***Next Gen Sequencing Checklist***

|  |  |
| --- | --- |
| Background | |
| ***Project name \**** | *Used for quoting and record keeping* |
| ***Contact \**** | *Name* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Staff #* \_\_\_\_\_\_\_\_\_\_\_ *Used for publication tracking*  *Email* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Phone* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| ***Supervisor \**** | *Name* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Staff #* \_\_\_\_\_\_\_\_\_\_\_ *Used for publication tracking* |
| ***Biological question*** |  |
| ***Experiment design / Project outline*** |  |
| ***Genus/Species*** |  |
|  | |
| Sample details | |
| ***Number of samples \**** |  |
| ***Type \**** | [ ] DNA  [ ] RNA  [ ] Client prepared library  [ ] Amplicon |
| ***Transportation \**** | [ ] Sample drop off  [ ] Post  [ ] Courier |
| ***Temperature \**** | [ ] Room temperature  [ ] Ice  [ ] Dry ice |
| ***Sample Sheet \**** | Please attach a spreadsheet containing the details of your samples with the following columns (one row per sample):   1. **Sample Name**: a name for the sample. This will be the name that appears with the project name on the FastQ files that are returned after sequencing 2. **Well**: the well, number or label written on sample tube. Used by Research officer when preparing/loading libraries/samples. 3. **Index 1**: the index sequence used for indexing the sample 4. **Index 2**: the second index sequence used for indexing this sample (if applicable) 5. **Project name**: group samples into multiple projects if more than one project is being combined in this sequencing run. This will also appear in the output FastQ file names |
|  | |
| Platform | |
| ***Platform \**** | [ ] **Illumina NextSeq**  [ ] *High-output* [ ] *Mid-output*  [ ] **Illumina MiSeq** |
| ***Platform Details \**** | [ ] Single-read [ ] Paired-end  *Cycles in total*  [ ] \_\_\_\_\_\_\_\_\_\_\_ |
| ***Library Type \**** | [ ] *Client prepared*  [ ] *10X single cell RNA*  [ ] *Nextera*  [ ] *Nextera XT*  [ ] *Stranded mRNA* |

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| --- | --- |
| Finance Note: no charges will be raised until authorisation provided | |
| ***Cost Centre \**** |  |
| ***WBS # \**** |  |
| ***WBS Authority \**** | *Person authorised to charge to CC/WBS #* |
| ***School \**** | [ ] Life Sciences  [ ] Molecular Sciences  [ ] Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | |
| Further information | |
| *Please provide any further relevant information not provided above* | |

**\*** required