

# Neuroscience Gene Vector and Virus Core

## iLab Ordering Instructions for Stanford Users

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

### 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. Valid PTA (we cannot assign or update this information, please ask your admin/lab manager)

### 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. Valid PTA (we cannot assign or update this information, please ask your admin/lab manager)
3. Drop off your plasmid (Please see requirements below for plasmid submission)
  - a. GVVC: Room S078, Stanford Neurosciences Building, 290 Jane Stanford Way. (650)724-8451 (Office)
  - b. On campus drop off box next to facilities office of the ChEM-H / Neuro Research Complex. Please notify GVVC staff for pick up

### 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/μl or μg/μl).
- Please print out the completed “custom\_virus\_form.xlsx” and submit along with DNA.