Submitting Amplicons for Sequencing to the University of Florida
Interdisciplinary Center for Biotechnology Research

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Materials Required

- 200 ng purified PCR product/reaction at a concentration of at least 10 ng/μl (currently we use a Qiagen PCR purification kit)
- 5 μl of primer/reaction at a concentration of 10 μM, but 100 μM is OK (the concentration used for real time PCR).
- Photograph of agarose gel showing sample ID for each lane as well as mass and volume of each sample and identification of DNA ladder (See example below).

Ordering Online

1. Before going into LIMS, you must log into myICBR at https://login.ufl.edu/idp/Authn/UserPassword (currently, only Jim and Kyle have login capabilities to do this, find one of them)
2. Create a myICBR submission ID number (go to https://myicbr.biotech.ufl.edu:449/submission_new.aspx).


DNAlims website password and username:

**Username:** see Jim or Kyle

**p/w:** see Jim or Kyle

4. Click on “enter individual dna sequencing requests”
5. Enter the total number of samples you want to sequence (for every gene, you will have 2 samples, one for the forward primer and one for the reverse primer). Once that is entered, click “RS” in the service requested box. Then click submit.

Enter the Number of Reactions to Create Sequencing Requests For: 

Select the Sequencing Type.
Service Requested: --Select--

<table>
<thead>
<tr>
<th>Service Type</th>
<th>Service Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>R</td>
<td>Reaction, unedited</td>
</tr>
<tr>
<td>RS</td>
<td>Reaction, up to 550 bases edited</td>
</tr>
<tr>
<td>RL</td>
<td>Reaction, 800-1000 bases edited</td>
</tr>
<tr>
<td>L</td>
<td>Load only, unedited</td>
</tr>
<tr>
<td>LS</td>
<td>Load only, up to 500 bases edited</td>
</tr>
<tr>
<td>LL</td>
<td>Load only, 800-1000 bases edited</td>
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</tbody>
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Clicking the Submit button indicates your understanding and acceptance of the Project Management Plan.

Project Management Plan

6. Insert your myICBR submission ID in the appropriate box. Leave everything else the same and proceed to enter template information, etc. The template is your gene name. DNA type is PCR. Primer is custom. Do no change the difficulties. Enter in all the other information as it pertains to your sample. The primer name is the gene name with F or R at the end. So, you will need a total of three tubes per gene: 1.) a tube with at least 20 ng/μl and 10 μl of your purified PCR sample 2.) 5 μl of your Forward primer and 3.) 5 μl of your reverse primer.
7. Once this is complete, press submit and print the page that it generates. Print your gel picture with information on it that you made earlier and tape it to this new sheet. Take your samples and this sheet to the ICBR located on the first floor of the Cancer and Genetics Building. Put the samples in the refrigerator located in the receptionist area.

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