

## Requesting and Assigning Unknown Clones

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- 1. Make sure you are eligible for analyzing unknown clones.** In order to analyze an unknown clone, you must complete PCs 1-3 and the post survey. Remember a practice clone is considered complete once the status is “reviewed and correct.” The post survey should pop up on DSAP when you log in after completing PCs 1-3. If you have completed PCs 1-3 but you cannot find the post survey, email [wssp@waksman.rutgers.edu](mailto:wssp@waksman.rutgers.edu) asking for the link to the post survey (remember to give your name and school).
- 2. Go to the Clone Report Sheet and see which clones you prepped that have been sequenced.** The Clone Report Sheet has been shared with you on google docs. If your clone has text in the “Date Sequenced” lime green column, then your clone has been sequenced and you can request it. Please wait a week after the column has been filled out to request a clone. **If you do not have any clones on the sheet to request, see the bottom of this document**

Clone Name	Prepped By:	ON date	Box Location of Miniprep (School #:Box #-Position #)	PCR Gel.jpeg Li	Insert size by PCR (bp)	RDG.jpeg Li	Insert size by digest (bp)	Sequence Clone? (yes/no)	Date Sequenced (for WSSP staff only)
20JM2.14 (Exa	Janet Mead	6/4/2014	20-1-2	<a href="https://picasaweb">https://picasaweb</a>	400	<a href="https://picasa">https://picasa</a>	400	YES	6/24/2014
04ZK1.14	Zach Kirschenbaum	7/8/14	04-1-1	<a href="https://drive.google.com">https://drive.google.com</a>	650	<a href="https://drive.google.com">https://drive.c</a>	750	YES	T-1 07/15/14
04ZK2.14	Zach Kirschenbaum	7/8/14	04-1-2	<a href="https://drive.google.com">https://drive.google.com</a>	N/A	<a href="https://drive.google.com">https://drive.c</a>	0	YES	T-1 07/15/14
04ZK3.14	Zach Kirschenbaum	7/8/14	04-1-3	<a href="https://drive.google.com">https://drive.google.com</a>	1000	<a href="https://drive.google.com">https://drive.c</a>	1000	YES	T-1 07/15/14
04ZK4.14	Zach Kirschenbaum	7/8/14	04-1-4	<a href="https://drive.google.com">https://drive.google.com</a>	550	<a href="https://drive.google.com">https://drive.c</a>	600	YES	T-1 07/15/14
04ZK5.14	Zach Kirschenbaum	7/11/14	04-1-5	<a href="https://drive.google.com">https://drive.google.com</a>	1700	<a href="https://drive.google.com">https://drive.c</a>	1900	YES	T-3 08/08/14
04ZK6.14	Zach Kirschenbaum	7/11/14	04-1-6	<a href="https://drive.google.com">https://drive.google.com</a>	800	<a href="https://drive.google.com">https://drive.c</a>	900	YES	T-3 08/08/14
04ZK7.14	Zach Kirschenbaum	7/11/14	04-1-7	<a href="https://drive.google.com">https://drive.google.com</a>	900	<a href="https://drive.google.com">https://drive.c</a>	250	YES	T-3 08/08/14
04ZK8.14	Zach Kirschenbaum	7/11/14	04-1-8	<a href="https://drive.google.com">https://drive.google.com</a>	500	<a href="https://drive.google.com">https://drive.c</a>	500	YES	T-3 08/08/14
04ZK9.14	Zach Kirschenbaum	7/16/14	04-1-9	<a href="https://drive.google.com">https://drive.google.com</a>	550	<a href="https://drive.google.com">https://drive.c</a>	600	YES	T-3 08/08/14
04ZK10.14	Zach Kirschenbaum	7/16/14	04-1-10	<a href="https://drive.google.com">https://drive.google.com</a>	750	<a href="https://drive.google.com">https://drive.c</a>	550	YES	T-3 08/08/14
04ZK11.14	Zach Kirschenbaum	7/16/14	04-1-11	<a href="https://drive.google.com">https://drive.google.com</a>	450	<a href="https://drive.google.com">https://drive.c</a>	650	YES	T-3 08/08/14
04ZK12.14	Zach Kirschenbaum	7/16/14	04-1-12	<a href="https://drive.google.com">https://drive.google.com</a>	500	<a href="https://drive.google.com">https://drive.c</a>	700	YES	T-3 08/08/14
04MB1.14	Mark Bolos	10/28/14	04-2-1	<a href="https://drive.google.com">https://drive.google.com</a>	600	<a href="https://drive.google.com">https://drive.c</a>	600	YES	T-7
04SG1.14	Simran Gandhi	10/28/14	04-2-2	<a href="https://drive.google.com">https://drive.google.com</a>	650	<a href="https://drive.google.com">https://drive.c</a>	600	YES	T-07
04LH1.14	Lawrence Huang	10/28/14	04-2-3	<a href="https://drive.google.com">https://drive.google.com</a>	700	<a href="https://drive.google.com">https://drive.c</a>	700	YES	T-07
04KH1.14	Kira Horowitz	10/28/14	04-2-4	<a href="https://drive.google.com">https://drive.google.com</a>	N/A	<a href="https://drive.google.com">https://drive.c</a>	450	YES	T-07
04KB1.14	Kyrollos Boutros	10/28/14	04-2-5	<a href="https://drive.google.com">https://drive.google.com</a>	CONTAM	<a href="https://drive.google.com">https://drive.c</a>	950	NO	
04RB1.14	Roshni Banerjee	10/28/14	04-2-6	<a href="https://drive.google.com">https://drive.google.com</a>	350	<a href="https://drive.google.com">https://drive.c</a>	500	YES	T-7

