

Neuroscience Gene Vector and Virus Core

iLab Ordering Instructions for External (non-Stanford) Users

To request any service from our core, please sign in to iLAB and place your order using the link below.
<https://sharedfacilities.stanford.edu/sc/242/gene-vector-and-virus-core/?tab=about>

iLab registration for external users

To register in iLab as an external user, follow the iLab tutorial accessible by using the link below.

[Tutorial for external users](#)

Steps to request a **stock** virus

1. Set up your iLAB account (in general 24-48h, if longer please contact us)
2. Fill out “Forms and Request Details” in iLab. We will need the following:
 - a. Signed Service Agreement
 - b. MTA (if necessary)
 - c. Copy of the Purchase Order (PO) or wire transfer acceptance (After we generate the final quote including shipping and handling charges in iLab)

Steps to request a **custom** virus

1. Set up your iLAB account (in general 24-48h, if longer please contact us)
2. Fill out “Forms and Request Details” in iLab. We will need the following:
 - a. Signed Service Agreement
 - b. Completed “custom_virus_form.xlsx” with your virus production information (This form can be downloaded from iLab)
 - c. Copy of the Purchase Order (PO) or wire transfer acceptance (After we generate the final quote including shipping and handling charges in iLab)
3. Send us your DNA/plasmid by mail/FEDEX/UPS

Shipping address

Attn. Gene Vector & Virus Core, Stanford University
Stanford Neurosciences Building,
290 Jane Stanford Way, Room S078
Stanford, CA 94305, USA

Requirements for plasmid submission

- **QUANTITY:** 25 micrograms for each T-75 flask / 70 micrograms for each T-225 flask
(We are asking for double amount in case we need to repeat and minimize turnaround production. Any leftover DNA will be returned along with the virus)
- **HIGH QUALITY DNA:** We recommend Qiagen midi/maxi endotoxin free or similar for plasmid isolation. Transfection efficiency and viral production will depend on the quality of the DNA. **PLEASE, DO NOT USE miniprep DNA!!!**
- **Please ensure that the DNA sample is free from microbial contamination.** We do not use any antibiotics in our media.
- Tubes **MUST** be labeled with legible letters with the vector name, concentration (ng/ul or ug/ul).
- Please print out the completed “custom_virus_form.xlsx” and submit along with DNA.