

**Type of Service:** External

### 1. Request for Certificate of Academic Ranking (Institute Level)

Request of Student for Certificate of Academic Ranking in unit level for NMAT/Medical School Admission Requirement

<b>Office or Division:</b>	Administration Office, National Institute of Molecular Biology and Biotechnology (NIMBB)
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	Government to Citizen
<b>Who may avail:</b>	NIMBB Students

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Request form 1.1 Manual submission of Request form; 1.2 Online form	NIMBB Administrative Office; Go to <a href="https://tinyurl.com/23ebdvhr">https://tinyurl.com/23ebdvhr</a>
2. If not filed by NIMBB Student, please provide the following: 2.1 Authorization letter from the Requesting Party; 2.2 Photocopy of identification card of NIMBB Student; 2.3 Identification card of authorized person	Requesting Party

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out request form	1. Receive request form with complete details	None	5 Minutes	<i>Administrative Assistant</i> NIMBB Administrative Office
2. Wait for the issuance of certification	2. Check student status and ranking	None	10 Minutes	<i>Administrative Assistant</i> NIMBB Administrative Office
	2.1 Prepare certification after checking student records	None	15 Minutes	<i>Administrative Assistant</i> NIMBB Administrative Office
	2.2 Forward certification to Director's Office for signing	None	4 Hours	<i>Administrative Officer</i> NIMBB Administrative Office
	2.3 Release to Requesting Party	None	Requests received before 12:00 noon will be released within 5 Working Hours	<i>Administrative Assistant</i> NIMBB Administrative Office

			Requests received after 12:00 noon will be released within 8 working Hours	
<b>TOTAL:</b>		<b>None</b>	<b>2 Days</b>	

Type of Service: External

**2. Online Request for Institute Level Certification/s (Academic Ranking/Enrollment/Good Moral Character/Bonafide Student) – under the new normal**

Request of Student for Certificate under the new normal for NMAT/Medical School Admission Requirement and/or as supporting document for the graduate program application to foreign academic Colleges/Universities

<b>Office or Division:</b>	Administration Office, National Institute of Molecular Biology and Biotechnology (NIMBB)
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	Government to Citizen
<b>Who may avail:</b>	NIMBB Students

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
3. Online Request form		Go to <a href="https://tinyurl.com/23ebdvhr">https://tinyurl.com/23ebdvhr</a>		
4. Prepare a photo or scanned copy of UP ID for verification in JPEG or PDF format		Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Fill-out the online request form	8. Receive request form with complete details. The Institute will send a confirmation email. Please be patient, it may take longer than usual	None	1 Day	Administrative Assistant NIMBB Administrative Office
3. Wait for the issuance of certification	3. Check student records	None	15 Minutes	Administrative Assistant NIMBB Administrative Office
	3.1 Prepare certification/s after	None	15 Minutes	Administrative Assistant

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	checking student records			NIMBB Administrative Office
	3.2 Forward certification to Director's Office for signing	None	4 Hours	<i>Administrative Officer</i>  NIMBB Administrative Office
	3.3 The Institute will email the digitally signed copy of requested certification	None	Request will be released within 1 Day	<i>Administrative Assistant</i>  NIMBB Administrative Office
<b>TOTAL:</b>		<b>None</b>	<b>3 Days</b>	

### 3. Request for Locker

Request for Locker of UG and Graduate Students of NIMBB for safekeeping of academic supplies and materials

<b>Office or Division:</b>	Administration Office, National Institute of Molecular Biology and Biotechnology (NIMBB)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen			
<b>Who may avail:</b>	NIMBB Students			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Registration form for Locker		NIMBB Administrative Office		
2. Proof of identification		Requesting Party		
3. Lock and locker combination		Requesting Party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill-out registration form	1. Receive registration form	None	5 Minutes	<i>Administrative Assistant</i> NIMBB Administrative Office
	1.1 Verify student registration and enrollment status	None	15 Minutes	<i>Administrative Assistant</i> NIMBB Administrative Office
	1.2 Check available locker	None	10 Minutes	<i>Administrative Assistant</i> NIMBB Administrative Office

2. Provide lock and locker combination	2. Release assigned locker to Requesting Party	None	5 Minutes	<i>Administrative Assistant</i> NIMBB Administrative Office
<b>TOTAL:</b>		<b>None</b>	<b>35 Minutes</b>	

**Type of Service:** External

#### 4. Travel Order for NIMBB Students

Travel Order for NIMBB Students for Visa Application to attend Scientific Conferences for Paper/Poster presentation