- 3. Send an email to [wssp@waksman.rutgers.edu](mailto:wssp@waksman.rutgers.edu) requesting your unknown clone(s).** You can use this as a template:

TO: [wssp@waksman.rutgers.edu](mailto:wssp@waksman.rutgers.edu)  
 FROM: Your email account  
 SUBJECT: Clone Request

Hello WSSP Staff,

**Clone(s) Requesting:** [type the clone(s) you are requesting]

**Name:** [type your full name]

**School:** East Brunswick High School (04)

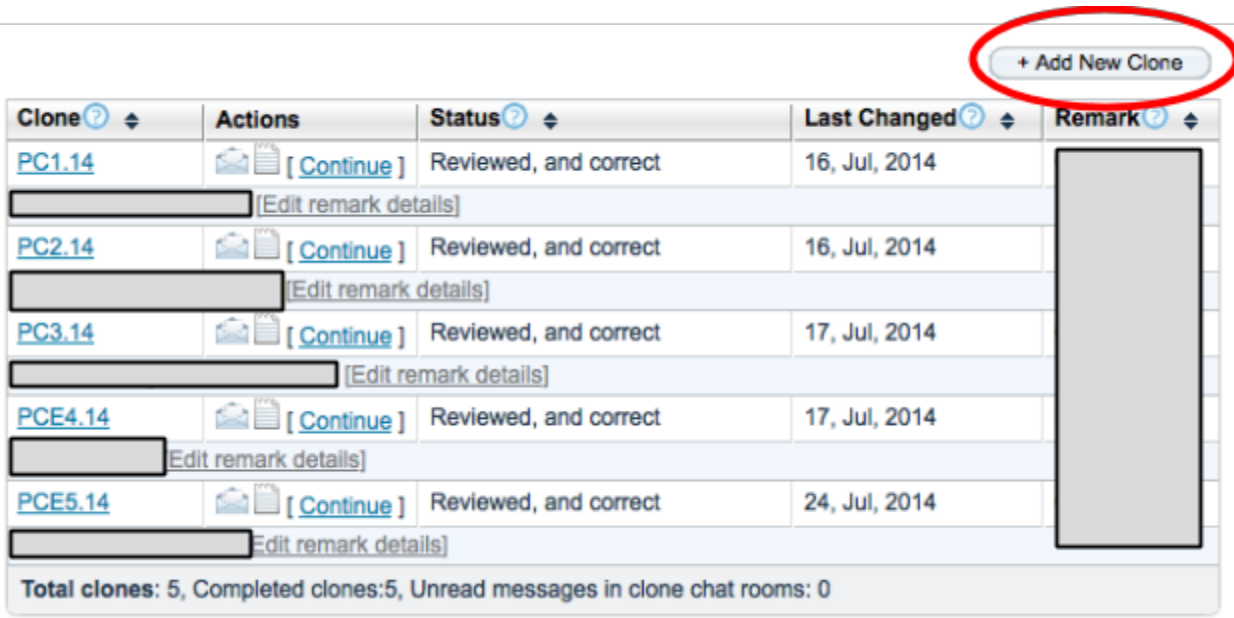
Thank you.

