



Hartwell Center for Bioinformatics and Biotechnology

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Functional Genomics Lab 901.495.4156

Functional Genomics Clone Retrieval Request

Date:	
Email address:	Ordered by:
Department:	PI:
Phone:	Grant/P.O. number:
Is this request in support of a peer-reviewed or training-grant-funded research program at St. Jude? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Paste the output from your HCNatDat query directly into this space. For instructions on how to use HCNatDat to query for clones, see http://www.hartwellcenter.org/bio_services/fungen/clonere.php or the back of this form. For manual entry, fill in the table below:

FOR MANUAL ENTRY, TO BE COMPLETED BY CLIENT:							Hartwell Center Use ONLY: Order Number
Accession Number	Annotation	Library	RefSeq/GenBank Accession Number	Plate Name/Row/Column	Clone ID	Vector	

Comments:

INSTRUCTIONS FOR USING HCNEDAT TO QUERY FOR CLONES

1. Clone queries can now be done using the Hartwell Center's DNA microarray gene annotation database, [HCNetDat](#). Here's how:
 - a. Access HCNetDat at <http://www.hartwellcenter.org/hcnetdat/>.
 - b. Click "search arrays" and query HCNetDat using keywords, accession numbers, etc. HCNetDat will display the corresponding list.
 - c. Click the "change view" button. Click the checkboxes for "PlateName/Row/Column", "Clone ID" and "Vector" and click the "Change View" button at the bottom of the page. If clones are available for your queried results, you will see information in these 3 columns. If no information is shown in these columns, we do not have clones for those queried results. Note that human clones have plate names beginning with "H" and mouse clones have plate names beginning with "M".
 - d. Select the desired clones by clicking the checkbox to the left of each line and click "Add To Genecart". Click the "View Genecart" button.
 - e. Check the clones that you wish to order.
 - f. Export the gene cart and copy and paste into the request form in the space indicated.
2. Fill out the request form. You may manually fill out the request form or use the instructions above to copy and paste from your HCNetDat query. To insure accurate retrieval of your specified clone, the **CLONE ID FIELD** (obtained from the downloaded clone list) **must be completed**.
3. Bring the completed request form to the Functional Genomics lab in the Hartwell center (room DT1008 in the Danny Thomas tower).
4. Download the "Guide for Handling Clones" from here http://www.hartwellcenter.org/bio_services/fungen/clonere.php to obtain information about growth and PCR conditions, sequence information and more.

Contact a member of our microarray staff at 495.4156 for more detailed information.