

Required Materials: Sequencing Request and Submission Process

1. UCONN-Storrs Principal Investigator (PI) submits project details directly to Dawn Casey (contact info below). Dawn will work with the PI on project deliverables and will generate a quote.

Dawn Casey
Office: +1 718-252-0473
Email: Dawn.Casey@perkinelmer.com

2. The PI will be given a Project ID as part of the quote.
3. PI/Lab staff downloads and completes the PE Sample Submission Form (Excel Format), located on the Perkin Elmer Sequencing Services Page: <http://cgi.uconn.edu/perkin-elmer-sequencing-services/>
 - a. Form must include the unique Project ID number as well as the PI's KFS account the project will be billed to.

PerkinElmer - UCHC/UConn Sample Submission Form														
PI Name and Email Address														
Date														
Lab Group														
Project ID/Quote (Provided by PerkinElmer)														
# of Lanes														
Sequencing Run Type and Read Length														
Organism														
QC Required (for prepared libraries only) will be run unless PI requests otherwise														
UCHC/UCONN USE ONLY (FedEx and KFS INFO MUST BE FILLED OUT)														
FED EX TRACKING NUMBER (provided by Admin Staff)														
UCHC/UCONN INTERNAL BILLING FUND NUMBER such as a grant or other funding source (to be filled in by PI/Lab)														
Any unused DNA samples can be returned or destroyed. In order to return these materials, we will provide you with an estimate of charges for this service. Please circle preference below.														
Unused gDNA				DNA Libraries				Enriched Libraries						
Plate Format Only		For Prepared Libraries Only												
Sample #	Well Position	Sample Name	Sample Barcode	Volume (µl)	Concentration (ng/µl)	O D 260/280	pool ID (if Applicable)	Library Description	Size (bp)	Adapter Name	Adapter Index Sequence	Index Tag Length	Index Read (yes/no)	Sample Comment
1														
2														
3														

Reagent costs (including shipping) for common sequence runs:

		Type of Sequencing Run (Coverage)			
(as of 1/1/14)		2X100	1X100	2X50	1X50
1 Lane		\$1,590	\$926	\$1,158	\$676
Full Flow Cell (8 Lanes)		\$12,720	\$7,410	\$9,263	\$5,409

- * Illumina Library Construction \$175 each sample
- * Required for whole genome, TruSeq exome capture or Agilent SureSe
- * Illumina Exome Capture \$250 each sample (minimum order of six samples)
- * Agilent Exome capture \$350 each (minimum order of five samples)
- * RNA Seq Library Preparation from FFPE = \$425
- * RNA seq Library Preparation from Fresh frozen tissue = \$375
- * Sample pooling \$35 each sample
- * Custom targeted Sequencing - by quotation
- * Anything NOT covered by above - by quotation

4. PI/Lab staff **MUST complete the online Internal Submission Form**, including uploads of both the PE Sample Submission Form and relevant PE project quote.

The online Internal Submission Form is located at <http://cgi.uconn.edu/sample-submission-perkin-elmer/>

*****Project samples cannot be mailed to PE until the internal form has been approved.*****

5. Following approval, samples must be packaged according to PE's Sample Submission Guidelines. Document can be downloaded from the Perkin Elmer Sequencing Services Page: <http://cgi.uconn.edu/perkin-elmer-sequencing-services/>

Package must include a hard copy of the PE Sample Submission Form, PE project quote and any other documents specified in PE's Sample Submission Guidelines.

6. PI/Lab staff can use their own FedEx mailer and account for shipping. If preferred, the PI/Lab staff can request a pre-printed FedEx mailer (requested through the online Internal Sample Submission Form; see step 4)

The PI/Lab staff is responsible for scheduling a FedEx pickup, packaging materials, any applicable insurance, dry ice, tubes, etc.

7. When the samples are ready to ship, the PI/Lab staff will email seqprojects@perkinelmer.com and Bo Reese (bo.reese@uconn.edu) including in the email the PE Sample Submission Form (as attachment) and FedEx tracking number.

8. PE will send notification directly to the PI/Lab staff upon receipt of the samples.

9. All UCONN-Storrs submissions will undergo incoming sample QC at PE (unless the PI requests otherwise on the PE Sample Submission Form).

10. The CGI will transfer funds from the PI's KFS account to a holding account for reconciliation with the UCHC Research Finance group after an invoice is received from PE. Once the funds are transferred from the PI's KFS account, no further action will be required for payment.

For additional information or questions, please feel free to contact:

Perkin Elmer: Dawn Marie Casey, Dawn.Casey@perkinelmer.com
Scientific: (UCHC) Brenton Graveley, graveley@neuron.uchc.edu
(Storrs) Rachel O'Neill, rachel.oneill@uconn.edu
(Storrs) Bo Reese, bo.reese@uconn.edu

Administrative: Isolde Bates, bates@up.uchc.edu
Financial: Julie Schwager, schwager@uchc.edu

NOTE:

These services were negotiated for the UCONN research community and do not reflect market pricing and are proprietary to UCONN.

27-August-2014