

## Addgene Instructions for Plasmid Submission



Thank you for your interest in Addgene's non-profit plasmid repository. Depositing plasmids at Addgene is free. Addgene will archive your samples and distribute your plasmids to scientists at academic and non-profit institutions worldwide. Please follow the steps below to submit your deposit.

### Deposit Instructions

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1. Decide which plasmids you would like to deposit. Laboratories commonly begin by selecting the 5-10 plasmids that are most frequently requested or most useful to scientists in their field.
2. On our website ([www.addgene.org/deposit](http://www.addgene.org/deposit)) fill out the "Request Deposit Kit" form. You will receive a deposit kit containing shipping material, forms, and instructions on how to return your deposit to Addgene.
3. Find plasmid information. Use this information to fill out the Plasmid Submission Forms. Please try to be as complete as possible, since this information will be used in the future by your lab and other labs. If you have plasmid maps, make a copy for Addgene. If you have full sequence data, please contact an Addgene staff member at [deposit@addgene.org](mailto:deposit@addgene.org).

You can choose to skip the Plasmid Submission Forms and **let Addgene assemble the plasmid data for you**. Send us a plasmid list, article references (if applicable), and any information you want included on your plasmid datasheets.

4. Complete the General Information Form. Addgene will contact your institution's technology transfer office regarding your deposit. We will handle the MTAs for distribution of your plasmids.
5. Prepare samples. Addgene accepts plasmids in the form of either DNA or bacteria.

**DNA:** If depositing DNA, please send 15  $\mu\text{L}$  of each plasmid (concentration: 0.2 to 1  $\mu\text{g}/\mu\text{L}$ ) in a clearly labeled **1.5 mL microcentrifuge tube**. Parafilm the cap of each tube, and ship using a padded envelope or box.

**Bacteria:** If depositing bacteria, please streak only one strain per plate. Clearly label the agar side of the plate (i.e. not the lid) and use parafilm to seal. If you are sending bacteria, please use shipping materials that comply with safety regulations.

5. Return the plasmid samples and submission forms using the shipping material and/or courier number provided in your deposit kit to the following address:

Addgene  
One Kendall Square  
Suite B7102  
Cambridge, MA 02139  
USA

**Questions?** See the FAQ link at [www.addgene.org](http://www.addgene.org) for answers to commonly asked questions. You are also welcome to email [deposit@addgene.org](mailto:deposit@addgene.org) or call (617) 225-9000 for assistance.

## General Information Form

You must submit this form in order to complete your submission.

### Account Information

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Your name: \_\_\_\_\_

Email address: \_\_\_\_\_

Host institution: \_\_\_\_\_

Principal investigator's name (if different): \_\_\_\_\_

Do you have an existing account with Addgene?

Yes. My username is: \_\_\_\_\_

No. Create an account for me with the username: \_\_\_\_\_

Please answer the following questions to the best of your knowledge:

Is there any patent that would prevent the distribution of your plasmids to academic laboratories?  
Or is the distribution of this material governed by any license, corporate sponsored research, or  
MTA with a third party?     Yes     No

If YES, please explain: \_\_\_\_\_

If any of the genes contained in your plasmids were not cloned by your laboratory, please list the  
laboratories and institutions from which you received them:

\_\_\_\_\_

### Terms of Submission

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*You must agree to the following acknowledgements for Addgene to accept your materials:*

I hereby certify that I am the individual stated in the Account Information Section and that all of the  
information provided in this submission is true and accurate to the best of my knowledge.

I hereby certify that I am affiliated with the academic or non-profit institution named in the Account  
Information Section.

I hereby agree to Addgene's storage, replication and distribution of the Material described in the  
attached Plasmid Submission Form(s).

I hereby certify that the material I am submitting to Addgene qualifies as BL1 or BL2 as defined by NIH  
guidelines.

As the Provider Scientist, I hereby agree to the distribution of the Material to other scientists under the  
terms of the Uniform Biological Material Transfer Agreement (UBMTA) and any applicable Ancillary  
Agreements, or alternate material transfer agreements, if required by my Institution.

**Print Name:** \_\_\_\_\_      **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

## Plasmid Submission Form

Please note: Plasmid information can also be entered online at [www.addgene.org](http://www.addgene.org).

