



Gene Targeting & Transgenic Facility

Construct Request Form For External Users

PI Name _____ Date received _____

Address: _____

City _____ State _____ Zip code _____

Email _____

Phone _____ Fax _____

Project title _____

NIH-Agency award # _____

Construct information:

Type of construct:

Conventional knock-out

Conditional expression

Conditional knock-out

Knock-in mutation

Others _____

Targeted gene _____

Genbank accession number for cDNA _____

Exon(s) to be knock-out/floxed: _____

Description of the point mutation/small deletion

Construct purpose

Signature of Principal Investigator _____ Date _____

Declaration: The service fees cover the material and technician time. It does not cover the construct design, trouble shooting and consultation during generation of targeting animals. Thus the project should be considered as a collaboration.

Note: A Purchase order must accompany the request.

Please complete this form and return it to:

Gene Targeting & Transgenic Facility
MC 3001, Room EB010
University of Connecticut Health Center
263 Farmington Avenue, Farmington, CT 06030
Phone: 860-679-3726
Fax: 860-679-1846
Email: gttf@uchc.edu
Web: <http://gttf.uchc.edu/>

The following are the instructions from Animal Care Committee and Institutional Biosafety Committee:

Checklist for beginning of construction:

1. Animal Care Committee (ACC) Protocol Approval – existence of proposed construct in an approved ACC protocol or approved modification.
2. Institutional Biosafety Committee (IBC) Registration Acceptance – fill out IBC registration form and submit it to the IBC Coordinator/BSO. If the registration reads clearly and is complete it will be accepted for the agenda of the next IBC meeting. The funding requirements of the NIH will have been fulfilled.

Institutional Policy and Federal Requirements:

1. Federal laws and guidelines require that each animal used in research be under a protocol approved by the Institutional Animal Care and Use Committee (at the UCHC, the ACC).
2. It is a co-dependent condition of NIH funding for all PIs at the Institution that use rDNA, that all non-exempt experiments be registered according to the *NIH Guidelines for Research Involving Recombinant DNA Molecules*. Although the rules of registration for BSL-1 transgenic and targeted allele rodents are somewhat relaxed by allowing the beginning of construction upon *submission* of an acceptable registration instead of upon *approval* by the IBC, registration is nonetheless a requirement. If you will be constructing a series of similar constructs the IBC now offers a broadscope registration that will cover multiple constructs for a period of time. Ask the IBC Coordinator about this when you make contact for an IBC registration form.