



Humboldt State University
Vertebrate Museum
Mammal Collection
Loan Request Form

Please read and follow these instructions carefully.

- *Fill out every applicable field (fields will automatically expand as necessary).*
- *Sign and email the completed form to the Curator (Dr. Allison Bronson, Allison.Bronson@humboldt.edu) and Collections Manager (Dr. Jesyka Melendez, Jesyka.Melendez@humboldt.edu)*
- *Review the conditions that apply to granted requests on our web page and be aware that compliance with these conditions will be considered when evaluating future requests from you, your advisor, or your lab PI.*

Date of request:

Your name:

E-mail address:

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

Advisor's name (if student or postdoc):

Institution (where research will be conducted):

Street address (where loan will be sent):

Shipping is paid by the recipient.

Shipping carrier and account number to be charged here:

If other shipping arrangements are needed please enter details here: We do not have an account set up anywhere – I can go in and pre- pay where you have an account or I can send a check before items are shipped

Phone number (required for deliveries):

For destructive/consumptive requests (e.g., frozen tissues, samples for stable isotope analysis), please provide the name of the Principal Investigator whose lab will be used (if different from advisor):

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

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**

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

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 HSU? Yes No

Were all HSU specimens included in any published study individually identified by HSU catalog number? Yes No No resulting publications

Please indicate how data you will obtain from HSU specimens will be made available to the scientific community (e.g., publications, GenBank accessions, MorphoBank submissions):

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:

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

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 for supporting the collection and making specimens freely available to the scientific community.*

Material requested. Please attach a separate excel sheet containing specimen information. For each specimen requested, please provide the HSU catalog number (do not use any other 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. For tissues, please indicate how you would prefer them shipped (dry ice or in DMSO) and the quantity needed.

Signature

Advisor's signature

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