

GTVC service request submission guide

GTVC Service Request Submission Guidelines

1. Create an account (new customers only)
 1. Click on the link to [submit a service request](#)
 2. Create an account, choosing one of the following options
 - i. MGB
 - ii. Non-MGB academic
 - iii. Industry
 3. Add your fund information
 - i. For MGB customers, please add your PHS fund number
 - ii. All others must add a PO, or opt to pay by check or credit card
 - iii. *Note: if you need to generate a PO, you can select “check” to submit your request and add the PO information later*
 4. Name your project
2. Request services from options below (email gtvc@meei.harvard.edu for quote)

Note: All service requests including AAVs must include ‘AAV Handling Fee’ and all requests including plasmid amplification or cloning must include ‘Plasmid Handling Fee’. These options cover the cost of vector/plasmid storage, shipping materials, etc. Only one unit is required **per service request**.

AAV production services	
Service	Requirements
Mini	25ug plasmid DNA* <i>or</i> select 'DNA prep & quality control'**
Midi	300ug plasmid DNA* <i>or</i> select 'DNA prep & quality control'**
Midi+	600ug plasmid DNA* <i>or</i> select 'DNA prep & quality control'**
Maxi	1200ug plasmid DNA* <i>or</i> select 'DNA prep & quality control'**
AAV inventory aliquot	none
Note: Production services include the cost of AAV helper plasmid and Rep/Cap plasmid.	

Supporting services	
Service	Requirements
DNA prep & quality control	~5ug of plasmid DNA <i>or</i> bacterial stab**
AAV prep quality control	5uL of purified vector**
<i>Cis</i> plasmid cloning	contact gtvc@meei.harvard.edu for details**
Endotoxin testing	40uL purified vector
Whole-genome sequencing	20uL plasmid DNA (≥25ng/uL)
AAV hyper-concentration	>100uL purified AAV**

*Plasmids must have low endotoxin levels. We recommend using Qiagen endotoxin-free kits.

**Please submit a .seq file of your *cis* plasmid with your service request. Failure to do so could delay release.

3. Add shipping information
 1. Provide Fedex account number (if planning to pick up vectors, please note here)
 2. Provide shipping address and contact information
 3. To ship materials to us, please use the following address:

ATTN: GTVC
Schepens Eye Research Institute
Mass Eye and Ear
20 Staniford St
Boston, MA 02114
4. Fill out all fields in Compliance section
5. Under “Additional information about project/request”, please include plasmid sequence and appropriate plasmid QC (if applicable). If there are any other supporting documents, please attach here.
6. Fill out all contact and financial contact information.
7. Fill out funding information and submit request.