

ONLINE INSTRUCTIONS



This step-by-step guide will help you deposit your plasmids using our online system.

*You may also enter plasmid information using paper forms rather than online.
Please visit www.addgene.org or call 617-225-9000 for more information.*

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Welcome to www.addgene.org!



➔ First, please create an account.

addgene Login | New User

Search for Plasmids:

Home | Request Plasmids | Deposit Plasmids | About Addgene

A Better Way to Share Plasmids

Addgene is a non-profit organization dedicated to promoting sharing of plasmid constructs described in published literature. Addgene stores original plasmid samples submitted by scientists and distributes them for use in advancing life science research.

[Request Plasmids](#)

[Deposit Plasmids \(Why Deposit\)](#)

Username:
Password:

[Register](#) | [Forgot my login](#)

Features
Want an electronic and searchable inventory of your freezers? Check out [Addgene Labs](#).
Search for backbones in [Vector Database](#).

Top Requests
pHR' CMV 8.2 deltaR, pCMV-VSV-G, myc-Rictor corrected, myc-mTOR, scramble shRNA, pBABE-neo-hTERT, mTOR_1 shRNA, pBABE-hygro-hTERT, Rictor_1 shRNA, pLKO.1-TRC cloning vector

Create an account



Create an Addgene Account

Each member of your lab should create his/her own account.

Create an account to order plasmids and make deposits!

Username: Username is not case sensitive.

Password: Password must be 6 characters or longer.

Retype Password:

Your e-mail address: E-mail used only to send order and shipping information.

I am from a U.S. institution:

I am from a non-U.S. institution:

My institution is not listed. It is:

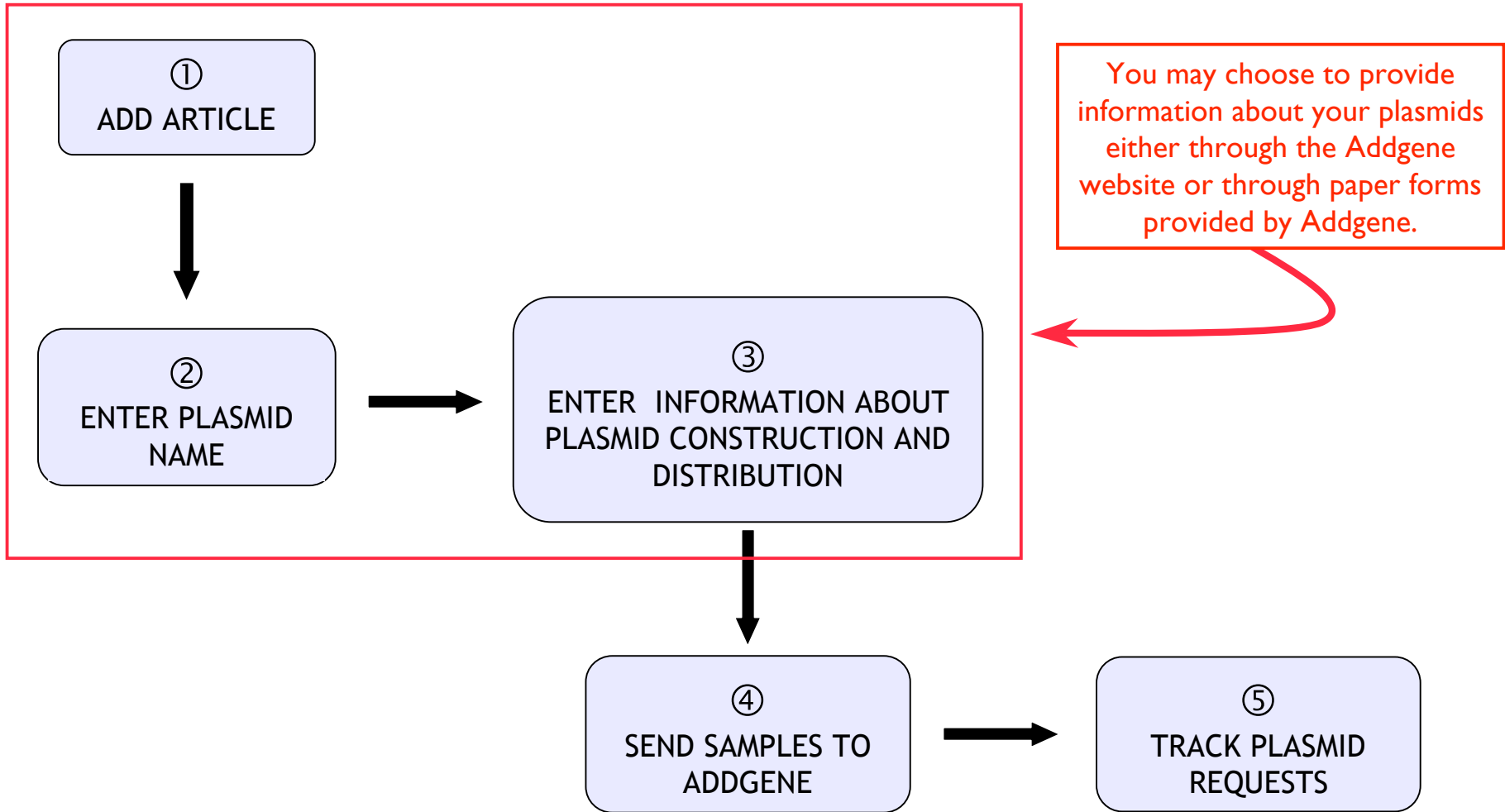
Note: Addgene cannot distribute plasmids to for-profit companies.

