

### **Login to website for submitting request**

Please create a login at the <https://researchcores.partners.org/svectr/about>. You will be required to provide funding info to submit a request.

- Please create login with one of the category relevant to you – PHS fund number for MGB Partners academics, Non-PHS academic for external academics, and Non-PHS industry for industry customers.
- Please use PHS fund number for MGB Partners internal academics
- Please use PO number, or check (if not PO or check, then you can pay by credit card after receiving invoice) for external academics and Industry
  - If you need to generate PO - Please use check option, and submit the request. After you submit request – I can send you a quote by email if you require the quote for PO.
  - In this case, you will need to later update the newly generated PO number on online request.
  - You can reach out to [-gtvc@meei.harvard.edu](mailto:-gtvc@meei.harvard.edu) for quote
- All invoices are sent out after your request is completed by the Core, and material is shipped. At that point, your invoice must reflect correct PHS fund number, or PO number, or you will need to pay by check or credit card.

### **Project Name**

*Give a name to your project or AAV prep, for example, AAV2/9.CMV.GOI.GFP.bGh... (GOI here means Gene of Interest).*

### **Request Services**

**Please don't submit a request without adding a service. We cannot start project or release inventory material until it is submitted correctly.**

- **Select service you require** (*Midi or Maxi scale depending on titers need*). For Anc80 vectors, library preps, and custom vectors that are known/new to produce low – we provide Midi-plus instead of midi-scale.
- **Select DNA prep + Quality Control**, if you need us to amplify plasmid you are providing to be used in vector packaging
- **Select AAV Handling Fee** (*info under this section is required to ship material to you*)
- **Select Inventory AAV aliquot**, if you asking a few vials from our inventory vector material.

*Vector Name can be anything you give for this project, for example, AAV2/9.CMV.GOI.GFP.bGh*

## Additional information about the Project / Request

### ITR-flanked cassette plasmid is required to be packaged. Please provide below info -

- Please ensure you have tested identity, and quality of plasmid you provide us to be packaged
- Gel pictures with restriction enzyme digestion of plasmid to validate Gene of Interest, ITRs (we prefer Xma1 for ITRS validation).
- Recommended restriction enzymes for validating identity, best quality (>85% supercoiled), and ITR integrity (if not included in the gel above)
- Plasmid map with sequence (snapgene file preferably)
- Antibiotic resistance
- DNA purification must be done by Qiagen Endotoxin-free Kit
- ITR-flanked cassette plasmid needed for DNA amplification by the Core is 10 ug (at concentration ~1 ug/ul)
- Cis- Plasmid needed for AAV prep by the Core is 300 ug – 1.1 mg based on AAV scale (please discuss in email [gtvc@meei.harvard.edu](mailto:gtvc@meei.harvard.edu))

### Shipping Information

- Name of vector production – e.g. AAV2/9.CMV.GOI.GFP.bGh
- Please provide Fedex account number (or alternative instruction)
- Complete shipping address

### Compliance

- Please fill this section to be under compliance for generating and receiving viral vectors

### Contact Information

- Please fill all sections

### Funding & Billing Information

Please see above section on 'Login to website for submitting request

### Send plasmids to be packaged at the below address –

**Ruchi Chauhan, Ph.D.**

Associate Director, Gene Transfer Vector Core (GTVC)

Grousbeck Gene Therapy Center

Schepens Eye Research Institute/ Massachusetts Eye & Ear

20 Staniford Street, Boston MA 02114

### **Service Agreement**

Customer making the request is recommended to discuss their Titer needs to plan and order scale of production. GTVC core will help in advising the selection of services to be included in the online request before the project is accepted and commenced. These estimates for new and custom vectors are estimates, not guaranteed.

GTVC will supply the vectors and a release data sheet to customer under its release criteria of titers for varied (midi, mid-plus, maxi etc.) scale of production.

For low producing vectors (including Anc80, custom libraries, and other vectors that are known or new to produce low titers) and custom projects, the customer will be required to accept vector titers as is, irrespective of their lower/higher titer values and therefore pay for the provided service.

In such case as when MEE determines that production has failed the release criteria due to internal factors, then GTVC may accommodate another round of production for the customer on good faith.

Plasmids used in vector production that are provided by the customer must be validated for identity, best quality (>85% supercoiled), and ITR integrity by the customer.