## Requesting Reagents from New England BioLabs

Start by going to the website below:

https://www.neb.com/promoting-science-education/course-support-and-reagent-donation

Complete the contact information requested on the right side of this webpage and submit. That will result in you receiving an email from NE BioLabs that will permit you to initiate the process of requesting free reagents from this company.

You will receive an email response from NE BioLabs like the one below. Click on the "Course Support Order Form" to place your request for free reagents.

## **Dear Educator:**

Thank you for your recent "NEB Course Support" inquiry. New England Biolabs is committed to supporting science and science education. We are pleased to be able to provide reagents for education, with a primary emphasis on programs that introduce students to concepts in molecular biology.

In an effort to provide support for the broadest array of educators, we have prepared a standard list of reagents that can be requested from NEB for use in laboratory classes. To initiate your request, please complete the <a href="Course Support Order Form">Course Support Order Form</a>. It is imperative that you forward detailed, published protocols (protocols that your students will use during the course). Protocols must contain exact amounts of each requested reagent required per experiment/student. Requests that do not include this information will not be considered.

We kindly ask that you please be realistic in the quantities requested so that this program can be broadly used, especially in institutions that would not otherwise be able to provide this instruction. NEB reserves the right to limit which reagents, and in what quantities, will be sent.

We wish you success in your course.

Best regards,

Lori Tonello

NEB Educational Course Support Coordinator

## tonello@neb.com

New England Biolabs, Inc. Telephone: (978) 927-5054

Toll Free: (U.S. Orders) 1-800-632-5227 Toll Free: (U.S. Tech) 1-800-632-7799

info@neb.com

Each institution is permitted to request as much as \$1000 in free reagents each year from NE BioLabs. One request is permitted per year, so if there are other faculty who are already receiving free reagents from this company, you must coordinate with them to make this request.

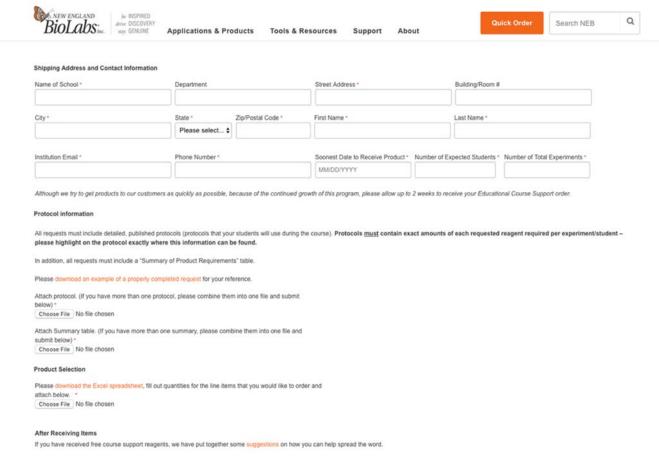
The reagents you want to request for the bean beetle microbiome experiments are the following:
OneTaq Hot Start Quick-Load 2X Master Mix with Standard Buffer
Quick-Load Purple 100 bp DNA Ladder

Once you receive an email response from NE BioLabs and you click on the "Course Support Order Form" link, the order form "Educational Course Support Program Request" on the next page will open.

The protocol you need to attach is the Student Handout titled "Colony-PCR-student-handout.pdf" that is posted on the bean beetle website at: https://www.beanbeetles.org/workshops/curriculum-materials/

The Summary table you need to attach to the Request is the Word document "NEB Summary table" (attached). This document describes the two reagents you are requesting and how much you will be using. The estimates in the Summary table include extra material so students are able to repeat the PCR and electrophoresis if necessary. Add your information to the top of this document (the highlighted areas) before uploading it to the NEB Request.

The Excel spreadsheet you need to attach is the Excel document "NEB spreadsheet" (attached). This document lists all the currently available reagent that NE BioLabs is willing to donate to colleges and universities for laboratory instruction. One unit of the DNA ladder and two units of the Master Mix will be enough for you to run two semesters of the PCR and electrophoresis of PCR products in your implementation of the bean beetle microbiome project with two classes of 24 students.



Note: Under rare instances, requests for items not on the standard list will be considered, but will be delayed due to the need to review the request. Such requests must include a justification for why items on the standard list cannot be adapted to the course content, along with a protocol describing the use of the materials. Requests that do not include the required information will not be considered.

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Once you have completed this form and attached the required documents (protocol, Summary table, and Excel spreadsheet) click submit at the bottom of the form.

The two reagents you are requesting must be held in a freezer at -20°C until use. Make sure you have freezer space ready. Our past experience is that NE BioLabs responds to these requests very quickly, within days in some cases.