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4. Once they respond, you must assign your clone(s) to yourself. To do that, log onto DSAP and click "+ Add New Clone."



Clone	Actions	Status	Last Changed	Remark
<a href="#">PC1.14</a>	[ Continue ]	Reviewed, and correct	16, Jul, 2014	
	[ Edit remark details ]			
<a href="#">PC2.14</a>	[ Continue ]	Reviewed, and correct	16, Jul, 2014	
	[ Edit remark details ]			
<a href="#">PC3.14</a>	[ Continue ]	Reviewed, and correct	17, Jul, 2014	
	[ Edit remark details ]			
<a href="#">PCE4.14</a>	[ Continue ]	Reviewed, and correct	17, Jul, 2014	
	[ Edit remark details ]			
<a href="#">PCE5.14</a>	[ Continue ]	Reviewed, and correct	24, Jul, 2014	
	[ Edit remark details ]			

Total clones: 5, Completed clones:5, Unread messages in clone chat rooms: 0

5. Now look through the list of clones, find your clone(s) and click on [ [Add to my Clones](#) ] to assign the clone(s) to yourself.

Clone Name	Rev/For	From Date	Status	
<a href="#">04AG2.13</a>	For		Submitted to the NCBI	[ <a href="#">Add to my Clones</a> ]
<a href="#">04AG3.13</a>	For		Unassigned yet	[ <a href="#">Add to my Clones</a> ]
<a href="#">04AL2.13</a>	For		Assigned to 1 student(s)	[ <a href="#">Add to my Clones</a> ]
<a href="#">04AS3.13</a>	For	17, Jul, 2013	Submitted to the NCBI	[ <a href="#">Add to my Clones</a> ]
<a href="#">04AS4.13</a>	For	17, Jul, 2013	Submitted to the NCBI	[ <a href="#">Add to my Clones</a> ]
<a href="#">04AS5.13</a>	For		Submitted to the NCBI	[ <a href="#">Add to my Clones</a> ]
<a href="#">04AS6.13</a>	For		Submitted to the NCBI	[ <a href="#">Add to my Clones</a> ]
<a href="#">04AS7.13</a>	For		Assigned to 1 student(s)	[ <a href="#">Add to my Clones</a> ]
<a href="#">04AS8.13</a>	For		Submitted to the NCBI	[ <a href="#">Add to my Clones</a> ]
<a href="#">04AV1.12</a>	For		Unassigned yet	[ <a href="#">Add to my Clones</a> ]

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6. Analyze your unknown clone(s)!

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### If you do not have any of your unknown clones left from this year to analyze:

This applies to people who:

1. Did not have any clones sequenced so need a clone to analyze.
2. Did not have a readable sequence so need another clone to analyze.
3. Are already published, but want to analyze another clone.

Please contact Brooke or Zach and they will tell you the protocol for this. Please **DO NOT** just request another clone that is not yours. We will do our best to find you a new clone.