<b>Office or Division:</b>	Administration Office, National Institute of Molecular Biology and Biotechnology (NIMBB)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen			
<b>Who may avail:</b>	NIMBB Students			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Travel Order Form		NIMBB Administrative Office		
2. Invitation/Acceptance, Abstract/Program		Requesting Party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill-out Travel Order Form	1. Receive Travel Order Form with complete requirements	None	5 Minutes	<i>Administrative Assistant</i> NIMBB Administrative Office
	1.1 Verification of student registration and enrollment status	None	15 Minutes	<i>Administrative Officer</i> NIMBB Administrative Office
	1.2 Forward form to the Director for signature	None	4 Hours	<i>Administrative Officer</i> NIMBB Administrative Office
2. Wait for signed Travel Order Form	2. Release to Requesting Party	None	5 Minutes	<i>Administrative Assistant</i> NIMBB Administrative Office
<b>TOTAL:</b>		<b>None</b>	<b>4 Hours and 25 Minutes</b>	

**Type of Service:** External

### 5. Internship/Science Immersion Program (SIP)

To assist students in developing science, technology, and laboratory skills and to interact with scientists and researchers.

<b>Office or Division:</b>	Administration Office, National Institute of Molecular Biology and Biotechnology (NIMBB)
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	Government to Citizen
<b>Who may avail:</b>	Government Educational Institution

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter request addressed to the Institute Director to accommodate students for SIP with complete details: <ul style="list-style-type: none"> <li>a. List of Students</li> <li>b. 1x1 photo for I.D.</li> <li>c. Schedule of internship/SIP</li> </ul>	Requesting Party
2. Copy of Memorandum of Agreement (MOA) with the University of the Philippines Diliman signed by the UPD Chancellor	Requesting Party

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Letter of request with complete details and requirements	1. Receive letter of request with complete requirements	Fees may vary on the type of experiments / modules per laboratory as agreed upon by both parties	5 Minutes	<i>Administrative Assistant</i> NIMBB Administrative Office
	1.1 Forward letter of request and document requirements to the Director for instructions and approval		4 Hours	<i>Administrative Officer</i> NIMBB Administrative Office
	1.2 Forward to Deputy Director for Facilities and Resources for coordination with the NIMBB Faculty Members that will accommodate students		3 Days	<i>Deputy Director for Facilities and Resources</i> NIMBB Administrative Office
	1.3 Deputy Director for Facilities and		1 Day	<i>Deputy Director for Facilities and Resources</i>

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	Resources to coordinate with the Requesting Party			NIMBB Administrative Office
2. Wait for confirmation of schedule and laboratory fees	2. Release schedule of internship to Requesting Party with schedule of fees		1 Hour	<i>Deputy Director for Facilities and Resources</i> Administrative Office
3. Confirm to proceed with the SIP	3. Confirm schedules to assigned laboratory		1 Day	<i>Deputy Director for Facilities and Resources</i> NIMBB Administrative Office
4. Payment	4. Receive payment		10 Minutes	<i>Administrative Officer</i> NIMBB Administrative Office
	4.1 NIMBB will prepare order of payment		15 Minutes	<i>Administrative Officer</i> NIMBB Administrative Office
	4.2 Cash Office will process clearing of payment		3 Days	<i>Cashier</i> Cash Office, UP Diliman
	4.3 Cash Office will issue Official Receipt to NIMBB			<i>Cashier</i> Cash Office, UP Diliman
5. Receive Official Receipt	5. Issue Official Receipt to Client		15 Minutes	<i>Administrative Officer</i> NIMBB Administrative Office
<b>TOTAL:</b>			<b>8 Days, 5 Hours, and 45 Minutes</b>	

**Type of Service:** External

### 6. Request for Study/Laboratory Tour

Request from other Schools/Colleges/Universities for Study/Laboratory Tour to provide information on the Science and Technology

<b>Office or Division:</b>	NIMBB Administration Office
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	Government to Citizen
<b>Who may avail:</b>	Other Schools/Colleges/Universities

**CHECKLIST OF REQUIREMENTS**

**WHERE TO SECURE**

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1. Letter of request with complete details (number of guests, target date, and other details of the Study/Lab Tour)		Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of request	1. Receive letter of request with complete details	None	5 Minutes	<i>Administrative Assistant</i> NIMBB Administrative Office
2. Wait for approval and schedule of visit/tour	2. Evaluate request for approval of the Director	None	15 Minutes	<i>Administrative Officer</i> NIMBB Administrative Office
	2.1 Forward to Director's Office for instructions and approval	None	1 Day	<i>Administrative Officer</i> NIMBB Administrative Office
	2.2 Forward instructions and approval to Deputy Director for Facilities and Resources for scheduling of visit	None	15 Minutes	<i>Administrative Officer</i> NIMBB Administrative Office
	2.3 Deputy Director for Facilities and Resources will coordinate with Laboratory Manager for scheduling and assignment of Researchers	None	1 Day	<i>Deputy Director for Facilities and Resources</i> NIMBB Administrative Office
	2.4 Deputy Director for Facilities and Resources will communicate via phone or email the approval and schedule of visit/tour	None	1 Day	<i>Deputy Director for Facilities and Resources</i> NIMBB Administrative Office
<b>TOTAL:</b>		None	<b>3 Days and 35 Minutes</b>	

