Please read and follow these instructions carefully.

* Fill out this form to request specimens from Cal Poly Humboldt's Vertebrate Museum (collection code HSUVM).
* Sign and email the completed form to museum@humboldt.edu. Email sent to this address will be received by the collections manager (Alyssa Semerdjian).
* Review the conditions that apply to granted requests on the last page of this document, and be aware that compliance with these conditions will be considered when evaluating future requests from you, your advisor, or your lab PI.

# SECTION I: Researcher Information:

Date of request: Click or tap to enter a date.

## Researcher/requester information:

Name: Click or tap here to enter text.

Title/position: Click or tap here to enter text.

Institution: Click or tap here to enter text.

Professional Mailing Address: Click or tap here to enter text. Use shift + enter to add new lines.

Email address: Click or tap here to enter text.

Phone#: Click or tap here to enter text.

## Advisor/ sponsor information (if requester is a student):

Name: Click or tap here to enter text.

Title/position: Click or tap here to enter text.

Institution: Click or tap here to enter text.

Professional Mailing Address: Click or tap here to enter text. Use shift + enter to add new lines

Email address: Click or tap here to enter text.

Phone#: Click or tap here to enter text.

# Section II: Shipping information

Is this package being shipped to the recipient’s professional mailing address as indicated above?

[ ] Yes [ ] No

If not, what address should the package be shipped to, and who will receive it:

Click or tap here to enter text. Use shift + enter to add new lines.

Shipping is paid by the recipient. Please indicate shipping carrier and account number to be charged:

Click or tap here to enter text.

If other shipping arrangements are needed, please enter details here:

Click or tap here to enter text.

# SECTION III: Project details

## Project title (to be made publicly available on our collection database):

Click or tap here to enter text.

## Brief summary of the proposed research.

This should address the following:

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
6. Why the requested HSUVM specimens are necessary for this project

Click or tap here to enter text. Use shift + enter to add new lines.

Please indicate how data you will obtain from HSUVM specimens will be made available to the

scientific community (e.g., publications, GenBank accessions, MorphoBank submissions):

Click or tap here to enter text. Use shift + enter to add new lines.

If this is a request for destructive sampling (e.g., hair, bone, skin, or other material to be permanently removed from a specimen; does not apply to consumptive requests for frozen tissues), please describe the type and amount of material you are requesting and your experience and expertise in obtaining similar data from similar specimens or samples:

Click or tap here to enter text. Use shift + enter to add new lines.

Source of funding for the proposed research (if applicable):

Click or tap here to enter text. Use shift + enter to add new lines.

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

NSF project title: Click or tap here to enter text.

NSF award number: Click or tap here to enter text.

NSF abstract URL: Click or tap here to enter text.

## Previous loans

Have you (or your current advisor/Lab PI) previously borrowed or used material from HSU's

Mammal Collection?

[ ] Yes [ ] No

 If you answered yes:

Have all resulting publications, GenBank accession numbers, or other products been

communicated to HSUVM?

[ ] Yes [ ] No

Were all HSUVM specimens included in any published study individually identified by

HSUVM catalog number?

[ ] Yes [ ] No [ ] publication(s) in process [ ]  No resulting publications

# Section IV: Specimens Requested

Please list the numbers of the HSUVM collection you are requesting to sample by catalog number if available. Alternatively, a separate excel spreadsheet can accompany your request. Sampling priority will be given if requestors have previously visited the collection and assessed the specimens of interest for their suitability for sampling.

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| Catalog number | Species | Notes (if applicable) |
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# Terms and Conditions for HSUVM specimen loans:

Approval of loan applications will take place by a committee/curator and evaluate the scientific merit of the proposal, destructive nature of the request, and the value of the specimen(s) in question. The final decision for granting sampling approval is at the discretion of the committee/curator.

* No commercial use of the sample can be made without prior approval. This included licensing, patenting based on samples or byproducts, or any information derived without approval from the Cal Poly Humboldt Vertebrate Museum.
* Copies of all publications must be sent (hard copy or electronically) to the curator or collection manager of the Vertebrate Museum. If no publications will result, then acknowledgement of the inconclusive nature or lack of data from the sampled specimens is required.
* Specific stipulations may be placed on an individual loan depending on the details of that particular loan.
* Loans are considered closed when remaining samples are returned, publications are received, or acknowledgements of shortcomings as detailed above. Loans are for a period of 6 months unless otherwise specified.
* If loan terms are violated researchers will not be permitted to receive additional loans until the above requirements are fulfilled.
* Destructive sampling approvals are made under the following conditions:
	+ Samples are only to be used for purposes specifically outlined in the loan application description of research. Samples may not be used for any additional research projects without additional written approval by the HSUVM curator.
	+ DNA sequences recovered from approved research must be deposited in GenBank or equivalent and made publicly available following publication of the research.
	+ No part of the product can be loaned or gifted to another researcher or institution without written permission by the HSUVM curator.
* **Materials loaned from the Cal Poly Humboldt Vertebrate Museum should be referred to using the catalog number prefix "HSUVM". Acknowledgements can be attributed to "Cal Poly Humboldt Vertebrate Museum".**

Have you read and agree to all terms detailed above?

[ ] YES [ ] NO

**Your signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date:** Enter a date.

**Advisors signature (if student): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date:** Enter a date.