Create Account

Addgene will reach you at this email address to confirm orders, notify you of transactions involving your plasmids, or provide technical support.*

*Addgene does not spam or give out email addresses to third parties.

Overview of submission process



- ➔ To enter plasmid information online, you need to add the article in which the plasmid was first described (**Add Article**).
- ➔ Once you have added the article to your account, you will be able to enter plasmid names and plasmid information.
- ➔ Describe the cloning and distribution information for each plasmid.
- ➔ Submit a deposit order. Addgene will mail pre-printed plasmid labels to you.



- ➔ To submit a plasmid, you must first find the article in which the plasmid was described. Search NCBI PubMed for your article under **Add Article**. (If your plasmids are not associated with an article, you can submit them by creating an article using the link below the red box.)

Deposit

[Instructions](#)

[Add Article](#)

[My Articles](#)

[My Plasmids](#)

[FAQ](#)

Please use the search bar below to search Pubmed for your article, then add the article to your account. You may search using keywords or author names, just as you would on the Pubmed website (ex: Smith LM AND polymerase).

Search Pubmed for:

Search PubMed for your article

If you would like to submit plasmids to Addgene that have not been described in a published article, click [here](#).

- ➔ Once you've found the appropriate article, click on **Submit Plasmids** to add the article to your account.

Pubmed search results for Jones LR 1-10 of 204

Article A.
Jones LR
In [Biology Journal](#) 2005 May

[Submit Plasmids](#)

Add plasmids to an article

(part 1 of 2)



➔ My Articles lists all articles you have added to your account

Deposit	Title	Date *	
Instructions Add Article My Articles My Plasmids FAQ	Article A. In Biology Journal 2005 May; 100(1) 255-9.(Pubmed: 1234567)	2005/05/01	Submit Plasmids

Choose **Submit Plasmids** to enter information about plasmids associated with this article.

➔ Enter the name of the plasmid you wish to describe

Enter Plasmid Data

Click on Enter Data, Continue, or Completed to enter or modify plasmid data. Please include only those plasmids that have been constructed in your lab. Click on Sequence or Map to view, upload, or delete sequence or plasmid map. Click on a plasmid name to see data entered for that plasmid and a computer generated map.

Add New Plasmid (ex: pBS-MAPKK1):

Enter **Plasmid Name**

Add plasmids to an article

(part 2 of 2)



- ➔ There are five commands associated with each plasmid entry: **Enter Data, Sequence, Map, Delete, and Rename.**

Enter Plasmid Data

Click on Enter Data, Continue, or Completed to enter or modify plasmid data. Please include only those plasmids that have been constructed in your lab. Click on Sequence or Map to view, upload, or delete sequence or plasmid map. Click on a plasmid name to see data entered for that plasmid and a computer generated map. If you have any questions, please consult the [Frequently Asked Questions](#).

