**VIRAL VECTOR and CLONING CORE (VVCC)**

**Instructions for completing an IBC application/amendment for project involving:**

 **2nd-generation lentiviral vectors**

*Please note that release of DNA constructs or viral vectors cannot occur until IBC approval is obtained*

1. Please add a “Host-Vector System” with “Lentivirus” as the *Description*, as a gene transfer method in Table 2a of the eProtocol IBC application:

a. In the pop-out window for this method, please add the following:

Vectors used: Lentivirus plasmid

Primary host: Eukaryotic cells

Vendor/Collaborator: Viral Vector & Cloning Core/Kevin Wickman/1804-35834H

b. If the VVCC is providing you with a lentiviral vector, please include the name of the packaging kit or plasmids used to create the virus in Section b.ii of the pop-out window to support the biosafety downgrade request:

i. packaging kit: VVCC custom packaging system

ii. plasmid names: psPAX2 & pMD2.G

2. If your lab will be culturing recombinant *E. coli* or transforming *E. coli* to produce plasmids that will be provided to the VVCC, please account for this work by including a “physical method” of gene transfer in Table 2a. Please also include the following generalized recombinant K-12 *E. coli* use/transformation SOP as an attachment in the application (no modifications necessary): <https://drive.google.com/file/d/1r6ueKa6Rf1Wrk2beylw7PAAPdtnY4Gwr/view>

3. Please include the appropriate vector map(s) corresponding to the viral vector(s) in question in the “Attachments” section, including maps corresponding to the packaging systems used to create the vector:

Shuttle plasmid: Indicate the name of the project-specific shuttle plasmid you will provide to the VVCC, or contract the VVCC to produce; the VVCC will provide you with a map of the shuttle plasmid

Packaging plasmids: maps for psPAX2 & pMD2.G are included below

4. Include any lab-specific SOPs for the use of the viral vector(s), such as for the transduction of primary cultures or injection into animals. Do NOT include SOPs related to the production of the viral vector itself, since this will instead be accounted for on the IBC application for the VVCC.