**Type of Service:** External

## 7. Disease Molecular Biology and Epigenetics Laboratory Services

Laboratory analysis of Cytotoxicity and Orthogonal Assays for researchers for medical and research projects.

<b>Office or Division:</b>	Disease Molecular Biology Laboratory (DMBEL), National Institute of Molecular Biology and Biotechnology (NIMBB)
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	Government to Government/Government to Citizen/Government to Business
<b>Who may avail:</b>	UP Researchers/Other Government Researchers/Industry

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Fill-out Transmittal Form (in triplicates)	Disease Molecular Biology and Epigenetics Laboratory (DMBEL)
2. Fill-out Sample Submission Form (in triplicates)	Disease Molecular Biology and Epigenetics Laboratory (DMBEL)
3. Cytotoxicity assay results, if for orthogonal testing and should have the following data: <ul style="list-style-type: none"> <li>a. Primary assay results</li> <li>b. Determined lowest bioactive concentration</li> <li>c. Cytotoxicity (Hepatotoxicity and nephrotoxicity) assay results</li> </ul>	Requesting Party
4. Pre-weighed samples (usually 5 mg/tube) in 1.5ml tubes with complete labels	Requesting Party

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit accomplished forms together with samples	1. Receive transmittal and sample submission form	Fees vary per type of assay, number of samples and assay format  Please see table of fees	10 Minutes	Laboratory Coordinator DMBEL, NIMBB
	1.1 Check and assess submitted sample/s for disease indication		30 Minutes	Laboratory Coordinator DMBEL, NIMBB or Researcher DMBEL, NIMBB
2. Wait for billing statement	2. Prepare bill statement		10 Minutes	DMBEL assigned Researcher
3. Payment	3. NIMBB will prepare order of payment		15 Minutes	Administrative Officer NIMBB Administrative Office
	3.1 Cash Office will process clearing of payment	3 Days	Cashier Cash Office, UP Diliman	

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	3.2 Cash Office will issue Official Receipt to NIMBB			<i>Cashier</i> Cash Office, UP Diliman
	3.3 Researcher will perform the assay		45 Working Days	<i>Laboratory Coordinator</i> DMBEL, NIMBB or <i>Researcher</i> DMBEL, NIMBB
4. Wait for the results	4. Results will be sent via email to the Client		20 Minutes	<i>Laboratory Coordinator</i> DMBEL, NIMBB
<b>TOTAL:</b>			<b>49 Working Days</b>	

**DMBEL LABORATORY SERVICES UPDATED ASSAY PRICES (2022)**

**Note:** Prices are reckoned on a **per-set** basis, *not* a per-sample basis. The indicated prices are for one full set with the maximum number of samples indicated. For fractional sets and/or multiple sets of samples, please contact us for an exact quotation: [dmbel.labservices.upd@up.edu.ph](mailto:dmbel.labservices.upd@up.edu.ph)

