

Instructions for Requesting Cherry Picks (ICCB-L/NSRB)

**All cherry-pick requests must be submitted to the Data Analyst
(david_wrobel@hms.harvard.edu)**

- You must submit the following information to the Data Analyst **before** making a request:
 1. An annotated primary screening data template(s). Please see [Step 3](#) of the Data Deposition Guidelines.
 2. The Primary Screen Report describing positives. Please see [Step 5](#) of Data Deposition Guidelines.
- You are allowed to request cherry picks for up to 0.3% of the total compounds screened. For example, if you screened 45,000 compounds in duplicate, you can request up to 135 (0.3%) cherry picks. You do not have to wait until all screening is complete to request cherry picks, but you must submit data for all compounds up to that point to make a request. If you would like to request more cherry picks than 0.3% of total compounds screened, please contact the Data Analyst.
- Plate numbers for the Commercial Diversity Set 1 (PL-1231..PL-1245) must be changed to reflect the official ICCB plate number rather than the screening room designation. Please see:

http://iccb.med.harvard.edu/screening/compound_libraries/commercial_divset1.htm
- Once your request has been submitted in accordance with the above conditions and in the format described below, it will be forwarded to the screening room. The screening room staff will prepare a cherry-pick microplate for you with **one microliter** of each of the requested compounds.
- The screening room will notify the researcher via email when their cherry-pick plate is ready. This will generally be within two weeks of receiving the cherry-pick request from the Data Analyst.

Note: Please use your cherry pick samples carefully, and **DO NOT** use your entire cherry pick sample in a single experiment if possible. The screening group generally does not repeat cherry pick requests, and commercial vendors may not be able to supply you with compound immediately upon request. The screening group will provide extra seals to re-seal your cherry pick plates after use.

The screening room recommends that the cherry pick plates be kept in a desiccated environment at $-20\text{ }^{\circ}\text{C}$ and be handled with caution since they are DMSO-dissolved compounds. Also, spin the plate before opening it so that all the compound is at the bottom of the well.

Required Format for Cherry Pick Requests

Screeners must make their own data file in Microsoft Excel in the following format:

Example: cherry pick request file for screen # 101

Screen 101

6 cherry-picks

2,000 total compounds screened

| Stock ID | Well | Positive | Cherry Pick | Comment, required if positive is not chosen for cherry picking. |
|------------|------|----------|-------------|-----------------------------------------------------------------|
| Plate_1518 | C21 | M | C | |
| Plate_1519 | D19 | M | | Also hit in other screens |
| Plate_1520 | F05 | W | C | |
| Plate_1520 | M22 | S | C | |
| Plate_1521 | A11 | M | C | |
| Plate_1522 | P15 | S | C | |
| Plate_1548 | J22 | M | | Edge effects |
| Plate_1214 | K10 | S | C | |
| Plate_1226 | N18 | W | | Very weak |

Cherry pick request files should include all positives annotated as a W, M, or S. The columns should be **Stock ID**, **Well**, **Positive**, **Cherry Pick**, and **Comment**. The file must contain the **Screen Number** for which the cherry picks are being requested. The file must also contain the **number of cherry picks** being requested and the **total number of compounds screened** to ensure compliance with the “0.3% Rule”. Place a C in the Cherry Pick column for those wells that you decide to cherry pick. Enter a comment for all positives that you decide not to cherry pick.

- Note that in the Stock ID column that all plates are listed in the format “Plate_0X0X”, always with four place holders. This format is required by the software used for automated cherry-picking.

Also note that the Stock ID and Well columns are listed in ascending order, first by Stock ID, then by Well.

Important Contact Information:

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