

**Genetic Resources Collection  
Museum of Texas Tech University  
Loan Application**

Institution: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

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In order to have your loan application processed, you must agree to abide by the conditions outlined on this page. If your application is approved, you will be required to sign a loan contract with the same conditions when the loan is received.

1. Acknowledgment in Scientific Publications– Any publication resulting from this loan of tissues must acknowledge “Museum of Texas Tech University” as the source of the tissues. Further, such publications are expected to refer to the existence of voucher specimens (if applicable) by including the voucher numbers and the name of the institution where the vouchers are housed. Two copies of each publication must be provided to the NSRL of the museum of Texas Tech University.
2. Return of Unused Samples– On completion of the project, the borrower agrees to return all unused tissues and/or resulting DNA samples to the Museum of Texas Tech University.
3. Additional Projects– Use of tissues, DNA libraries, etc. for other studies not outlined in this loan application requires prior, written approval.
4. Transfer of Tissues or DNA– Tissues or DNA shall not be transferred to other researchers or institutions without prior, written approval from the Museum of Texas Tech University.
5. Specimen Identification– Texas Tech University is not responsible for verifying the identification of tissues or vouchers. Every effort has been made to ensure accuracy of information concerning scientific identification, locality, etc., however, some errors do exist. Personnel at the Museum of TTU will assist, where possible, with identification endeavors, but the ultimate responsibility lies with the borrower and authors of publications using tissues.
6. Data– All sequence data resulting from the use of tissues from the Museum of Texas Tech University must be registered in GenBank or a comparable archive that provides access to the data by members of the scientific community. GenBank numbers must be provided to the Museum of Texas Tech University.
7. 7. Permits– The borrower is responsible for ensuring legal eligibility for transfer and receipt of the tissues being requested.
8. Intellectual Property Rights– These materials cannot be used for profit or patent applications. If such application is appropriate, then the legal rights of the country of origin of tissues and Texas Tech University must be negotiated in advance.
9. Final Report– The borrower must submit a final report within one year of the original loan date to the Museum of Texas Tech University. This report will include information including but not limited to findings, GenBank number(s), and publication citation(s). Blank report forms will be provided by the Museum of Texas Tech University

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SIGNATURE

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DATE

Please provide the following information to assist in evaluation of your request. Attach additional sheets, as necessary. Send completed application to Caleb D. Phillips via email ([caleb.phillips@ttu.edu](mailto:caleb.phillips@ttu.edu)) or by mail to, Caleb D. Phillips, Curator of Genetic Resources, NSRL-Museum of Texas Tech University, Box 43191, Lubbock, TX 79409.

1. Material requested. Please provide a) TK numbers, not TTU numbers; b) preferred tissue type; c) requested mass of tissue or amount of aliquot. For requests greater than 10 specimens please provide an attached Excel Spreadsheet with request details.:

2. Description of the study (feasibility, significance, genes targeted, location of work):

3. Collaborating persons (PI, co-PIs and students) and institutions:

4. How shipment will be paid. Please provide account number. Do not include credit card information on this request form.:

5. How many samples will be included in this study? Of these, how many were collected by the collaborators?

6. As defined in the NSRL Loan Policy, we require borrowers to adhere to one of the four criteria listed below. Please clearly describe which of the follow best meets your interaction with the NSRL.

**Specific Destructive Loan Requirements (From Loan Policy, Page 8):**

The borrower must demonstrate equal reciprocity relative to the Destructive Loan request. The borrower can meet this stipulation by completing any of the following:

- A) Deposit research material (specimens, tissues, etc.) deemed of equal scientific value in an accessible museum collection. Deposition of specimens in a museum not accredited by an appropriate scientific society (e.g., American Society of Mammalogists) or other professional entity (e.g., American Alliance of Museums) must meet the approval of the Curators or Director of the NSRL.
- B) Provide research material (of equal value) to the NSRL for material borrowed from the NSRL collections. These may include vouchered samples for permanent disposition in the NSRL or loans of tissues to our university researchers.
- C) Provide funding towards NSRL fieldwork to replace material associated with the Destructive Loan.
- D) For Destructive Loans, applicants who cannot fulfill one of A-C, 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. This fee will range from \$25 to \$100 per sample, and will be determined on a case-by-case basis to be commensurate with the rarity of the specimen and the extent of the services provided. This range is based in part on estimates determined by Bradley et al. (2012) and Baker et al. (2014) for the cost of collecting, preparing, curating, cataloging, and maintaining mammal specimens, and extended to the Invertebrate Zoology and Bird Collections. We encourage all researchers to include reimbursement costs for such Destructive Loan service fees when preparing research grant proposals.