

RNA Therapeutics Core Billing

Mass General Brigham (MGB) Billing & Remit To Information

Internal Payments (funds within MGB)

- Service(s) will be billed to your People Soft number(s): **XXXXXX (6 digit number)**

External Payments (non-MGB funds)

MGB vendor setup contact: Peta-Gaye N. Brooks: pnbrooks@mgb.org (617-768-8468)

MGB billing information:

Tax ID:	04-3230035
NAICS:	62,621
DUNS:	825636988
Unique Entity ID:	UEIYS8MKJGJN857
CAGE:	7AYA5
Remit To:	Mass General Brigham
Address:	Mass General Brigham – Cores Facilities Office 399 Revolution Drive, Suite 750, Somerville, MA 02145

Payments could be received via:

Check:

Payable To:	Mass General Brigham
Mail To:	Mass General Brigham – Cores Facilities Office Attn: Tera Morse 399 Revolution Drive, Suite 750, Somerville, MA 02145 PHSResCoreFac@partners.org

Wire Transfer:

Domestic Payments | by ACH or EFT:

Bank Name: Bank of America
Bank Address: 100 Federal Street, Boston, MA 02110
Bank ABA Routing: 011-000-138
Account Name: Mass General Brigham Incorporated
Account #: 000050169434
Bank Officer: Barbara Hottman
Phone #: 888-400-9009
Federal Tax ID: 04-3230035
Employee to Notify: Tera Morse
E-mail: PHSResCoreFac@partners.org

NOTE: MUST have "RNA Therapeutics Core" and Invoice Number in the remittance information

Please send all core payment remittances to PHSResCoreFac@partners.org after wire transfers

Foreign Payments | by Fed Wire Transfer:

Bank Name: Bank of America
Bank Address: 100 Federal Street, Boston, MA 02110
Bank ABA Routing: 0260-0959-3
Swift Address (US Domestic): BOFAUS3N
Swift Address (Foreign Currency): BOFAUS6S
Account Name: MASS GENERAL BRIGHAM INCORPORATED OPERATING ACCOUNT
Account #: 000050169434
Bank Officer: Barbara Hottman
Phone #: 888-400-9009
Federal Tax ID: 04-3230035
Employee Notify: Jason Mombourquette
E-mail: PHSResearchCash@partners.org

NOTE: MUST have "RNA Therapeutics Core" and Invoice Number in the remittance information

Please send all core payment remittances to PHSResCoreFac@partners.org after wire transfers

RNA Therapeutics Core Request Form Instructions

General Guidelines

Yellow cells must be filled in from drop-down menus or manually.

Green cells indicate drop-down menu.

Grey cells are protected and should be left untouched.

Copy/Paste into green cells containing drop-downs may break the form.

Download the newest iteration of the Request Form at <https://researchcores.partners.org/rnac/about>

Separate instructions for PO/Funding Form at <https://researchcores.partners.org/rnac/about>

Please direct questions to: rnatherapeutics@mgb.org.

Customer Information

Note: Customer address/contact information must match shipping information if delivery is selected.

Name/Attn: Name of individual to receive product.

Address 1/2: Street address for shipping (Institution listed elsewhere).

City/State: Street address continued.

Country: Indicate destination country, we ship internationally.

Contact email: Email for correspondence regarding product request/quote/PO/fulfillment/shipping/invoice.

Contact phone: To be listed on FedEx 2-Day shipping label.

Affiliation: Choose from three options:

1. MGB Affiliate – internal orders from MGB/BWH/MGH/subsidiaries*
2. Non-MGB Academic Affiliate – external academic clients
3. Industry – other clients including biotech/pharma

*Additional: Cooley Dickinson, Martha's Vineyard Hospital, Mass Eye & Ear, McLean, Nantucket Cottage Hospital, Newton-Wellesley Hospital, Salem Hospital, Spaulding Rehabilitation, Wentworth-Douglass Hospital

*Internal customers utilize internal 6-digit WorkDay/Peoplesoft Funding codes.

Company: Your institution/center name.

Special Code: Internal Use Only.

Pick/Delivery: Choose Delivery or local Pickup*

*If local, come prepared and supply your own container and dry ice.

*If delivery, additional charges indicated on invoice (\$15-35 typically depending upon shipping destination).

Service Information and Request Form Fill Out

Note: Broad choices are categorized between RNA products either custom or stock, and LNP formulation.

Service dictates options: Synthesis Type (RNA), Vector choice (insert coding, noncoding, or other), etc.

Not all options are available for all Services.

Service choice unlocks/limits options of RNA synthesis/vector choice/analytics/yield/LNP formulation/etc.

A note on Customer RNA LNP formulation:

Formulation, while efficient, will incur RNA loss.

For small formulations (RNA<200ug, expect 50% loss; for larger formulations 1+mg, expect 15% loss).

LNPs may be supplied frozen or refrigerated – frozen LNPs should not be thawed and refrozen.

