



KU Herpetology DNA Request

Complete this form to request DNA samples from KU Herpetology. **Carefully review our "Genetic Resources Policies and Guidelines" prior to completing this form.** Any questions about your request may be sent via e-mail to the collection manager Ana Motta (apmotta@ku.edu).

Name:

Affiliation:

Position: Loans can be made only to qualified professionals. Students are required to include the co-signature of their research supervisor at the bottom of this form.

Student

Professional (e.g., postdoc, professor, independent researcher)

Other:

Specimen Query and Request

Query

All researchers requesting DNA from KU Herpetology should complete their own on-line queries of our publicly available specimen database and consult with our collection manager Ana Motta via e-mail (apmotta@ku.edu) to identify desired samples. See our "Tips for Searching the KU Herpetology Tissue Collection" for further guidance.

Database: Which database did you use to query our collection?

Vertnet/GBIF/iDigBio

KU Herpetology Web Portal

Other

Did not use

Desired Samples

List desired samples below or as a spreadsheet attached to your e-mail submission of this form. Be sure to include both the KU Specimen ID and the species' name (including both the current name and the name in our database when these differ). Note that requests for more than 20 samples will require additional processing time.

KU Specimen ID	Species Name(s)	KU Specimen ID	Species Name(s)

Valuable or Protected Specimens: Use the space below to explain why any of the samples being requested may be particularly valuable (e.g., type specimens, threatened, endangered or extinct species). Either here or in the Research Objectives section on the following page, please also specifically justify why these samples are required for your research. If any of the specimens in your request are protected species, please append the relevant shipping permits to this document (e.g., CITES permit for international shipment).

Research Objectives, Methods & DNA Requirements

Research objectives. Please provide us with a brief (<400 word) outline of the goals, methods, and time frame for your research project. Include the scientific objectives of your proposed research and why specimens from KU Herpetology's collection are required to accomplish these objectives.

Methods

Which method(s) will you use to obtain genetic data from the extracted genomic DNA we provide?

Sanger Sequencing	Next Gen Sequencing	Other Methods
1-2 loci	Whole genome	Microsatellites
2-10 loci	RADseq	AFLPs
10-20 loci	Targeted capture	Allozymes
20+ loci #:	Other:	Other:

DNA Requirements

How much DNA do you require per sample? Provide preferred amount and minimum acceptable amount. Do you require a particular DNA concentration (optional)?

Pref: ng Min: ng Conc: ng/ μ L

Other DNA quality or quantity requirements:

Shipping and Fees

Our preferred shipper (FedEx) specifically requires both a numbered street address (not just a building or department name) and a recipient phone number. Use the space below to tell us if you are unable to receive FedEx shipments.

Addressee:

Institution:

Street Address 1:

Street Address 2:

City:

State/Province:

Postal Code

Country:

Phone #:

Potential Shipping Complications: Please tell us about any circumstances that might complicate shipment (e.g., international loan including CITES protected species, borrower's institution or country has restrictive policies for shipment of genetic material, unable to receive shipment from our preferred shipper for outgoing samples [FEDEX]).

Sample Processing Fees

The sample processing fee for each individual DNA sample is \$10. You will be sent an invoice after your request is approved, which can be paid either via check or credit card. Researchers at peer institutions or involved in a collaborative project with KU researchers who have received a fee exemption in accordance with our policies are asked to click the Fee exemption box below.

Fee exemption (requires prior approval)

Signature(s)

By signing below, the individual(s) requesting genetic samples acknowledge their agreement to abide by the policies detailed on our website. Digital signatures are acceptable. Submit your completed form via e-mail to apmotta@ku.edu.

Signature

Date:

Research Supervisor

Date:

Signature (Students Only):

Research Supervisor

Name (Printed):