	Required	Optional	
1 pSox	Enter Data	Sequence Map	Delete Rename

Add New Plasmid (ex: pBS-MAPKK1):

Enter details about **Plasmid Construction**

View or Upload **Gene Sequence**

View or Upload **Vector Map**

Enter Plasmid information



➔ Choose Enter Data

Enter Plasmid Data

Click on Enter Data, Continue, or Completed to enter or modify plasmid data. Please include only those plasmids that have been constructed in your lab. Click on Sequence or Map to view, upload, or delete sequence or plasmid map. Click on a plasmid name to see data entered for that plasmid and a computer generated map. If you have any questions, please consult the [Frequently Asked Questions](#).

	Required	Optional	
1 pSox	Enter Data	Sequence Map	Delete Rename

Add New Plasmid (ex: pBS-MAPKK1):

➔ This will bring you to the plasmid entry form

➔ Helpful tips during this process:

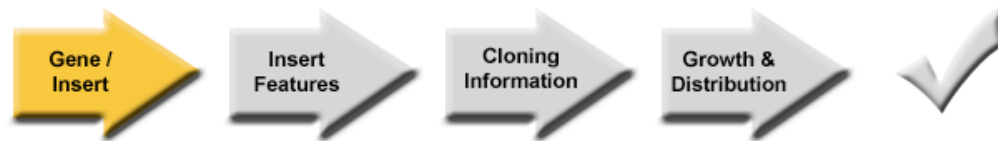
- ➔ Provide as much detail as possible.
- ➔ If you don't know a piece of information, enter "N/A".
- ➔ Don't get discouraged. If you need assistance, please contact help@addgene.org.

Enter Plasmid information

(step 1 of 4)



➡ Provide general information about this plasmid



Copy Gene and Insert from:

Gene and Insert

[Examples](#) ?

Required fields are marked with *. You may enter N/A if information is not available. For **empty vectors** with no insert, please enter *None* for gene/insert name and choose *No gene/insert* for species.

Full gene/insert name(s):* ex: Mitogen-activated Protein Kinase

Alternative names (used for searching):

 ex: MAPK. If you didn't enter the **wild-type** name of your gene above, please enter it here.

Insert size (bp):* ex: 3200 bp

[GenBank/Entrez](#) ID of gene(s): [What is this?](#)

Species of gene(s)* No gene/insert
(If multiple species, check all that apply): H. sapiens (human)
 M. musculus (mouse)
 R. norvegicus (rat)

Enter Plasmid information

(step 1 of 4)



➔ Provide general information about this plasmid

The **Entrez ID** number can be found on the NCBI website (see below). Sometimes multiple Entrez ID numbers describe the same gene — choose the one that is most relevant. This links your data to additional information on the NCBI website.

www.ncbi.nlm.nih.gov/pubmed
Search under **Nucleotide**

pABC
(from J Biol Chem 2000 Sep 29;275(39):29980-5.)

Gene and Insert
Required fields are marked with *. You may enter N/A if information is not available.

Gene/insert: * ex: MAPK

Alternative names (for searching): ex: Mitogen activated protein kinase

Insert size (bp): * ex: 3200 bp (including tags ON the insert)

NUCLEOTIDE Entrez ID of related wildtype gene: ex: BC052889

Species of gene: * ex: human

NCBI Entrez Nucleotide

Search **Nucleotide** for mouse HNF4

Display Summary Show: 20 Send to Text

Items 1 - 20 of 34

1: BC039220

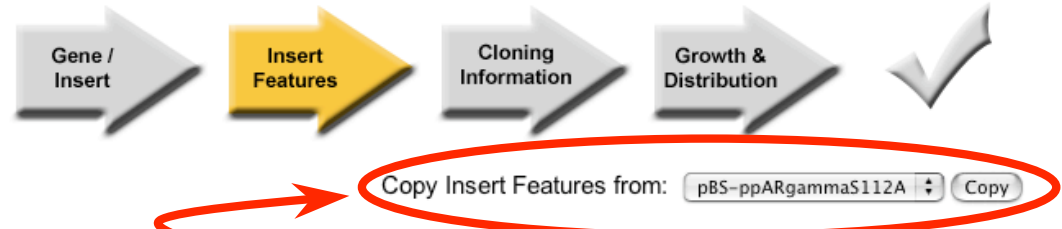
Mus musculus hepatic nuclear factor 4, alpha, mRNA (cDNA clone MGC:31368 cds gi|24657894|gb|BC039220.1|[24657894])

Enter Plasmid information

(step 2 of 4)



➔ Describe features of the gene inserted in this vector



This useful feature saves you time if the plasmid being entered is similar to one that you have already described in the same article.