UPDATED PRICES (2022)					
Assay	Max no. of samples/set	Platform	UP Researcher	Government/TLDC	Private Institution
<b>TOXICITY</b>					
LDH Cytotoxicity Assay, 1 cell line	8	Multimode	₱35,326.37	₱44,157.96	₱58,877.28
LDH Cytotoxicity Assay, 2 cell lines ( <i>Hepato- and Nephrotoxicity</i> )	8	Multimode	₱70,652.73	₱88,315.91	₱117,754.55
LDH Cytotoxicity Assay, 3 cell lines ( <i>Hepato-, Nephro- and Cardiotoxicity</i> )	8	Multimode	₱93,582.33	₱116,977.91	₱155,970.55
<b>CANCER</b>					
Caspase-Glo 3/7 Apoptosis Assay	17	Multimode	₱56,771.37	₱70,964.21	₱94,618.95
Scratch Wound Migration Assay	17	HCI	₱73,425.79	₱91,782.24	₱122,376.32
RealTime-Glo Proliferation Assay	17	Multimode	₱66,493.92	₱83,117.40	₱110,823.20
MTS Proliferation Assay	17	Multimode	₱ 76,412.38	₱ 95,515.47	₱127,353.96
<b>HYPERCHOLESTEROLEMIA</b>					
LDL Uptake (Bodipy staining)	17	HCI	₱187,414.21	₱234,267.76	₱312,357.01
Cholesterol Uptake (Filipin staining)	17	HCI	₱156,998.46	₱196,248.08	₱261,664.11
<b>INFLAMMATION</b>					
LPS Challenge (DCFDA staining)	17	HCI	₱106,127.12	₱132,658.89	₱176,878.53
COX2 Reporter Assay	8	Multimode	₱76,802.74	₱96,003.42	₱128,004.56
<b>DIABETES</b>					
Glucose Uptake-Glo Assay	17	Multimode	₱105,133.49	₱ 131,416.86	₱175,222.48
<b>HYPERTENSION</b>					
ACE Activity Assay	10	Multimode	₱41,081.48	₱51,351.86	₱68,469.14
<b>OBESITY</b>					
Lipid Accumulation Assay (LipidTox)	16	HCI	₱152,779.76	₱190,974.70	₱254,632.94
Triglyceride Quantification Assay	16	Multimode	₱113,154.14	₱141,442.67	₱188,590.23
<b>ADME-Tox Assays</b>					
<b>Absorption</b>					
Caco-2 permeability assay	10	n/a	₱93,216.40	₱116,520.50	₱155,360.66
MDCK-MDR1 permeability assay	10	n/a	₱70,988.77	₱ 88,735.96	₱118,314.61
MDCK-MDR1 calcein efflux inhibition assay	17	HCI	₱115,065.47	₱ 143,831.84	₱191,775.79
<b>Metabolism</b>					
CYP450 Inhibition Assay	17	Multimode	₱ 80,443.23	₱ 100,554.04	₱134,072.05
<b>Toxicity</b>					
IdMOC Toxicity Assay	16	Multimode	₱188,852.61	₱ 236,065.76	₱314,754.35
hERG K+ Channel Assay	17	Multimode	₱ 58,078.75	₱ 72,598.43	₱ 96,797.91

## General Guidelines on Sample Submission to the Disease Molecular Biology and Epigenetics Laboratory

### FOR ALL RESEARCHERS:

#### CYTOTOXICITY TESTING REQUIREMENTS

To submit samples for assay, please provide the following:

- 1) Primary assay results
- 2) Completely filled out Samples Transmittal Form [STF]
- 3) Completely filled out Sample Submission Form [SSF]  
*Note: Please indicate the primary assay (enzymatic) performed for each sample.*
- 4) Pre-weighed samples in 1.5 mL tubes with complete labels

*Note: If test concentration is less than 1 ppm, please provide exactly 1 mg per sample.*

*If test concentration is between 1 ppm and 50 ppm, please provide exactly 5 mg sample.*

*If test concentration is more than 50 ppm, please provide exactly 10 mg sample.*

*If multiple test concentrations will be used, please provide for the sample with the highest concentration.*

*The sample amount in a single tube should not exceed 20 mg. If you wish to provide >20 mg of sample, please use multiple tubes.*

*Please try to limit sample names to a maximum of 12 characters.*

**NOTE: Please make sure to indicate the primary assay at which your samples have been deemed as bioactive. We will only assay for cytotoxicity at the lowest bioactive concentration determined through the primary (enzymatic) assay.**

#### ORTHOGONAL TESTING REQUIREMENTS

To request for orthogonal assays, please provide the following:

- 1) Primary assay results
- 2) Cytotoxicity (Hepatotoxicity, nephrotoxicity, and/or cardiotoxicity) assay results
- 3) Completely filled out Samples Transmittal Form [STF]  
*Note: If samples were previously submitted for cytotoxicity assay to the ADMET team, kindly send us the SSF code and/or ADMET CODE provided.*
- 4) Completely filled out Sample Submission Form [SSF]
- 5) Pre-weighed samples of exactly 5 mg in 1.5 mL tubes with complete labels

*The sample amount in a single tube should not exceed 20 mg. If you wish to provide >20 mg of sample, please use multiple tubes.*

*Please try to limit sample names to a maximum of 12 characters.*

*Note: If samples were previously submitted for cytotoxicity assay, additional samples need not be provided unless otherwise noted.*

#### IMPORTANT REMINDERS FOR ALL

1. Please note that we operate on a "first come, first served" basis. Your samples would have to be in line if another batch came in earlier.
2. We strive to release results within 45 working days after the start of the assay, unless otherwise notified. However, please note that due to the Covid-19 pandemic, we are currently operating below full capacity, and work interruptions due to lockdowns/quarantines may significantly delay our assay timelines.
3. Assays will only begin upon completion of all requirements.
4. You will receive a sample submission form code [SSF code] which you can use as a reference to request for updates and inquiries.
5. If your institution requires preliminary results prior to payment, kindly let us know. We will include you in the queue but we will prioritize paid requests.
6. You will be informed of any problems encountered that may affect the given deadline. Cell-based assays are done on various cell lines that have different growth conditions with corresponding time constraints. Please allow us enough time to culture and propagate cells to accommodate all assays.

