

**KU MAMMAL LOAN REQUEST FORM**

*Please fill out every applicable field (fields will automatically expand as necessary). Sign and email the completed form to Collection Manager (Dianna Krejsa, krejsa@ku.edu). Review conditions that apply to granted requests on our website. Be aware that compliance with these conditions is considered when evaluating future requests from you, your advisor, or your lab PI.*

**Date of request:**

**Name:**

**Email address:**

**Your current position (e.g., graduate student, faculty researcher, etc.):**

**Advisor's name (if student or postdoc):**

**Institution (where research will be conducted):**

**Shipping address:**

**FedEx account number:**

*Shipping is paid by the recipient. We ship by FedEx only.*

**Shipping contact name and email:**

**Shipping contact phone number:**

**Shipping service** (check one): Priority overnight  2-day  Ground  Other

Other comments or instructions:

**Project title** (to be made publicly available on KU's collection database):

**Have you (or your advisor/PI) previously borrowed material from KU's Mammal Collection?**

**Yes      No**

If you answered "yes":

*Were resulting publications, GenBank numbers, and other products returned to KU?*

Yes      No

*Were KU specimens included in published studies identified by KU catalog number?*

Yes      No      No resulting publications

**Summary of the proposed research, addressing:**

See complete summary of research attached

1. Objectives of the project
2. Complementarity of proposed research to previous or ongoing studies
3. Data to be obtained and methods of analysis
4. Feasibility and time frame
5. Qualifications of the investigator(s) to conduct the research

**Briefly explain your efforts to obtain material from other sources and why requested KU specimens are necessary for this project:**

**Please detail how data from KU specimens will be made available to the scientific community (e.g., publications, GenBank, MorphoSource, Dryad):**

**Source of funding for the proposed research:**

*If NSF funds are being used for the proposed research, please provide:*

\*NSF project title:

\*NSF Award Number:

\*NSF abstract URL:

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*\*Because we rely on funding from the National Science Foundation to support our collections, we ask that you provide this information to further demonstrate and document NSF's support of collection development and use. Knowledge of other sources of funding for collections-based research is also helpful in our efforts to continue obtaining funds to support collection and making specimens available to the scientific community.*

See complete list of material requested attached

**Material requested.** For each specimen requested, please provide the **KU catalog number, scientific name, and specimen part** (e.g., frozen tissue sample; skin; skull; etc.). Tabular data (e.g., Excel) can be pasted directly into the field below. If you are not requesting a specific specimen (e.g., if you only need a tissue sample from a single representative of a particular taxon), please provide as much information on what you are requesting as possible. Also include where and how you will store dry (skins, skulls, skeletons) or ethanol preserved material during the loan period.

**By signing below the borrower(s) acknowledge and agree to the conditions outlined below:**

1. Specimens and tissue samples will be used only for the purposes stated in the above description of research. Loaned material will not be used for any additional research or purposes other than that stated in this document without written permission from the KU Division of Mammals;
2. No part or by-product of a specimen can be loaned or given to another researcher or institution without additional written permission from the KU Division of Mammals;
3. Under no circumstances will samples or specimens be used for commercial research or financial gain, including licenses or patents based on samples or the byproducts thereof, or any information derived from them without written approval from the Division;
4. Specimen loans are closed upon return of borrowed specimens in good condition. Specimens are loaned for 6 months unless a longer time period is requested and granted;
5. Copies of all publications and products resulting from the use of KU materials will be sent to the Division. Publications will acknowledge KU specimens by catalog number (KUM:123456) and acknowledge "the University of Kansas Biodiversity Institute's Division of Mammals". Authors will include any other acknowledgments that may be required by the original collector.
6. Genetic sequence data must be deposited in a public genetic database (ie., GenBank, SRA, etc.), and associated database accession/ID numbers must be provided to the Division of Mammals indicating which KU catalog numbers (KUM:123456) they correspond to;
7. Other stipulations made by the Division of Mammals dependent on specifics of the request.

**Signature**

**Advisor's signature**

*(for graduate students or postdocs, your advisor or major professor must cosign)*

**KU MAMMAL TISSUE & DESTRUCTIVE LOAN REQUEST FORM**

**Please provide the name of the Principal Investigator whose lab will be used (if different from advisor):**

**Please describe your experience and expertise in obtaining the proposed data from similar specimens or samples:**

Tissue type:

Alternate tissue type(s):

Acceptable tissue preservation: (check all that apply):

Frozen:	LN2	-80C	-20C
Ethanol:	95% EtOH	70% EtOH	
		RNAlater	Dry

Other:

Requested sample mass or aliquot volume\*:

*\*Note fragment size is not assessed by KU Mammals*

Shipping format (check one): Dry ice  95% EtOH  RNAlater  Room temp

If 'Other' please specify:

**For tissue and destructive sampling loans, the borrower must demonstrate equal reciprocity, by meeting one of the four criteria below (Check at least one):**

- Deposit research material (specimens, tissues, etc.) deemed of equal scientific value in an accessible museum collection, accredited by an appropriate scientific society (e.g., American Society of Mammalogists) and meeting the approval of the KU Curator of Mammals.
- Provide research material (of equal value) to KU. These may include vouchered samples for permanent disposition in KU or loans of tissues to our university researchers.
- Provide funding towards KU fieldwork to replace material associated with destructive loans.
- Applicants who cannot fulfill any of the above, may be charged a replacement and service fee to help defray the cost of acquiring and maintaining the collection, as well as the handling, subsampling, and packaging of the loan by collections personnel. **This fee will range from \$25 to \$100 per sample** and will be determined on a case-by-case basis commensurate with rarity of the specimen and extent of services provided. The range is conservative based on estimates of the cost of collecting, preparing, curating, cataloging, and maintaining specimens (Bradley et al. 2012; Bradley et al. 2014). **We encourage researchers to include reimbursement costs for such destructive loan service fees when preparing grant proposals.**

Tissues are loaned for one year, unless an extension is requested and granted. Tissue loans are closed upon consumption of the sample and receipt of resulting publications. Extra tissue or nucleic acid extractions may not be used for other purposes without prior approval by the KUBI Division of Mammals, and must be returned to the Division of Mammals.

**Borrower's Signature**

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**Advisors Signature**

*(graduate students and postdocs must have advisor or major advisor co-sign)*