



Request for Drosophila Microinjection Work

Please read the sample preparation guide on our webpage when making samples:

(<http://www.flyfacility.gen.cam.ac.uk/Services/Microinjectionservice/sampleprep>)

Please send this completed form with your samples for microinjection to: Alla Madich, Department of Genetics, Downing Site, Downing Street, Cambridge, CB2 3EH. UK

Date: _____

Name and email: _____

Group leader: _____

Address: _____

PAYMENT OPTIONS (Please tick one box and supply details):

Grant Code: _____ (University of Cambridge Department of Genetics only)

Purchase Order (PO): _____ Please email a copy of your PO to Simon Collier (s.collier@gen.cam.ac.uk)

Credit card: Please visit our Online Store (<http://onlinesales.admin.cam.ac.uk/product-catalogue/products/schools-faculties-departments-and-institutions/genetics/drosophila-microinjection-uk-business-20-standard-vat-rate>)

Please tick box to confirm that you agree to our Standard Terms for Drosophila Microinjection Work (attached)

DNA/RNA: Sample name	Concentration	Embryos: Name/genotype of host stock for injections	Selective marker: (w+, GFP+ etc)	Which helper plasmid needed? (e.g. PhiC31 integrase, P- element transposase etc, if not endogenous in stock)	Service plan: (1-9)

Comments _____

How to fill in this form

- Name and email:** This is the name of the person of primary correspondence.
- Group leader:** This can be the same as the person of primary correspondence.
- Address:** If we need to mail you larvae/flies, this is the address we will send them to. This must be a research department or institute, we cannot send flies to a private address.
- Payment options:** Please choose the appropriate option by ticking the box and write the grant code or purchase order number. You don't need to supply details when paying by credit card.
- DNA/RNA sample name:** You can give your sample any name as long as it is the same name on the sample tube and request form. Please do let us know if you are using RNA as further measures will be taken to ensure lack of contamination by RNases.
- Concentration:** Your sample concentration needs to be sufficient for your type of injection and ideally at a ready to inject concentration or the appropriate concentration to add helper plasmid to. Please see guidelines on our webpage (<http://www.flyfacility.gen.cam.ac.uk/Services/Microinjectionservice/sampleprep>).
- Embryos: Name of host stock:** This could be the name of one of our stocks e.g. CFD2, 13-18: attp2, w1118 etc. The list of our available PhiC31 and CRISPR injection stocks is available on our webpage (<http://www.flyfacility.gen.cam.ac.uk/Services/Microinjectionservice>). Alternatively you can send us your own stocks you wish us to inject into. Please be aware that any incoming stocks will need to be taken through our mandatory 5 week quarantine, before we can set up injection cages from them. We can also set up crosses of stocks for you after taking them through quarantine.
- Selective marker:** Please fill in this column if you want us to do the screening and balancing for a visible marker (plan 2, plan 3, plan 5, plan 7, plan 9). We don't offer to do PCR screening at this time, but can supply candidate flies for PCR analysis.
- Which helper plasmid?** Only fill this in if the host stock you have selected doesn't already express the integrase/transposase required for integration and you would like us to co-inject with a helper plasmid. We have helper plasmids that express PhiC31 integrase, P-element transposase and PiggyBac transposase.
- Service plan:** We offer plans 1 – 9. Plan 1-3 are PiggyBac/P-element injections. Plan 4-5 are PhiC31 mediated injections. Plan 6-7 are MiMIC (RMCE) injections. Plan 8-9 are CRISPR injections (<http://www.flyfacility.gen.cam.ac.uk/Services/Microinjectionservice/Microinjection>).

Please make sure you have ticked the box to agree to the Standard Terms for Drosophila Microinjection Work, as we need this before we can do work for you.