You may copy data from the previous plasmid and make modifications at each step of the data submission process.

Insert Features

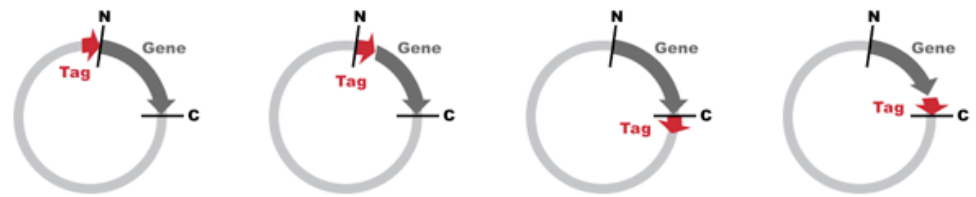
Required fields are marked with *. You may enter N/A if information is not available.

Relevant mutations/deletions: ex: changed Serine 112 to Alanine

Fusion proteins or tags: ex: GST,GFP,Myc,His
 Terminal:

Fusion proteins or tags: ex: GST,GFP,Myc,His
 Terminal:

Fusion proteins or tags: ex: GST,GFP,Myc,His
 Terminal:



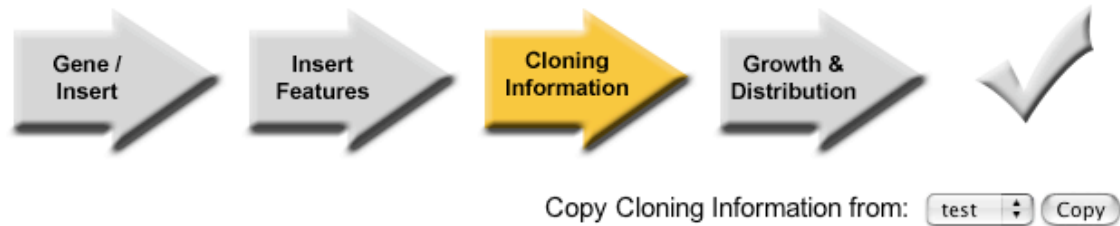
N terminal on backbone N terminal on insert C terminal on backbone C terminal on insert
 (The **N** and **C** in the above drawings represent the restriction sites used for cloning.)

Enter Plasmid information

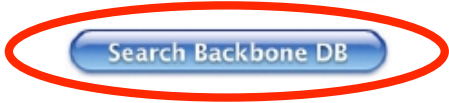
(step 3 of 4)



➔ Describe how the insert was cloned into this vector



Cloning Information



Required fields are marked with *. You may enter N/A if information is not available.

Check all that apply.

Vector backbone: * ex: pAdEasy-1 (Stratagene)

Backbone manufacturer:

Type of vector * (please check all that apply):

<input checked="" type="checkbox"/> Mammalian expression	<input type="checkbox"/> Luciferase
<input type="checkbox"/> Bacterial expression	<input type="checkbox"/> Beta-gal
<input type="checkbox"/> Yeast expression	<input type="checkbox"/> Lentiviral
<input type="checkbox"/> Insect expression	<input checked="" type="checkbox"/> Adenoviral
<input type="checkbox"/> Worm expression	<input type="checkbox"/> Retroviral
<input type="checkbox"/> RNAi	<input type="checkbox"/> Cre/Lox
<input type="checkbox"/> Other	

If OTHER, please specify:

Backbone size w/o insert (bp): * ex: 5500 bp (not including gene). If unknown, estimate to nearest 1000

Addgene has compiled information describing common vector backbones to assist you with plasmid data entry.

Enter Plasmid information

(step 3 of 4)



➔ Describe how the insert was cloned into this vector (continued)

Cloning site 5': * ex: EcoRI, BamHI, None
Site destroyed during cloning: *

Cloning site 3': * ex: EcoRI, BamHI, None
Site destroyed during cloning: *

5' Sequencing primer: ex: T7, SP6, n/a, or sequence
3' Sequencing primer: ex: T7, SP6, n/a, or sequence

You can come back and make changes later.

