



4. **Do I have to clean-up the samples before I submit them?**

No. In general, a clean-up step is only necessary if the samples have high salt concentrations (usually from RE buffers used in T-RFLP analysis) that will interfere with the electrokinetic injection on the 3730xl. The results of the dilution test plate will help us determine if a purification step is required.

5. **How do I submit a low-throughput (1-95 samples) or medium-throughput (96-well plate) order?**

At this time, LT and MT orders are processed through the Core Facility. Please use the CoreLIMS website (<https://unicorn.biotec.uiuc.edu>) for placing orders and retrieving data. To do so:

- a. Create a login account and login to the site.
- b. Go to the [Payment Manager](#) link (near the bottom) and enter a payment option (credit card or PO#). You must do this step before placing an order. You only need to do this when you first submit samples or anytime you want to change the payment information.
- c. Back on the main menu, select the [Fragment Analysis Order Form](#) link.
- d. Enter the # of samples to be analyzed (96 is the max per order) and hit SUBMIT.
- e. At the top of the order page, first choose a size standard from the drop-down box. Fill in the table with sample names, the type of reaction and fluorescent labels of the primer(s). If you have many samples, a FILL button is available for each column of the table to fill down. If you are submitting a 96-well plate, you may find it easier to just label the samples 1-96 by using the "Index" button at the top of the Sample Name column.
- f. When submitting a 96-well plate, please tell us in the Comments field whether your samples are organized **horizontally** (A1, A2, A3, etc.) or **vertically** (A1, B1, C1, etc.) in the plate. When finished, hit SUBMIT at the bottom.
- g. Print out 2 copies of the completed form and send 1 copy with your samples to:  
DNA Core Sequencing Facility  
1201 W. Gregory Dr.  
334 ERML  
Urbana, IL 61801

6. **How do I submit a high-throughput (12 or more plates in 3 months) order?**

You will need to set up a HT project and sign a contract before submitting samples. For more information, please contact me at [lguest@illinois.edu](mailto:lguest@illinois.edu) or 217-333-9520.

7. **What's the required sample volume?**

For low-throughput projects, please submit **10uL** of each sample in 1.5mL tubes. Please label the lid of the tube with the sample name and the side of the tube with your last name and the date. Sample names on the tubes must **exactly** match the names entered in the order form on the CoreLIMS site.

For medium-throughput projects, please submit **10uL** of each sample in a 96-well plate. Label the side (skirt) of the plate with the CoreLIMS order number, your last name and the date. We recommend using 96-well half-skirted plates such as #951-PCR from DOT Scientific (any sturdy brand is fine). The plates must be sealed before shipping to prevent evaporation or cross-contamination. Please seal plates with strip caps, available from DOT (#204-8PCR), or a high-quality adhesive tape such as Qiagen Tape Pads (#19570) or BioRad Microseal 'B' Adhesive Seals (#MSB-1001).

## 8. What is the price?

The price depends on the size (throughput level) of your order. Prices include addition of size standard/formamide, electrophoresis on the ABI 3730xl and access to GeneMapper analysis software.

Project Size	UIUC	Other IL universities	Out-of-state universities, government facilities, private companies or international laboratories
<b>Low-Throughput</b> <i>1-95 samples</i>	\$2.94 ea	base price + 10% (\$3.23 ea)	base price + 25.3% (\$3.68 ea)
<b>Medium- and High-Throughput</b> <i>at least 1 96-well plate</i>	\$100.00/plate	base price + 10% (\$110.00/plate)	base price + 25.3% (\$125.30/plate)

## 9. How will I know when my data is ready?

You will receive an automated e-mail from the CoreLIMS site (for LT or MT orders) or the HT pickup site (for HT orders) when your data is ready. The e-mail will be sent to the address you provided when you set up the account.

## 10. What software can I use to analyze my data?

The .fsa files generated by the 3703xl can be analyzed with GeneMapper (Applied Biosystems), PeakScanner (Applied Biosystems), or GeneMarker (SoftGenetics). We provide our customers with free access to the GeneMapper software via a remote desktop connection.

## 11. How do I obtain access to the GeneMapper software?

Complete the GeneMapper® Access Form and e-mail it to me at [lguest@illinois.edu](mailto:lguest@illinois.edu). Your account will be set up as soon as possible and you will receive complete instructions on how to connect to the remote desktop from your computer.

## 12. How do I schedule time on the GeneMapper remote desktop?

First go to <http://titan.biotec.uiuc.edu/calendar> and register. You'll be granted access to the scheduler when a web administrator confirms that you are a UIUC customer. After you receive confirmation, you may log back on to calendar and reserve a time slot. To do so, select [Go to the Online Scheduler](#) under 'My Quick Links'. Choose [GeneMapper Remote](#) in the 'View schedule' drop-down box. On the calendar, click on the time slot you want to reserve. In the 'New Reservation' window that appears, choose the starting and ending times of your session (please remember the time limit of 4 hours/day, and that all times are CST) and click **Save** to make your reservation. The scheduler will send you an e-mail confirming your reservation. Use the 'My Reservations' section on the control panel to view, edit or delete reservations.

## 13. How do I learn how to use the GeneMapper software?

If you are on-campus, we welcome you to make an appointment with us for free hands-on training in GeneMapper. Training sessions typically last for 30-45 minutes. If you are off-campus or would rather learn on your own, please contact us for a free copy of the instruction manual.

We make every effort to help our clients set-up projects and obtain data as quickly as possible. Please don't hesitate to contact us with additional questions or concerns.

Sincerely,

Laura Klismith

UIUC Core DNA Facility

[lguest@illinois.edu](mailto:lguest@illinois.edu)

217-333-9520