***Next Gen Sequencing Checklist***

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| 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
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| 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* |

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