

Internal Notes (Salk use only):

Processed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Final Titer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Shipped/picked up on: \_\_\_\_\_\_\_\_\_\_\_\_

**Gene Transfer, Targeting and Therapeutics Facility**

**Custom Recombinant Viral Vector Request Form**

**Email completed form to GT3@salk.edu**

To obtain a quote for services: email gt3@salk.edu or call 1-858-453-4100 x 1891

**What to provide to the core:**

1. 200ug (preferably >1ug/ul) of your lentiviral or rAAV plasmid. If large scale rAAV production is requested, 500ug of rAAV plasmid is required. Plasmid DNA should have been purified using an endotoxin-free protocol. We do not accept miniprep purified DNA.
2. Plasmid DNA should be checked for purity and have an A260/280 of >1.8.
3. AAV ITR plasmids should be checked for recombination by digestion with SmaI or XmaI. Each ITR contains two SmaI/XmaI sites; digestion will cut out your insert. Excessive amounts of linearized full-length plasmid indicate recombination has occurred.
4. Lentiviral and retroviral transfer plasmids should be confirmed by enzyme digest or sequencing.
5. To avoid recombination we recommend transforming and growing your lentiviral and rAAV transfer plasmids in recombination-deficient cells such as STBL3 @ 30°C IN 2XYT broth for no more that 16 hours.
6. Vector map and Sequence file, if available.
7. Information about your gene of interest or insert and any special requirements for handling: toxic, oncogenic, pro-apoptotic, etc.
8. Please submit a separate form for each construct.

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| **Principal Investigator (PI):** | **Principal Investigator email:** |
| **Requesting Investigator or lab contact:** | **Requesting Investigator email:** |
| **Order Date:** | **Lab Contact Phone:** |
| **Fund number (for Salk researchers only):** | |
| **PO Number, if available (for external researchers):** | |
| **Billing address:** | **Shipping address:** |

**Project Information**

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| **Construct name:** | | | |
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| **Plasmid information:** | | | |
| Size (bp): | Volume (µl): | Concentration (µg/µl) | A260/A280: |

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| **AAV order information:** | | |
| Prep scale:  Single plate crude prep, no purification. Final volume is 1ml per plate.  Number of plates requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Small scale prep (12x 15cm plates, iodixanol purification). Final volume: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Large scale prep (60x 15cm plates, CsCl purification). Final volume: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Titration only on completed prep supplied by requestor. | | |
| Serotype:  AAV2/1  AAV2/2  AAV2/3  AAV2/4  AAV2/5  AAV2/6 | AAV2/8  AAV2/9  AAV2/rh10  AAV2/DJ  AAV2/retro  AAV2/PHP.eB | Other (specifiy)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Lentiviral order information:** | |
| Transfer plasmid type:  2nd Generation HIV  3rd Generation HIV  EIAV  Other: | Envelope:  VSVg  Rabies G  ASLV EnvA  FuG-B2  FuG-E |
| Titration:  qPCR + FACS  Choose this option if your lentiviral vector expresses a fluorescent moiety.  qPCR only  Choose this option if your lentiviral vector lacks a fluorescent moiety.  Titration only on completed prep supplied by requestor.  Note: qPCR provides a measure of integration events, but is not a functional titer. FACS provides a functional titer of the transgene. FACS titers are expected to be lower than qPCR titers. | |

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| **Retroviral order information:** | |
| Transfer plasmid type:  MMLV  MSCV  Other: | Envelope:  VSVg  Ecotropic MMLV  Amphotropic MMLV |
| Titration:  qPCR + FACS  Choose this option if your retroviral vector expresses a fluorescent moiety.  qPCR only  Choose this option if your retroviral vector lacks a fluorescent moiety.  Titration only on completed prep supplied by requestor.  Note: qPCR provides a measure of integration events, but is not a functional titer. FACS provides a functional titer of the transgene. FACS titers are expected to be lower than qPCR titers. | |

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| **Rabies order information:** |
| Envelope needed:  Rabies SADB19.G  ASLV EnvA  ASLV EnvB  VSV.G |
| Rabies prep starting material:  Plasmid DNA  Vector Core seed vial (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Adenoviral order information:** |
| Prep scale:  E1 deleted Ad5 amplified from Pac1 digested DNA  E1 deleted Ad5 amplified from prepared viral stock  Other (please describe) |

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| **Additional Information:** |
| Attach picture of restriction digest confirming plasmid integrity: |
| Give a brief overview of the project and its aims: |
| Describe any toxicity or biohazardous concerns, such as expression/knockdown of oncogenes or tumor suppressor genes, toxins, or expression of genes that may induce apoptosis: |

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| Attach a map for the supplied transfer plasmid: |

TERMS AND CONDITIONS OF SALE AND LIMITED USE AGREEMENT BETWEEN THE SALK INSTITUTE FOR BIOLOGICAL STUDIES (“SALK”) AND RECIPIENT OF BIOLOGICAL MATERIALS

Biological materials to which this Limited Use Agreement applies:

**Lentiviral vectors, Retroviral vectors, Adeno-associated viral vectors and Adenoviral vectors, Herpes Simplex viral vectors, Rabies viral vectors and Vesicular Stomatitis viral vectors generated by the Salk Institute Gene Transfer, Targeting and Therapeutics Core Facility (GT3).**

- and any progeny or unmodified derivatives thereof and any related information or material supplied in connection therewith by Salk (the "Biological Materials"). Salk retains ownership of Biological Materials, including any Biological Materials contained or incorporated in modifications. Ownership of modifications and derivatives of Biological Materials will be determined in good faith by the parties hereto depending upon the parties' relative contributions to the creation of said modifications and derivatives.

We are pleased to provide the Biological Materials, from the GT3 Core Facilityof Salk, subject to terms contained herein.

1. Your institution and your investigator WILL:
2. Use the Materials only for academic research.
3. Use them safely and in compliance with all laws, regulations, and NIH guidelines.
4. Be responsible for any injury or damages that your use may cause.
5. Acknowledge Salk’s investigator as the source of the Materials in publications.
6. Return or destroy the Materials when no longer needed or on Salk’s request.
7. Determine with Salk in good faith the ownership of modifications and derivatives.
8. Pay Salk for actual shipping costs or provide Federal Express account number.
9. Your institution and your investigator WILL NOT:
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