**Plasmid Name:** \_\_\_\_\_

**Reference (or PubMed ID #):** \_\_\_\_\_

### Insert and Features

1) Gene/insert name (ex: MAPKK1): \_\_\_\_\_

Alternative gene names: \_\_\_\_\_

GenBank/Entrez ID of gene: \_\_\_\_\_

2) Insert size: \_\_\_\_\_

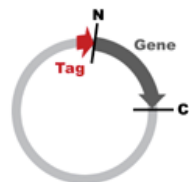
3) Species of gene (ex: human, mouse): \_\_\_\_\_

4) Relevant mutations/deletions (ex: S320A, Δ1-200): \_\_\_\_\_

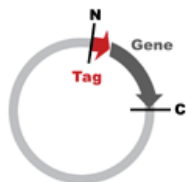
5) Fusion proteins or tags (ex: GFP, GST, HA, Flag): See diagrams below.

Fusion/Tag: \_\_\_\_\_  N-vector  N-insert  C-vector  C-insert

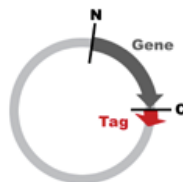
Fusion/Tag: \_\_\_\_\_  N-vector  N-insert  C-vector  C-insert



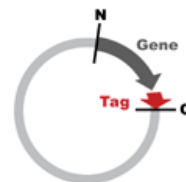
N terminal on vector



N terminal on insert



C terminal on vector



C terminal on insert

### Cloning Information

1) Vector backbone (ex: pBluescript II KS+): \_\_\_\_\_

Backbone manufacturer (ex: Stratagene): \_\_\_\_\_

2) Type of vector (check all that apply):

- |                                       |                                     |  |   |
|---------------------------------------|-------------------------------------|--|---|
| <input type="checkbox"/> Adenoviral   | <input type="checkbox"/> RNAi       | <input type="checkbox"/> Yeast Expression  | <input type="checkbox"/> Mammalian Expression |
| <input type="checkbox"/> Retroviral   | <input type="checkbox"/> Luciferase | <input type="checkbox"/> Insect Expression | <input type="checkbox"/> Bacterial Expression |
| <input type="checkbox"/> Lentiviral   | <input type="checkbox"/> β-gal      | <input type="checkbox"/> Worm Expression   | <input type="checkbox"/> CRE/LOX              |
| <input type="checkbox"/> Other: _____ |                                     |  |   |

3) Backbone size (without insert): \_\_\_\_\_

4) 5' cloning site (ex: EcoRI): \_\_\_\_\_

3' cloning site: \_\_\_\_\_

Was either restriction site destroyed during cloning?: \_\_\_\_\_

5) 5' sequencing primer (ex:T7): \_\_\_\_\_

3' sequencing primer: \_\_\_\_\_

## Growth and Distribution

1) Bacterial resistance:

Ampicillin     Kanamycin     Tetracycline     Chloramphenicol

Other: \_\_\_\_\_

2) In bacteria, is this plasmid:

High copy number     Low copy number     Don't know

3) Can this plasmid be grown in standard *E.coli* at 37°C?

Yes     No

If NO, please specify preferred bacterial strain for growth and preferred growth conditions:

\_\_\_\_\_

4) Selectable markers (non-bacterial):     None

Neomycin     Zeocin     TRP1     HIS3

Puromycin     Blasticidin     LEU2     Basta

Hygromycin     Gentamicin     URA3     Other: \_\_\_\_\_

5) When expressed in bacteria, will this plasmid produce anything hazardous to humans or animals?

Yes     No

Please note: Addgene does NOT accept plasmids that require a BL3 or BL4 environment or plasmids from the list of *Select Agents* described in the Public Health Security and Bioterrorism Preparedness and Response Act of 2002, Public Law 107-188. The *Select Agents* list can be found at [www.addgene.org/selectagents.html](http://www.addgene.org/selectagents.html).

6) Is there any patent that would prevent the distribution of this plasmid to academic laboratories? Or is the distribution governed by any license, corporate sponsored research, or MTA with a third party?

Yes     No

If YES, please explain: \_\_\_\_\_

7) Was this plasmid created using funding from Howard Hughes Medical Institute?

Yes     No

8) If you did not originally clone this gene, from whom and where did you receive the plasmid used to derive this plasmid?

\_\_\_\_\_

9) Other information or comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NOTE:** Please staple pages 1 and 2 together, or print this form double-sided.

If you have plasmid maps or any additional data, please include them in your shipment.  
Email [deposit@addgene.org](mailto:deposit@addgene.org) or call (617) 225-9000 if you need any assistance.