



## Gene Targeting & Transgenic Facility

### Construct Request Form

Date received \_\_\_\_\_

PI Name \_\_\_\_\_ Department \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Room Number \_\_\_\_\_

Contact Person \_\_\_\_\_ Mail Code \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Person/Dept. to whom billing should be directed: \_\_\_\_\_

FRS code \_\_\_\_\_

Project title \_\_\_\_\_

NIH-Agency award # \_\_\_\_\_

#### Construct information:

Type of construct:

Conventional knock-out

Knock-in mutation

Conditional knock-out

Conditional expression

Others \_\_\_\_\_

Targeted gene \_\_\_\_\_

Genbank accession number for cDNA \_\_\_\_\_

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

Point mutation /small deletion description:

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.

Please complete this form and return it to:

Gene Targeting & Transgenic Facility  
MC 3001, EB010  
University of Connecticut Health Center  
263 Farmington Ave., Farmington, CT 06030  
Phone: 860-679-3726  
Fax: 860-679-1846  
Email: [gttf@uchc.edu](mailto: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.