



DNA/RNA QC Service Request Form

NIPM NGS and Genotyping Services (NNGS)
Harry Reid Center, 4th Floor, UNLV
nipm-ngs@unlv.edu

<http://www.unlv.edu/nipm>

Date of Submission: _____ Principal Investigator: _____ [Required]
Submitter Name: _____ Fund Acct #: _____ [Required]
Email Address: _____ P.I. Signature: _____ [Required]

[Print]

Signature indicates agreement to pay for services.

** Desired Run Date: _____ (allow 2 weeks from today)
Please check 'Run Calendar' to ensure availability of run date

Mark box for service(s) desired	Service Description	Price
MANDATORY	Quality analysis (results provided within 3 business days) *REQUIRED FOR NGS*	Inquire
MANDATORY	Quantitation by Qubit fluorometry (results provided within 3 business days) *REQUIRED FOR NGS*	Inquire

Policies:

- Submission hours are M-W from **2-4 PM**.
- Bring 3-5 μ L samples to the NNGS laboratory.
- All leftover material will be discarded after results are sent back to submitter.
- All information will be treated as confidential between NNGS and the PI (or authorized representatives).
- Based upon information given, NNGS will determine the most appropriate instrument/chip to use OR CONTACT SHIRLEY SHEN shirley.shen@unlv.edu PRIOR TO ORDER.

Please attach a spreadsheet with sample information - *must* include either of the following column headers. **All information required (if not given, sample will be rejected).**

USE ONE SUBMISSION SHEET PER SAMPLE TYPE

DNA	Detailed description Ex. genomic DNA, fragmented DNA, ChIP DNA, amplicons, etc.	Expected DNA size range (bp)	Sample ID	Total volume (μL)	Conc. determined by Nanodrop or Qubit (ng/μL)
DNA					

RNA	Detailed description Ex. Total RNA, polyA-selected RNA, rRNA-depleted RNA, etc.	Species	Sample ID	Total volume (μL)	Conc. determined by Nanodrop or Qubit (ng/μL)
RNA					

Number of samples submitted: _____

Notes:



Next-Generation Sequencing Services Request Form

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Date of Submission: _____

Principal Investigator: _____ [Required]

Submitter Name: _____

Fund Acct #: _____ [Required]

Email Address: _____

P.I.
Signature:

[Print]

*Signature
indicates
agreement to
pay for
services.*

**** Desired Run Date:** _____ (allow 2 weeks from today)
Please check 'Run Calendar' to ensure availability of run date

Sample Preparation Requested: (Circle Only One) mRNA-SEQ/poly-A selection RNA-SEQ Small (micro) RNA-SEQ User prepared library* Other† Contact NNGS with specifics	Run Type- NextSeq (circle only one): 75nt Paired-End (preferred) 150nt Paired-End 250nt Paired-End 300nt_Paired-End Other† Contact NNGS with specifics	Multiplex Instructions: No multiplex – 1 sample/run Up to 3 samples per run Up to 12 samples per run Other: Note: If you are multiplexing, please provide details on how to mix the sample
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Submission Instructions:

- Use one submission sheet per sample type
- Please submit all DNA/RNA samples on minimum ice
- A minimum of 15uL total volume is required per sample
- DNA-Seq: Please provide **1-5 µg** of genomic DNA
- RNA-Seq: Please provide **1-3 µg** of total RNA
- Small RNA: Please provide **2-5 µg** of total RNA

- Prepared libraries: Please provide at least 20µl of a 10nM stock and email Bioanalyzer trace to Shirley Shen shirley.shen@unlv.edu

Note: User prepared libraries ≤2ng/µl or 10nM produce unpredictable cluster densities; user assumes responsibility for re-sequencing costs.

- Submissions greater than 16 samples must be submitted in a 96-well plate

* For user prepared libraries, describe the sample prep method

† Other sample prep/NextSeq parameters requested, please describe

Sample Information: Please enter all pertinent sample information in the table below. If the table sample rows are insufficient, please create an Excel document containing a complete sample list and use the same column headers as shown below. Save the Excel document as a Microsoft Windows .csv file and email it to shirley.shen@unlv.edu

Sample ID	Index Barcode	Concentration	Volume	Plate ID	Well ID

Provide comments and brief description of your experimental design and number of reads desired per sample in the space below.

Notes: