

KU ORNITHOLOGY LOAN REQUEST FORM

Please fill out all applicable fields. Sign and email the completed form to Ornithology Collection Manager Lucas DeCicco (decicco@ku.edu). Review conditions at the end of this form as compliance with these conditions is considered when evaluating future requests from you, your advisor, or your lab PI.

Name:

Date of request:

E-mail address:

Your current position:

If "Other" please specify:

Advisor's name (if student or postdoc):

Institution (where research will be conducted):

Shipping address:

Shipping contact phone number:

FedEx Account Number (to charge for shipping):

Type of loan request (check all that apply): research external (non-KU)
outreach internal (KU)

Material requested (check all that apply): genetic (tissue/toepad) physical specimen
digital media (data/photos)

Type of research:

Project title:

Summary of the proposed research, addressing:

1. Objectives of the project
2. Data to be obtained
3. Methods of data analysis
4. Qualifications of the investigator(s) to conduct the research

Briefly list numbers of specimens/samples provided by institution for this project (including your home institution, e.g., 4 FMNH, 21 AMNH, 2 CAS):

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

Have you (or your advisor/PI) previously borrowed material from KU's Ornithology 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 formatted "KU:bird:123456"?

Yes No No resulting publications

If this loan request is for genetic resources please fill out the below section:

Tissue type requested:

If 'Other' please specify:

Alternate tissue type(s):

Type of genetic sequencing:

Type of genetic data planned to produce:

Sample quality requirements:

Requested sample mass or dimensions:

Requested shipping medium:

If 'Other' please specify:

If this loan request is for digital data please fill out the below section (check all that apply):

Type of digital material: Photographs Measurements Other

If 'Other' please specify:

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:

**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 the collection and making specimens available to the scientific community.*

Materials requested:

For each specimen requested, please provide the **KU catalog number, scientific name, and specimen part** (e.g., frozen tissue sample; skin; wing; etc.). Tabular data (e.g., Excel) can be pasted directly into the field below. If you are not requesting a specific specimen(s) (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.

Specimens requested for genetic sampling:

Specimens requested for full specimen loan:

Specimens requested for digital media:

Specimens requested for outreach:

KU ORNITHOLOGY LOAN AGREEMENT

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, unless additional written permission from the KU Division of Ornithology is requested and provided;
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 Ornithology;
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. All alcoholic specimens are to be maintained in 70% ethanol unless otherwise noted on the loan invoice. Cleared and stained specimens are to be maintained in Glycerin;
5. Specimens or samples are loaned to a research institution for use by the researcher to whom the loan is issued;
6. Specimens should be returned using the same or similar packing methods;
7. Specimens or samples may not be exchanged, loaned, or re-gifted to a third party or cataloged into any collection without permission by the KU Division of Ornithology;
8. Specimens must be referenced in publication and/or data repository using the KU catalog number under the format "KU:bird:123456"
9. Specimen loans are closed upon return of borrowed specimens in good condition. Specimens are loaned for 1 year unless a longer time period is requested and granted;
10. Genetic resources loans are closed upon receipt of resulting publication citation and/or link to public data repository;
11. Genetic sequence data must be deposited in a public genetic database (i.e., GenBank, SRA, etc.), and associated database accession/ID numbers must be provided to the Division of Ornithology indicating which KU catalog numbers (KU:bird:123456) they correspond to;
12. Copies of all publications and products resulting from the use of KU materials will be sent to the Division. Publications will acknowledge "the University of Kansas Biodiversity Institute's Division of Ornithology". Authors will include any other acknowledgments that might be required by the original collector.
13. Other stipulations may be made by the Division of Ornithology dependent on the specifics of the loan request.

Signature

Advisor's signature

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