The National Center for Genetically Engineered Mouse Models at the Hebrew University

**GEMM Flow Chart for the researcher**

1. The principal investigator contacts the GEMM unit and is interested in starting a project.

2. The researcher submits the relevant form for the required procedure within the authority's website (on-line).

   - **Cryopreservation Request Form**
   - **Mouse Genetic Manipulation Request Form**
   - **Embryo-transfer Request Form**

   The form is sent on-line from the website to the unit manager: GEMMadmin@savion.huji.ac.il

3. The unit manager schedules a meeting with the researchers and during the meeting completes filling out the form, gives a number for the request, and fills in a line in the master table (Excel).

4. The unit manager sends the researcher a quote and updates the table, the technicians and the authority’s finance person upon receipt of the researcher’s approval.

   - The finance person charges the investigator or issues an invoice, updates the master table, and updates the manager by email.
   - Upon receipt of the approval, the technician in charge at the unit sets a detailed schedule of the procedure.

5. The procedure is performed in the GEMM unit according to the predetermined schedule.

   The process is documented in the unit’s follow-up tables.

**CR - At the end of the process, material is sent to the researcher to verify the genotype.** After approval, the frozen straws are kept at the bank (two separate sites). The first year is included in the freezing price. At the end of each year, the manager of the unit will issue further billing.

**GM/ET - When the generated mice reach weaning age, the researcher receives a notification and fills out a rodent transfer form (for Hebrew University researchers) or an export form (for an external institution), and accordingly - the mice are transferred to the target unit.**

**The straws are stored for the researcher**

**The mice are transferred to the researcher**