ray attenuation
  - ☐ Core logging: Magnetic susceptibility
  - ☐ Core logging: Natural gamma ray
  - ☐ Core logging: P-wave velocity
  - ☐ Core orientation
  - ☐ CTD measurements
  - ☐ Depth: composite depth scale
- (Method) Data types produced: (check all that apply)**
  - ☐ (Sedimentology) Particle (grain) size distribution
  - ☐ (Sedimentology) Texture
  - ☐ (Sedimentology) Color
  - ☐ (Sedimentology) Composition
  - ☐ (Sedimentology) Lithification
  - ☐ (Paleontology) Diatoms
  - ☐ (Paleontology) Dinoflagellates
  - ☐ (Paleontology) Foraminifera\_Benthic
  - ☐ (Paleontology) Foraminifera\_Planktonic
  - ☐ (Paleontology) Ostracodes
- Other:(if not listed above)** (Text input field)



After you click on “Save / Update Entries” button, 4 tabs will appear (Attach files, Shipping address, Co-requesters, Review and submit). In the “Attach Files” tab, you can attach sample list and any other relevant information / file.


**IODP**  
INTERNATIONAL OCEAN  
DISCOVERY PROGRAM

Home Start new request Shipping Addresses Policies & Information Contact Name & Email Logout

1: Sample Request 2: Attach Files 3: Shipping address 4: Co-requesters 5: Review and submit

Step 2: Attach Files:

**Past Leg or Expedition Sample Template**  
Download, fill in and attach this sample template

 Legacy sample template

**Attach Files**  
Attach completed templates or any supplementary information files as needed. Examples include: annotated core images, more detailed research or educational explanations, data figures, tables, etc.

Choose File no file selected

: Description (optional)

**Attach**

Files:

- sample list ( sample list test.xls ) View DELETE
- test image file ( Screen Shot 2013-01-17 at 11.10.38.png ) View DELETE

Download this file into your PC to make your own sample list following the format of the list.

Make sure that the files you attached appear here.



In the “Shipping address” tab, you **must** mention an institutional address to which samples can be shipped from core repository. P.O. box address is not acceptable.

IODP  
INTERNATIONAL OCEAN  
DISCOVERY PROGRAM

Home Start new request Shipping Addresses Policies & Information Contact Name & Email Logout

1: Sample Request 2: Attach Files 3: Shipping address 4: Co-requesters 5: Review and submit

Step 3: Shipping Address

3: Shipping address

Load my work address ->  
Load my shipping address ->

\* this simply loads the data into the form, you can edit the fields before submitting  
\* Shipments will not be made to residential or P.O. Box addresses

E-mail  
Address  
Address (cont)  
City  
State/Province  
Zip/Postal Code  
Country  
Phone  
Fax  
Special instructions or comments in the comment box

**MULTIPLE DESTINATIONS:** For multiple destinations please describe which samples go to which address  
**HANDLING AND STORAGE:** Describe any special storage, handling and/or shipping procedures required (for example, frozen samples, U-channels, etc.) Describe any special equipment or supplies that will be required and how they will be provided.  
**PAYMENT:** IODP will pay for shipping costs to deliver samples, however, any duties levied by customs will be the responsibility of the recipient.  
Comment box

Add / Update this address

Id	email	address1	city	state	Edit	Delete
----	-------	----------	------	-------	------	--------

Make sure that the address you added in this sample request appears here.

You can either load already registered address or type a new address in the fields provided here.



In the “Co-requesters” tab, mention names and contact details of researchers who will collaborate with you to work on the requested core samples / data. It can be left blank if no researcher will collaborate.

IODP  
INTERNATIONAL OCEAN  
DISCOVERY PROGRAM

Home Start new request Shipping Addresses Policies & Information Contact Name & Email Logout

1: Sample Request 2: Attach Files 3: Shipping address 4: Co-requesters 5: Review and submit

Step 4: Co-Requesters

Add co-requester

1 Given Name \*

Surname \*

email \*

Affiliation

2 Add / Update Co-requester

\* required

Fill up these fields, and click on add / update button below.

Id	Given Name	Surname	email	affiliation	Edit	Delete
12566	dhfv	3 h;dsoihf	sdhoif@fhdf.dfji	uhfovhdf	Edit this entry	Delete

Make sure that information of co-requesters you added in this sample request appears here.



In the “Review and submit” tab, carefully check all entries, and if alright, click on “Submit this request” button.

The screenshot displays the IODP International Ocean Discovery Program website interface. At the top left is the IODP logo. A navigation bar contains links: Home, Start new request, Shipping Addresses, Policies & Information, Contact Name & Email, and Logout. Below this is a progress bar with five steps: 1: Sample Request, 2: Attach Files, 3: Shipping address, 4: Co-requesters, and 5: Review and submit (highlighted in green). The main content area is titled 'Review Request' and includes two buttons: 'Submit this request (This cannot be undone)' and 'View as PDF (for printing)'. Below these buttons is a 'Summary for request ID:' section containing various fields: User, Title, Expedition, Request Type, Related Requests, Visits, Ship/Shore, Status, Objectives, Collaborator Role, Files, Requesting, Ship Board Data, Data Types, Data Types Other, Shipping To, and Co-Requesters. Four numbered instructions with arrows point to specific elements: 1 points to the summary fields, 2 points to the 'View as PDF' button, 3 points to the 'Submit this request' button, and 4 points to the 'Home' button in the navigation bar.