Addgene will sequence the insert using standard primers when possible. If you can provide primer sequences specific to your plasmid, please note here.

Enter Plasmid information

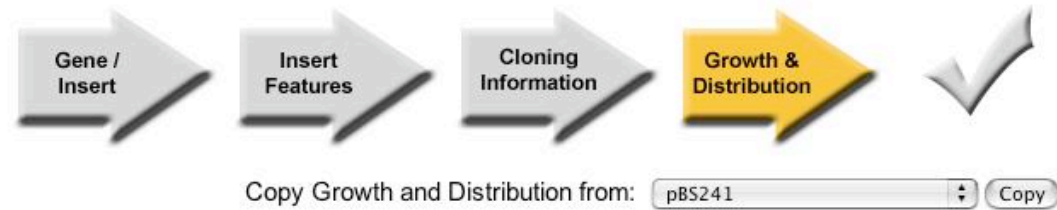
(step 4 of 4)



➔ Describe growth conditions for this plasmid, and list any patents or licenses involved. Additional information can be added in the Comments section.

Addgene cannot accept plasmids that require BL3 or BL4 safety regulations.

If specific licensing agreements govern the exchange of this plasmid, Addgene will try its best to set this up.



Growth and Distribution

Required fields are marked with *. You may enter N/A if information is not available.

Bacteria resistance: *
If OTHER, please specify:

Is this plasmid high copy or low copy: *

Plasmid grows in **standard E. coli @ 37C**: *
If NO, please specify bacterial strain for growth and growth condition:

Selectable markers (non-bacterial):

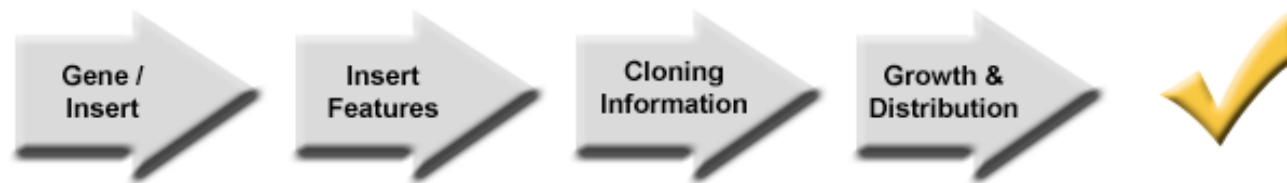
<input type="checkbox"/> Neomycin	<input type="checkbox"/> TRP1
<input type="checkbox"/> Puromycin	<input type="checkbox"/> LEU2
<input type="checkbox"/> Hygromycin	<input type="checkbox"/> URA3
<input type="checkbox"/> Zeocin	<input type="checkbox"/> HIS3
<input type="checkbox"/> Blasticidin	<input type="checkbox"/> Basta
<input type="checkbox"/> Gentamicin	<input type="checkbox"/> Other

If OTHER, please specify:

Check plasmid information



➔ Please proofread the summary for possible errors and go back to previous stages to correct mistakes. Addgene uses information you have entered to generate a map.



Your plasmid information will be compared to the NCBI Entrez Gene database. Choose the appropriate match for the gene.

Your plasmid's information was compared with the [NCBI Entrez Gene](#) database. Below are genes that best match the plasmid description. To produce better matches, try changing "Gene/insert name", "Alternative names", "Entrez ID", or "Species", in the [Gene/Insert Section](#).

Please check the appropriate match and Addgene will display the chosen link with your plasmid data. *

