**Kit Deposit Questionnaire**

**Contact Information**

* Who will be the primary lab contact for questions concerning these plasmids? Please provide a name/email for the primary contact.
* In order for the plasmids to appear in your Addgene account under My Plasmids, please provide your Addgene account username.
* Please list the name of the relevant PI and institution where the plasmids were first created.
	+ PI:
	+ Institution:
	+ Is the PI an HHMI Investigator?:
	+ If some plasmids were generated in a different lab/institution, please list the number of plasmids along with the appropriate PI/institution.

**Sample Information**

* Please provide a description of the plasmid purpose and how scientists will use these plasmids for experiments.
* Is there a publication associated with these plasmids? If so, please provide the reference information.
* Exactly how many plasmids are you planning to deposit?
* Regarding the biosafety level of these plasmids, can you please confirm that the individual, unmodified plasmids, either in purified form or when introduced into bacterial or mammalian cells can safely be used at BSL-1?
* Can the DNA be transformed into a standard strain such as DH5alpha, ccdB Survival or NEB Stable?
	+ If not, please list the preferred strain. If a preferred strain is necessary, we may need you to ship the samples as glycerol stocks as we have limited strains available.
	+ Does the growth strain in which your plasmids are contained require special growth considerations?
* Can you please confirm that you have a full reference sequence for each plasmid?
	+ Please note that Addgene requires an accurate full plasmid reference sequence to help streamline our quality control processes.
* Have all the plasmids been functionally validated?
* Are all the plasmids in the same vector backbone? What is the name of the vector backbone(s)?
* Are these plasmids low copy, or do they require special growth considerations?

**Distribution**

* Are there any restrictions or other obligations (e.g. patents, licenses, sponsored research agreements, MTAs) related to these plasmids that could affect Addgene’s distribution to academic labs?
* Will scientists only need a handful of plasmids from this collection or will they need all the plasmids together to perform a single experiment?
* How many external requests have you received for these plasmids from the research community? Have the requests been for single plasmids or the entire collection?
* In the future, if we need a replacement for one of the plasmids will your lab maintain backups?
* How soon will you be able to send the plasmids?