#### Contact us

For samples part of the DDHP consortium or Synthesis Projects:

Please contact [dmbel.admet@gmail.com](mailto:dmbel.admet@gmail.com) for cytotoxicity assay concerns.

Please contact [dmbel.dboa@gmail.com](mailto:dmbel.dboa@gmail.com) for orthogonal assay concerns.

**Type of Service:** External

### 8. Genome Editing Facility Services- Molecular Endocrinology Laboratory

Laboratory service for generation of lentiviral knockdown and overexpression vector constructs, CRISPR constructs and lentiviral particles, and lentiviral transduction of mammalian cell lines.

<b>Office of Division:</b>	Genome Editing Facility (GEF), Molecular Endocrinology Laboratory (MEL), National Institute of Molecular Biology and Biotechnology (NIMBB)
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	Government to Government/Government to Citizen/Government to Business
<b>Who may avail:</b>	Laboratories and research facilities in (UP, academic institutions, and industry) with Biosafety Level 2 certification

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Fill-out Transmittal Form	Genome Editing Facility (GEF), Molecular Endocrinology Laboratory (MEL) <a href="https://nimbb.upd.edu.ph/services/gef-services/">https://nimbb.upd.edu.ph/services/gef-services/</a>
2. Fill-out Service Request Form	Genome Editing Facility (GEF), Molecular Endocrinology Laboratory (MEL) <a href="https://nimbb.upd.edu.ph/services/gef-services/">https://nimbb.upd.edu.ph/services/gef-services/</a>
3. Biosafety Level 2 Certification	Requesting Party
4. Proof of cell line authentication detailing assay used for authentication and date of authentication	Requesting Party
5. Proof of mycoplasma testing detailing assay used and date of testing.	Requesting Party
6. Cell line stored and received in dry ice	Requesting Party
7. Filled out Material Transfer Agreement for receiving vector constructs, cloning, and cell lines reagents, and for sending out lentiviral particles and transduced cell lines.	Requesting Party and Genome Editing Facility (GEF), Molecular Endocrinology Laboratory (MEL)
8. Certification and clearance from courier services for sending out vector constructs, lentiviral particles, and/or transduced cell lines	Requesting Party and Genome Editing Facility (GEF), Molecular Endocrinology Laboratory (MEL)

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all accomplished forms and required biosafety clearance, cell line authentication and mycoplasma test results, and cell line(s)	1. Receive transmittal, service request form, and required clearance and certifications	Fees vary on type of genome editing service and number of samples.  Please refer to table detailing cost of services.	30 minutes	Laboratory Coordinator GEF-MEL, NIMBB
	Check and assess submitted cell lines for viability and growth		3-7 days depending on cell line	Laboratory Coordinator GEF-NIMBB or  Researcher GEF-MEL, NIMBB
2. Wait for billing statement	2. Prepare billing statement		10 minutes	Lab Coordinator or Researcher  GEF-MEL NIMBB
3. Payment	3. NIMBB will prepare order of payment		15 minutes	<i>Administrative Officer</i>  NIMBB Administrative Office
	3.1 Cash Office will process clearing of payment		3 days	<i>Cashier</i> Cash Office, UP Diliman
	3.2 Cash Office will issue an Official Receipt to NIMBB			<i>Cashier</i> Cash Office, UP Diliman
	3.3 Researcher will perform genome editing service request		Within 15-60 days depending on service request and sample	Lab Coordinator or Researcher  GEF-MEL NIMBB
4. Receiving of vector constructs, lentiviral particles, and/or transduced cell lines	4. Shipping of vector constructs, lentiviral particles, and/or transduced cell line		Within 3-5 days	Lab Coordinator or Researcher  GEF-MEL NIMBB
<b>TOTAL:</b>			<b>Within 24-75 days (depending on service) and 45 minutes</b>	

<b>Services Offered</b>	<b>Cost</b>
15-ml Lentiviral Soup (concentrated)	25,151.94
Cloning shRAN	18,341.40
Cloning gene for overexpression	18,754.20