



Cal Poly Humboldt Vertebrate Museum

Specimen Loan Request (non-destructive)

Please read and follow these instructions carefully.

- Fill out this form to request specimens from Cal Poly Humboldt's Vertebrate Museum (collection code HSUVM).
- If this is a request for destructive sampling, please fill out the **destructive sampling request form** instead of this one
- 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.
- Sign and email the completed form to museum@humboldt.edu. Requests will be reviewed by the curator and collections manager.

SECTION I: Researcher Information:

Date of request:

Researcher/requester information:

Name:

Title/position:

Institution:

Professional Mailing Address:

Advisor information (if requester is a student):

Name:

Title/position:

Institution:

Professional Mailing Address:

Email address:

Phone#:

Email address:

Phone#:

Section II: Shipping information

Is this package being shipped to the requester's professional mailing address as indicated above?

Yes No

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

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

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

SECTION III: Project details

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) how the proposed research compliments previous or ongoing studies 3) the type of data to be obtained and methods of analysis 4) feasibility and time frame of the project 5) qualifications of the investigator(s) to conduct the research 6) why the requested HSUVM specimens are necessary for this project.

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):

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:

Previous loans

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

Yes No

If 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

If yes, please list bibliographies:

Terms and Conditions for non-destructive 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.
- Loaned specimens are only to be used for purposes specifically outlined in the loan application description of research. Specimens may not be used for any additional research projects without additional written approval by the HSUVM curator/ collections manager.
- No part of the loan can be loaned or gifted to another researcher or institution without written permission by the HSUVM curator/ collection manager.
- 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 using a separate request form and have their own set of terms.
- **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: _____

If requester is a student:

Advisors signature: _____ date: _____