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### MCZ Genetic Sample Request

Complete this form to request genetic samples (e.g., tissue from Cryogenic Collection, DNA/RNA extract from Cryogenic Collection, destructive sampling from departmental collection) from the MCZ.

Name:

Position:

Email:

Advisor (if applicable):

Institutional Affiliation:

Complete institutional address (please ensure all information needed for shipping is included):

Institutional phone number (or appropriate phone number needed for deliveries):

Preferred mode of shipping (e.g., FedEx, DHL, hand-carry/pick-up):

If FedEx or DHL, please list account number for shipping charges:

Please inform us about any circumstances that might complicate shipment (e.g., protected species, country-specific import permit required, dry ice needed) and append any required permits. [Note: International loans of protected species (e.g., CITES, ESA, MBTA) include a \$93 fee assessed by the U.S. Fish & Wildlife Service. Loanees must provide details regarding how these fees should be billed to their institution.]

Brief summary of the proposed research (<200 words).

1. Objectives of the project
2. Qualifications of the investigator(s) and summary of previous work using the proposed methods
3. Feasibility and time frame
4. Explanation of why MCZ specimens are necessary and summary of specimens requested from other institutions

Which method(s) will you use to obtain genetic data from the samples that we provide?

Sanger Sequencing

- 1-2 loci
- 2-10 loci
- 10-20 loci
- 20+ loci

Next Gen Sequencing

- Whole genome
- RADseq
- Targeted capture
- Other:

Other Methods

- Microsatellites
- AFLPs
- Allozymes
- Other:

Please give any specific information associated with the amount of sample required (by weight):

Please provide the relevant information for each sample requested. Specimen catalog numbers, identifications, and available genetic parts can be searched and downloaded from MCZbase (<https://mczbase.mcz.harvard.edu>).

Department	MCZ Catalog Number	Scientific name (Genus species)	Part Requested (e.g., frozen tissue, DNA/RNA extract, sub-sample from animal in departmental collection)

Append a complete list of samples requested if more space is needed.

The MCZ is committed to the spirit and letter of the Convention on Biological Diversity and its associated Nagoya Protocol on Access and Benefit-Sharing, and it expects its partner users to act in a manner consistent with these international obligations. The MCZ will supply the material subject to the following terms and conditions:

1. The recipient may only use the material and derivatives for scientific research, education, and/or exhibition.
2. The recipient shall not sell, distribute, profit from, or use the material or its derivatives in commercial applications.
3. The recipient will return any unused material or derivatives (e.g., tissue, DNA/RNA extract) to the MCZ.
4. The recipient will provide the MCZ with reprints of any resulting publications.
5. The recipient will provide the MCZ with a list of NCBI accessions and their associated MCZ catalog numbers.
6. The recipient may not transfer material to a third party without prior permission from the MCZ.
7. The recipient will contact the MCZ to request prior permission for any activities not covered under the terms of this agreement.

By signing below, the individual(s) requesting genetic samples acknowledge their agreement to abide by the above terms and the MCZ loan policies, and all loans will remain open until these obligations are fulfilled. Note: use of some specimens may be restricted by the providing country; therefore, a specimen may only be used for approved purposes, and express written permission must be obtained from the appropriate collection before a loaned specimen can be used for additional purposes. Digital signatures are acceptable. Submit your completed form to the Curatorial Associate of the relevant collection; see the [MCZ's website \(https://mcz.harvard.edu/research\)](https://mcz.harvard.edu/research) for a list of departments.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor's signature

\_\_\_\_\_  
Date

(Note: for graduate students or postdocs, the advisor or major professor must cosign)