Column B: Service (*Overview*)

Custom RNA: circRNA with coding/non-coding/other insert of client design
 HT Custom RNA: plasmid based circRNA, no analytics nor yield guarantee.
 HT Geneblock Custom RNA: dsDNA-based circRNA, no analytics, yield guarantee, or banking.
 Stock RNA: 7 reporter circRNAs (luciferase, fluorescent protein, Cre, Cas9, hEPO).
 Formulation: choice of 4 'house' LNP or option to choose custom formulation.

Service	Cost	Synthesis Type	Vector Choice	Construct Banking	RNA Analytics	Aliquots	Formulation Analytics
Custom RNA	\$\$\$	circRNA/ other	Coding/noncoding/ other	Y/N	Basic	---	---
HT Custom RNA	\$\$	circRNA/ other	Coding/noncoding/ other	Y/N (all)	---	---	---
Geneblock Custom RNA	\$	circRNA/ other	Coding/noncoding/ other	---	---	---	---
Stock RNA	\$	circRNA	Coding	---	Basic	---	---
Formulation	\$\$	---	---	---	---	1-40	Basic

Quantity: 0.1ug to 100mg*
 circRNA tolerates many freeze/thaw cycles and will be supplied in 100ul or 1mL volumes.
 i.e. 300ug stock circRNA will be supplied as three 100ug aliquots.
 LNPs should not be thawed and refrozen and will be supplied in aliquots at customer's request.
 *For larger quantities, please email rnatherapeutics@mgb.org.

Stock RNA: Available with 'Stock RNA' service; choose from 7 reporter coding circRNAs.

Name: Client supplied insert name (*i.e.* your favorite gene).

Synthesis Type: circRNA; circRNA synthesis.
 Other RNA; use of our platform to produce linear noncoding RNA.

Vector: RTC Coding; vector IRES enables translation and STOP codon; circRNA production.
 RTC Noncoding; vector has no IRES; circRNA production.
 RTC Other; vector has no IRES; linear noncoding RNA production.
 Banked Construct; choice of previously banked construct, indicate RTC number.

Sequence/ID: Paste insert sequence (if electing for codon optimization, recommended, paste in ALLCAPS.
 For coding sequence, remove STOP codon.
 Lowercase custom sequences will not be codon optimized.

Codon Opt: Choice of three codon optimization algorithms:
 RTC-CO-V1: Recommended codopt for circRNA stability and expression.
 RTC-CO-V2: Alternative codopt for compact circRNA production.
 RTC-CO-V3: More flexible codopt for complex/large inserts.

Banking: Choose if custom insert you intend to utilize over multiple requests, 2 years banking.

RNA Analytics: Basic: Nanodrop quantitation, HPLC SEC analysis.

Formulation: Choice of four RTC vetted formulations or suggest/supply your own:
ALC-0315: Pfizer vaccine formulation.
SM-102: Moderna vaccine formulation.
Lipid 5: Moderna liver IV formulation.
RTC-001: proprietary vetted formulation.
Custom LNP Formulation: client suggested LNP formulation*.
*Client supplies custom reagents. Formulation is not guaranteed.
*Clients are encouraged to vet custom formulations independently of the RTC.
*Custom formulation PD may be pursued with collaboration and SRA.

RNA to Formulate: Indicate RNA to be used:

Choose 'This line item' if RNA is produced by the RTC.
Choose 'Customer RNA' if client is supplying the RNA*.
*Due to RNA heterogeneity supplied directly by clients, formulation characteristics are not guaranteed.

Aliquots: Indicate formulated LNP aliquots desired (1-40).
50uL *minimum* volume for frozen LNP*.
*The RTC advises against refreeze of any frozen LNP product after thaw.
*circRNA tolerates repeated freeze/thaw cycles. circRNA is not supplied in small aliquots.

Comments: Indicate any additional request aspects discussed with the RTC outside the prescribed process.

Summary 1: Ordering Custom Coding circRNA with Banking Option

Note: Below is laid out the most popular product – custom circRNA with a coding insert and vector banking for reorder in the future.

Service: *Custom RNA* – choice to supply your gene product encoding cDNA sequence.
Quantity: 0.1mg for testing; 1mg for a significant experiment.
Name: YourFavoriteGene name.
Synthesis Type: *circRNA*.
Vector: *RTC coding circRNA* – RTC proprietary backbone, efficient stable circRNA production.
Custom Sequence: Paste your cDNA sequence here in ALLCAPS for codon optimization.
Codon Optimize: *RTC-CO-V1* – recommended codopt for circRNA stability and expression.
Bank Construct: *Yes*.
RNA Analytics: *RNA Basic* – includes quantitation and SEC HPLC analysis.

Summary 2: Ordering Custom Coding circRNA with Banking Option AND LNP Formulation

Note: Expands upon above with circRNA product being directly formulated by the RTC.

Formulation: *RTC-001* – RTC internally vetted formulation.

RNA to Formulate: *This Line Item* – RTC will formulate the custom circRNA ordered.
Formulation Analytics: *Formulation Basic* – Encapsulation efficiency, particle size, particle size variation.
Aliquots: Up to 40 with limitation that aliquots must be >50uL.