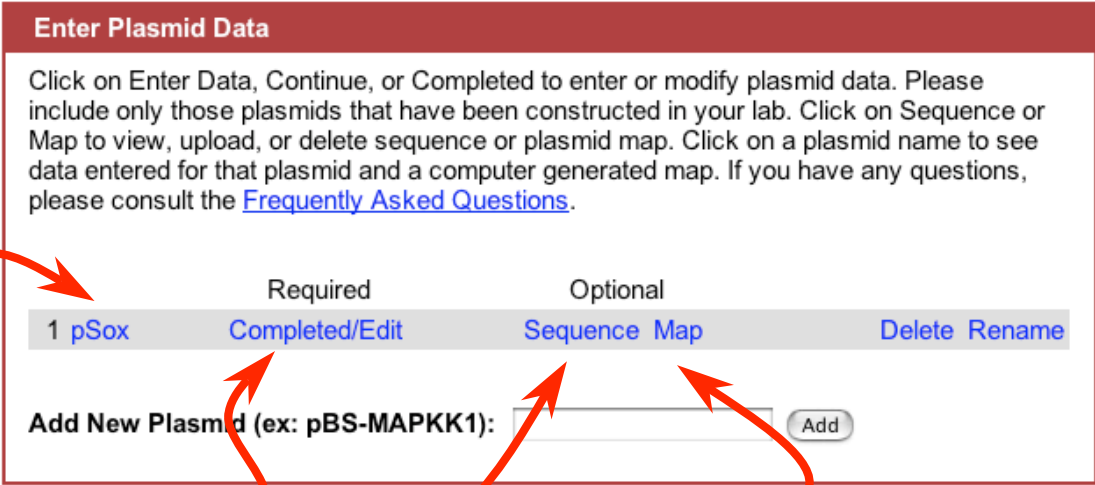
- [SOX11 \(Homo sapiens\)](#)
- [SOX12 \(Homo sapiens\)](#)
- [SOX3 \(Homo sapiens\)](#)
- [SOX6 \(Homo sapiens\)](#)
- [BBX \(Homo sapiens\)](#)
- [SOX18 \(Homo sapiens\)](#)
- [SOX14 \(Homo sapiens\)](#)
- [LOC392269 \(Homo sapiens...\)](#)
- None of the above, or N/A

I certify that the above statements are true* to the best of my knowledge:

You can come back and make changes later.

Optional plasmid information

➔ This screen allows you to provide optional information, such as the **sequence** of your gene/insert, or a **vector map**.



Enter Plasmid Data

Click on Enter Data, Continue, or Completed to enter or modify plasmid data. Please include only those plasmids that have been constructed in your lab. Click on Sequence or Map to view, upload, or delete sequence or plasmid map. Click on a plasmid name to see data entered for that plasmid and a computer generated map. If you have any questions, please consult the [Frequently Asked Questions](#).

	Required	Optional		
1	pSox	Completed/Edit	Sequence Map	Delete Rename

Add New Plasmid (ex: pBS-MAPKK1):

I am finished entering data for these plasmids.

Once you have finished entering plasmid data for this article, please click the button above to submit the data to Addgene.

View plasmid data. (points to 'pSox')

Edit plasmid data. (points to 'Completed/Edit')

Click here to copy and paste complete or partial plasmid sequence. (points to 'Sequence Map')

Click here to upload an image file of the plasmid map (.jpg or .gif formats are acceptable). If the map size is > 120 kb, please shrink it or reduce its resolution). (points to 'Map')

Finish article submission



- ➔ Choose I am finished entering data for these plasmids only after you have entered all of the information about your plasmids for this article.

Enter Plasmid Data

Click on Enter Data, Continue, or Completed to enter or modify plasmid data. Please include only those plasmids that have been constructed in your lab. Click on Sequence or Map to view, upload, or delete sequence or plasmid map. Click on a plasmid name to see data entered for that plasmid and a computer generated map. If you have any questions, please consult the [Frequently Asked Questions](#).

	Required	Optional	
1 pSox	Completed/Edit	Sequence Map	Delete Rename

Add New Plasmid (ex: pBS-MAPKK1):

I am finished entering data for these plasmids.

Once you have finished entering plasmid data for this article, please click the button above to submit the data to Addgene.

Add new articles or plasmids



- ➔ You may wish to enter more plasmids before finishing your deposit. If so, choose Add Articles or My Articles.

Deposit

Why Deposit
Instructions
Request Kit
Add Article
My Articles
My Plasmids
FAQ

- ➔ If you are satisfied with the plasmid information you have entered, please choose Request Kit.

Deposit

Why Deposit
Instructions
Request Kit
Add Article
My Articles
My Plasmids
FAQ

Send samples to Addgene



- ➔ To submit a deposit order, choose the articles for which you have finished entering plasmid data.
- ➔ Next, you will be asked to accept the Terms of Deposit.

