

# GETTING STARTED



Your starter guide to working with  
Canada's Michael Smith Genome Sciences Centre



Bringing Genomics to Life.

# ABOUT US

The GSC's CAP, DAP and ISO 27001 certified technology platform is a high-throughput, large-scale DNA and RNA sequencing and analysis facility that has been designed to maximize analytical capacity, diversity, efficiency, scalability and flexibility. Our state-of-the-art clinical, sequencing, bioinformatics and proteomics platforms are ready to be put to use for your research or clinic.

We partner with researchers, guide experimental design, execute high quality processing of complex and valuable biological samples and provide extensive bioinformatics analyses with the aim of making genomics research accessible to the scientific community.

Please feel free to [contact us](#) if you have any questions about the services we provide.



[www.bcgsc.ca](http://www.bcgsc.ca) | [info@bcgsc.ca](mailto:info@bcgsc.ca) | [@BCCancer\\_GSC](https://twitter.com/BCCancer_GSC)

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# WELCOME

## TO THE GSC

Our Getting Started Guide will provide helpful information that will assist you in navigating our online submission website. Please contact us at [GSC\\_Submissions@bcgsc.ca](mailto:GSC_Submissions@bcgsc.ca) at any time if you have any questions.



## FROM SERVICE REQUEST TO DATA DISSEMINATION:

1

**FILL OUT A SERVICE REQUEST FORM**

One of our team members will contact you shortly.

2

**STATEMENT OF WORK (SOW)**

Our team will work with you to create an SOW for your project.

3

**CREATE A LIMS ACCOUNT**

A LIMS account is needed for online sample submission and tracking.

4

**SAMPLE SUBMISSION**

Follow the appropriate User Guide.

5

**SAMPLE TRACKING**

Track the status of your samples in LIMS.

6

**GET YOUR DATA**

Download your data directly.

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1

## SERVICE REQUEST FORM

Let us know how we can help you by filling out our online service request form available [here](#). Tell us about your project and which services you are interested in.

One of our team members will get back to you within 24 hours on Mondays to Fridays, 9 am to 5 pm.

**Collaborative Services Inquiries**

Indicates required field

*Thank you for your interest in our Collaborative Services. For us to provide you with information most suitable for your work, please fill out the form below with your contact details, a brief description of your project and which of the services you are interested in.*

First name	Last name
Email	Confirm email
Phone number	
Job title	
Institution	
Province/State	Country

## 2 STATEMENT OF WORK

A Statement of Work (SOW) is a formal document required for submission of samples for sequencing or other services. If you do not have an SOW and would like to submit samples for sequencing, please contact us at [SOW@bcgsc.ca](mailto:SOW@bcgsc.ca). If you already have a signed SOW in place, or you have been provided access to one by your principal investigator (PI), they can be accessed by clicking on the “SOWs” button in the navigation panel in our laboratory information management system (LIMS).

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## 3

# LIMS ACCOUNT

Adding new users to an SOW will automatically create new accounts to the GSC Sample Submission Interface. Account username and temporary password will be sent in an e-mail from [LIMS@bcgsc.ca](mailto:LIMS@bcgsc.ca). You may need to add [LIMS@bcgsc.ca](mailto:LIMS@bcgsc.ca) in a Safe Sender list. Upon first log-in, you will be prompted to set a new password to successfully activate your account.

### SOW Permissions

The PI named on each SOW will have all permissions as described below. PIs are able to add additional contacts to an SOW, and assign permissions as appropriate. If you require additional permissions for any SOW, please contact your PI.

### Permission levels

- **Basic Access User:** view the SOW details on the homepage; all users associated with an SOW have this level of access.
- **Dissemination Editor:** add/remove users from the dissemination list, and edit the dissemination settings.
- **Delegate:** add/remove users from the SOW, the SFTP access list and the submitter access list, and edit the dissemination settings.
- **Submitter:** initiate, edit and submit sample submission forms.

## Additional Permissions

- **Dissemination List Member:** Members receive an email from the GSC when data generated under the SOW is available. This list is maintained by the PI or those they designate as a Dissemination Editor.
- **SFTP Access Member:** For those SOWs that receive their data via our secure FTP site, the PI named on the SOW or those they delegate will be able to access the SFTP site for data download. This option will not be available if your data is accessed directly through GSC file systems.

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## 4

# SAMPLE SUBMISSION

If you have 'Submitter' permission, you have the ability to submit samples under the respective SOW. The submission form can be accessed by clicking on the 'Submissions' button in the left panel.

\*The online submission form must be completed and approved prior to submitting your samples to the GSC.