Standard Terms for Drosophila Microinjection Work

UNIVERSITY OF CAMBRIDGE acting through its Department of Genetics Fly Facility ("University") STANDARD TERMS FOR DROSOPHILA MICROINJECTION WORK ("Service")

Samples for Drosophila Microinjection Work are only accepted on the terms set out below. Each time you send samples for microinjection to the University's "Department of Genetics Fly Facility" you indicate your agreement to a contract on these terms. Please sign to confirm you accept these terms on the attached 'Request for Drosophila Microinjection Work' form. Please understand that if you refuse to accept these terms, you will not be able to order any Services from our site. Therefore, if you do not wish to abide by these terms, do not send samples for microinjection.

1. The University will use reasonable care and skill and good industry practice.
2. Samples for microinjection shall comply with the requirements set out in the "Fly Facility Microinjection Work – Preparing samples for microinjection" document available on the Fly Facility website (<http://www.gen.cam.ac.uk/departments/flylab>). Any deviations from these requirements must be agreed upon in advance with the Fly Facility. Upon arrival at the Fly Facility, samples will be stored frozen at -20°C prior to microinjection unless you request otherwise. You shall advise the Fly Facility of any specific health and safety hazards associated with your samples and of any special handling or storage requirements.
3. The Service is provided on a cost recovery basis, using spare capacity. Time shall not be of the essence of this Agreement. Samples will be microinjected in the order they arrive at the Fly Facility providing there are sufficient animals of the appropriate genotype available for microinjection. Upon your request, the Fly Facility will inform you of the approximate time periods between the arrival of your samples at the Fly Facility and start and completion of the service.
4. Surplus material is kept frozen at -20°C for 3 months before being destroyed. Repeat microinjections at no additional charge are undertaken only under the circumstances outlined in the "Fly Facility Microinjection Work – Services and Prices" document. In other circumstances, repeat microinjections are subject to the same fee as the original microinjection, except when otherwise negotiated in advance with the Fly Facility.
5. The University shall not be responsible for any hacking into files held electronically by the Fly Facility or interception of any electronic transfers of data between the Fly Facility and you.
6. The applicable fee for the Service is that stated in the "Fly Facility Microinjection Work – Services and Prices" document available at the time samples are sent for microinjection. Payment, together with VAT thereon, is due within 30 days of the date of the University's invoice. Interest is payable from the due date until payment at the higher of 4% per annum above Barclays Bank plc base rate for the time being and the rate applying under the Late Payment of Commercial Debts (Interest) Act 1998.
7. The University will not disclose any information about the samples, or any accompanying written information to any person other than its employees who need to deal with them in order to provide the Service. They will be made aware of the need to keep them confidential. Confidentiality obligations do not apply to samples or information which are in or become part of the public domain in a lawful manner. *(Continued overleaf)*

8. Except as stated in paragraph 1, no representation or warranty, express or implied, statutory or otherwise, regarding the Service is given and all such representations and warranties are excluded to the maximum extent permitted by law.
9. Nothing in this contract excludes or restricts liability for any fraudulent misrepresentation or death or personal injury caused by negligence.
10. Subject to paragraph 9 and 11, any liability of the University or its employees for direct loss in contract, tort or otherwise arising out of or in connection with this contract is limited for one incident or a series of incidents to the total amount of the fee actually received by the University from you for the Service provided under this contract.
11. Subject to paragraph 9, in no circumstances will the University or its employees be liable for any loss of profits, revenue, goodwill, business opportunity or any indirect, consequential, financial or economic loss or damage, costs or expenses whether in contract, tort, negligence, breach of statutory duty or otherwise whatsoever or howsoever arising out of or in connection with this contract.
12. You shall indemnify the University and its employees in full against all direct, indirect, incidental, consequential or special liability, loss, damages, costs or expenses, which are awarded or incurred by them as a result of any third party claim or threatened claim arising out of or in connection with your use of the animals provided through the Service.
13. This contract shall be governed by the laws of England and Wales and the parties hereby irrevocably submit to the exclusive jurisdiction of the English Courts.
14. All samples and injected animals, including all intellectual property rights in them, shall remain your property subject to a free, non-exclusive, non sub-licensable licence to us to use the samples and injected animals for the sole purpose of providing the Service to you.