

KUMAMMALS LOAN REQUEST FORM

Please fill out every applicable field (e.g., skip shipment detail if you are requesting to visit in-person). Sign and email the completed form to the Mammalogy Collection Manager (Dianna Krejsa, krejsa@ku.edu). Please note, loans of historical and/or international material are rigorously reviewed or may have additional parameters. Review conditions that apply to granted requests on our website and within the pages of this document. 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 KU specimens included in published studies identified by KU catalog number?

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:

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 to conduct the research including prior success in the proposed methods

See complete summary of research attached
(please review your loan request after saving--if your summary is not fully visible and does not fit, please provide it in a separate attachment)

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 collection and making specimens available to the scientific community.*

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):

See complete list of material requested attached

Material requested. For each specimen requested, please provide, at minimum, the **KU catalog number, scientific name, and specimen part** (e.g., frozen tissue sample; skin; skull; etc.). 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.

For requests of greater than 10 records, please provide a separate spreadsheet.

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 in writing. Tissues are loaned for 12 months unless a longer time period is requested and granted in writing;
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 (KU:Mamm:123456) and acknowledge "the University of Kansas Biodiversity Institute, Division of Mammalogy". Authors will include any other acknowledgments that are required by the original collector;
6. Catalog numbers (formatted as KU:Mamm:123456) are REQUIRED for publication. If you have been loaned material with a field number (FN or initials prefix), please contact the Division of Mammals at least one month prior to publication to get the associated catalog numbers to ensure the data can be reconnected to the original specimen and collection event in perpetuity;
7. All data derived from KU Mammalogy specimens must be reported back to the Division of Mammals within 1 year or upon publication. See Expanded Loan Conditions below for detailed formatting requirements.
8. Genetic sequence data, images, or other information must be deposited in a public database (ie., GenBank/SRA, MorphoSource, etc.) and identified by catalog number. Associated database accession/ID numbers must be provided to the Division of Mammals upon publication;
9. Any updates to taxonomy must be reported back to KU Mammals;
10. 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)

Noncompliance of Loan Conditions. Noncompliance with these or other written conditions placed on loaned materials may yield the following:

- Cessation of any further loans to the borrower with outstanding loans, inadequate attribution in publications, or lack of providing publications to the Division;
- Cessation of additional loans to departments (or further, universities) with outstanding loans when the borrower has failed to respond to loan recall correspondence. Will include contacting supervisors.

KU MAMMALS 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 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:	95% EtOH	-80C	-20C
Ethanol:	LN2	70% EtOH	
Other:		RNA later	Dry

Requested sample mass or aliquot volume*:

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

Shipping format (check one): Dry ice 95% EtOH RNA later 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

Advisors Signature

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

KU MAMMALS LOAN CONDITIONS - EXPANDED

Data tracking. To increase the amount of data associated with KU Mammals specimens and extend the utility of these records in future studies, **all loan borrowers that molecularly screen specimens/tissues must provide a results file** (e.g., .xlsx, .csv) with the following columns:

- Field/Catalog number
- Tissue type
- Tissue volume
- Extraction method/kit
- Extraction volume (ul)
- Extraction yield (ug/uL)
- Screening method (e.g., pcr, assay, WGS, metagenomic, etc.)
- Screening method metadata (e.g., primers, baits, etc.)
- Relevant results: binary (positive/negative) OR quantitative (e.g., qPCR, cycle threshold, GenBank sequence ID, etc.), as applicable
- Other detected taxa (e.g., fungi, prey, parasite, virus, bacteria, etc.)
- Any other pertinent data derived from specimen material

Note:

- Catalog numbers are REQUIRED for publication. If you have been loaned material with a field number (FN prefix or initials prefix), please contact the Division of Mammals to get the associated catalog numbers to ensure the data can be reconnected to the original specimen and collection event in perpetuity.
- No abbreviations, or IF abbreviations are used they must be defined in a "metadata" tab (example: IgG = immunoglobulin G).