Please refer to the following User Guides prior to preparing and submitting your samples:

[DNA Samples](#)

[RNA Samples](#)

[Constructed Libraries](#)

[Bodily Fluids](#)

[Cells](#)

[Metagenomes](#)

[Tissue](#)

[FFPE Tissue](#)

\* All clinical testing must be performed in CAP or DAP-accredited laboratories or laboratories accredited by an established international standard from a recognized organization. This includes all components of testing that may impact the quality of the test result, including isolation or extraction of nucleic acids. The GSC will ask to provide a certificate of accreditation or may choose to have ordering clients formally attest that extracted nucleic acid submitted for testing has been isolated or extracted in an appropriately accredited laboratory.

## 5 SAMPLE TRACKING

The sample tracker can be accessed by clicking on the “Sample Status” button in the left pane. This tab allows you to track any sample you have submitted. You can search for samples using the submission name or identifier assigned to each unique submission. You may also track samples by searching the external identifier (Sample ID), library name, or SOW.

## 6 GET YOUR DATA

All individuals listed on the Dissemination List will receive an email informing them that their data is available for download from our SFTP site. The email is a receipt, identifying data that has recently been made available. Data will be automatically deleted from the download site after two weeks. If you are unable to download your data within two weeks, please contact us. If your data are still available for re-upload, there may be an additional cost.

Once the notification email has been sent, a separate email with login and password details for the SFTP site will be sent to the individuals listed on the SFTP Access List. If you do not have a SFTP client on your computer, you will need to download and install one before you are able to access your data. Please visit [our webpage](#) for a list of some recommended clients that can be downloaded for free, along with links to installation instructions.

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# ALIGNMENTS

The costs for sequencing include provision of alignments for all sequenced libraries where applicable. For more information on the GSC's sequence data format, alignment software, and reference(s) used as default or custom-request, please visit our website at: <https://www.bcgsc.ca/services/frequently-asked-questions>

# TERMS OF SERVICE

Platform services at the GSC are collaborative and are available and accessible to any and all researchers. Collaborative services are billed on a cost recovery basis, meaning that we charge only the costs of conducting the service. Pricing is regularly reviewed to accurately reflect costs for the scope and type of work requested.

Where warranted, we can operate on a fee-for-services basis. We encourage the use of the platform for commercial or service based activity on terms and conditions determined by the Provincial Health Services Authority Technology Development Office. Regardless of the service type, the order of work and delivery of service follow the principles described below.

For all services, the order of work done is determined on a “first in, first on” principle. We require that all researchers establish a Statement Of Work with us for their activities prior to the submission of any samples. All work is queued in our systems based on the date of successful sample receipt. Turnaround times may vary, based not only on the numbers of samples or other work in the queue, but also status of technology development. During times when instrument or systems upgrades are being installed or implemented, turnaround times may be affected while the platform adopts newer, better methods and technology.

Because we operate on a collaborative cost-recovery basis, we are unable to offer volume discounts for large sample sets or to enable enhanced/faster service with surcharges or premiums. However, the automation and scalability of our pipelines do result in a reduced cost per sample for larger batches.

# ACKNOWLEDGEMENT POLICY

To gauge our scientific impact and monitor our involvement in the wider scientific community, we make efforts to track our contributions and collaborations. This is done as part of our ongoing support for the activities of our collaborators, as well as to ensure we meet the requirements of both our funding partners and our charter as a non-profit agency. In order to achieve this, we require our collaborators to acknowledge the work performed by the GSC in any or all of the following ways:

1. Minimum Acknowledgement:

Peer-reviewed publications should include an acknowledgement of the work conducted by the GSC. The following sentence can be incorporated into the Acknowledgements section of the article: "[The authors wish to acknowledge Canada's Michael Smith Genome Sciences Centre, Vancouver, Canada for \[activity\]](#)." A full list of funders of infrastructure and research supporting the services accessed can be found on the About Us page.

2. In-text Acknowledgement:

Acknowledgements should appear in the text of peer-reviewed publications, for example in the Materials and Methods section. A suggested sentence for inclusion is: "[\[Activity\] was performed by Canada's Michael Smith Genome Sciences Centre, Vancouver, Canada.](#)"

3. Intellectual Contributions:

Where intellectual contributions have been made by the GSC, collaborators are required to discuss potential and pending publications based on these contributions with the relevant GSC scientists or staff to identify appropriate co-authorship.

4. Co-authorship:

The GSC does not request or require co-authorship on publications when data has been generated through our cost-recovery collaborative services alone, i.e., when no intellectual contribution has been made.

We would be very pleased to receive notification when collaborators publish papers acknowledging the GSC.



## Technology platform

Echelon Innovation Centre  
570 West 7th Avenue  
Vancouver, B.C. V5Z 4S6  
Phone: 604-707-5900



## Research department

BC Cancer Research Centre  
675 West 10th Avenue  
Vancouver, B.C. V5Z 1L3  
Phone: 604-675-8000