Step 1 of 4: Terms of Deposit

1 **Terms of Deposit**

2 Shipping Information

3 Verify

4 Print Receipt

- I hereby certify that I am affiliated with the academic or non-profit institution **Dana Farber Cancer Institute** (if this is no longer true, please modify your profile before continuing)
- I hereby certify that the material I am submitting to Addgene qualifies as BL1 or BL2 as defined by NIH Guidelines.
- I hereby certify that I have disclosed all known hazardous and infectious properties of the submitted material.
- As the Provider Scientist, I hereby agree to the distribution of the submitted material under the terms of the [Uniform Biological Material Transfer Agreement \(UBMTA\)](#) and any applicable Ancillary Agreements, or alternate material transfer agreements, if deemed necessary by my Institution.

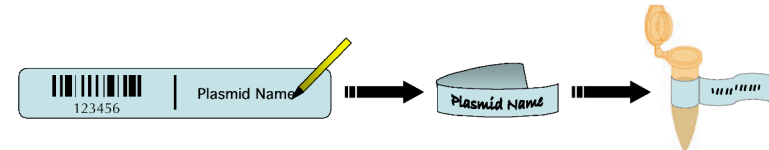
Accept Decline

- ➔ Then enter shipping information so that Addgene can mail you labels pre-printed with the plasmid name and Addgene ID number.

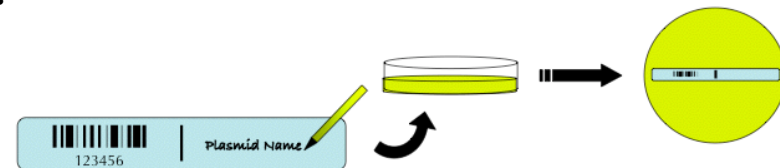
Preparing your samples



- ➔ In a few days you will receive a submission kit from Addgene. Please follow the instructions below when preparing your samples for submission.
- ➔ **Submit DNA.** Affix label to eppendorf tube as a “flag” and aliquot 20 μ L maxiprep DNA to the tube.



- ➔ **Submit bacteria streaks.** Use only one label for each LB-Agar plate. To avoid possible error, please affix the label to the underside of the plate containing the agar (ie, not the lid).



- ➔ **Send samples to Addgene.** Please comply with safety regulations when shipping biological samples. Mail samples to:
Addgene, Inc. One Kendall Square, Bldg 600 - 3rd Floor, Cambridge MA 02139

➔ Once Addgene has cataloged your plasmid submissions, you can easily view the plasmids you have stored at Addgene. After logging in, choose **My Plasmids**.

➔ Sample:

LR Jones' plasmids

Also see [New Plasmids Being Submitted](#)

Click on a column name to sort by that column, again to change to descending order. * denotes the column being sorted.

Page: 1 [2](#) [Next](#)

Group by:

Plasmid	Gene/Insert *
pSox	Sox
pSox-GST	Sox

Click to see plasmid information.

Click on the column titles to sort the list alphabetically within that category.

Refer plasmid requests



- ➔ Scientists who request your plasmids can be referred to your lab's plasmid page at Addgene:

[www.addgene.org/\[PI's first name\]_\[PI's last name\]](http://www.addgene.org/[PI's first name]_[PI's last name])

- ➔ Or, from the bottom of each plasmid data page, you can click on a link to send an email to the requesting scientist.

Please use the form below to refer this plasmid to another scientist.

Recipient Name:

Recipient Email:

Your name:

Comments:

Addgene will send the following message to this scientist:

```
<Your name> has requested that we send you the following link. This link will display a plasmid being distributed by Addgene, a not-for-profit plasmid repository.
```


➔ Principal Investigators can track who has obtained their plasmids

➔ **Sample:**

Requests for Jones Lab's plasmids

Click on a column name to sort by that column, again to change to descending order. * denotes the column being sorted.

Page: [Prev](#) [1](#) [2](#) [3](#)

Group by:

Plasmid	Requesting PI	Date *
pSox	WA Smith	02/01/2005
pSox-GST	WA Smith	02/01/2005

➔ The requesting author is required to acknowledge the principal investigator when publishing.



Thank you for sharing plasmids with the scientific community!

Addgene, Inc.
One Kendall Square
Bldg 600, 3rd Floor
Cambridge, MA 02139
617-225-9000 • info@addgene.org
www.addgene.org

Questions? E-mail us at info@addgene.org.