4. Click on “Home” button to check status of your request.

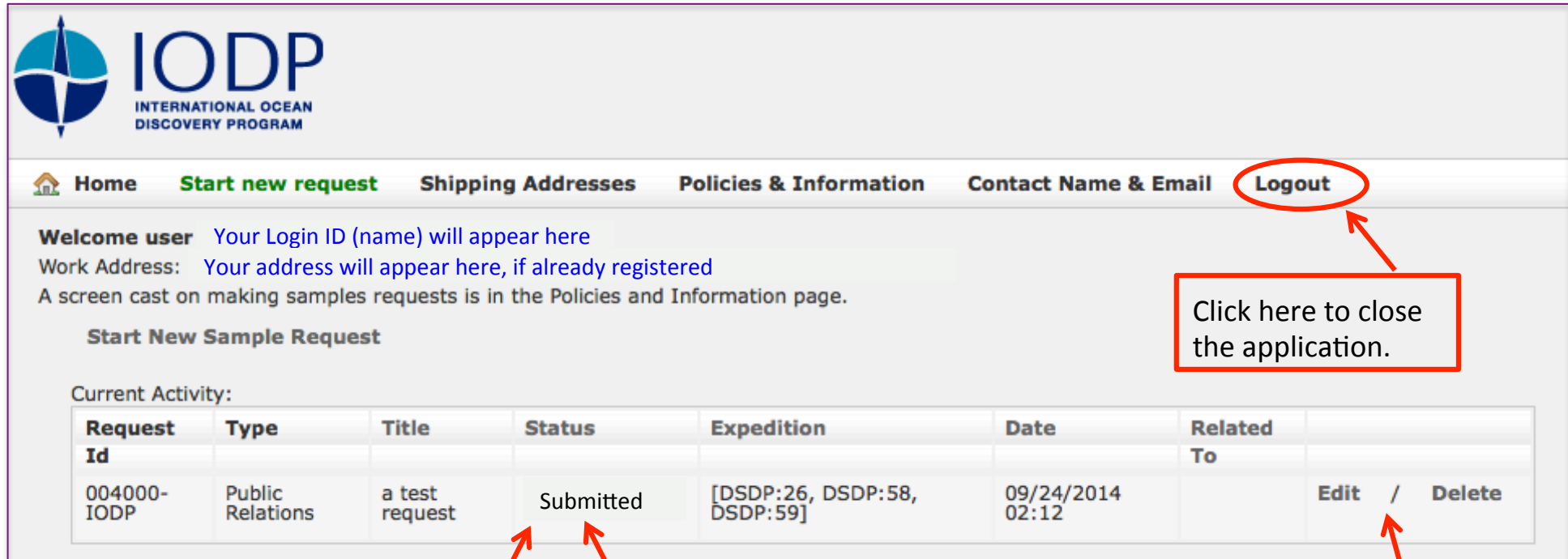
3. If all entries are correct, click on “Submit this request” button.

2. Download a pdf file to check the content of your request again.

1. Make sure all entries are correct in these fields.



In the “Home” screen, status of a sample request can be checked, and if necessary, the request can be edited.



The screenshot shows the IODP (International Ocean Discovery Program) Home screen. At the top is the IODP logo. Below it is a navigation bar with links: Home, Start new request, Shipping Addresses, Policies & Information, Contact Name & Email, and Logout (circled in red). The main content area includes a welcome message, work address, and a link to a screen cast. Below this is a section titled "Start New Sample Request". A table titled "Current Activity:" displays a single sample request. The table has columns: Request Id, Type, Title, Status, Expedition, Date, Related To, and actions (Edit / Delete). The request shown has an ID of 004000-IODP, Type of Public Relations, Title of a test request, Status of Submitted, Expedition of [DSDP:26, DSDP:58, DSDP:59], and Date of 09/24/2014 02:12. Red arrows point from the "Submitted" status, the "Edit / Delete" actions, and the "Logout" link to explanatory text boxes.

Request Id	Type	Title	Status	Expedition	Date	Related To	
004000-IODP	Public Relations	a test request	Submitted	[DSDP:26, DSDP:58, DSDP:59]	09/24/2014 02:12		Edit / Delete

If your sample request was submitted properly in the database, you should be able to see its status as “Submitted”. Otherwise, review previous steps to submit your request.

If you have already submitted a sample request, its current status can be checked here.  
**Submitted:** wait for response from curator  
**Revise:** Follow comments from curator to revise your sample request, and resubmit it.  
**Approved:** Your request has been approved.  
**Completed:** Requested samples have been shipped from core repository to your laboratory.  
**Rejected/Retired:** Sample request is not being considered any more.

Click here to close the application.

Click here to edit or delete your already submitted sample request.