

CRYOARKS SAMPLE USE REQUEST FORM GUIDANCE

Please refer to this document when completing the CryoArks sample request form. We have provided these guidelines to support applicants to complete the form fully and accurately.

GENERAL GUIDELINES:

- Please include as much detail as possible within the word limit.
- Your application will be reviewed by the CryoArks *Sample Acquisition and Loans Committee* based on your ability to carry out the proposed research using the samples and the providing institution's ability to supply the requested quantity/quality.
- Please do not request the same samples separately from individual CryoArks hub institutions. The CryoArks request form not only covers samples held at both CryoArks hubs - Natural History Museum (NHM), London and National Museums Scotland (NMS), Edinburgh - but also those held at the European Association of Zoos and Aquaria (EAZA) biobank and those held by other member institutions who have chosen to make their data discoverable via the CryoArks database.
- If CryoArks receive multiple requests from different requesters for the same CryoArks samples, you may be asked to share/collaborate to preserve the valuable resources.
- Once completed please return this form via email to: enquiries@cryoarks.org or complete the online version available on our website: www.cryoarks.org.
- If you have any questions about the CryoArks request form or the request process that are not covered in this guidance, please get it touch to see how we can support you in making your request via enquiries@cryoarks.org.

SECTION SPECIFIC GUIDELINES:

PART 1A. DETAILS OF APPLICANT

APPLICANT NAME, ADDRESS AND CONTACT DETAILS:

In this section, please provide an address for the institution to which the applicant is affiliated. Loans will not be made to individuals without an institutional affiliation.

CITES INSTITUTIONAL REGISTRATION NUMBER (IF APPLICABLE):

If any of the samples requested by the applicant derives from a CITES listed species and is to be received by a CITES registered institution, please provide the registration number. If the requested samples derive from a CITES listed species but is to be received by an institution that is not registered under CITES, please state as such. If none of the samples requested derives from a CITES listed species, please write "Not Applicable".

APPROVED BORROWER STATUS:

If any of the samples requested are held at the CryoArks hub at the NHM, you will need to be an approved borrower to access the samples. If you do not already have approved borrower status with the NHM, an application form can be requested by contacting the hub via email at cryoarks@nhm.ac.uk.

WILL THE SAMPLES REQUESTED IN THIS FORM BE USED BY ANYONE OTHER THAN THE APPLICANT?

Should the loaned samples (e.g., tissues, DNA, or cell cultures) be passed on to another recipient for analysis to carry out the intended research (e.g., commercial sequencing laboratory), please share the details of the institution and their relevant facilities (e.g., name and address of a third-party sequencing facility), if known.



PART 1B. DETAILS OF SUPERVISOR OR HOST

APPLICANT NAME, ADDRESS AND CONTACT DETAILS:

If the applicant is a student, postgraduate researcher or is not directly employed by the institution which would be receiving the samples and where the work would be carried out (e.g., a visiting researcher) please provide details of the supervisor or host researcher who is employed by or affiliated with the institution. If the applicant is the Principal Investigator on the project, you are not required to complete this section.

STATEMENT IN SUPPORT OF APPLICATION:

A statement provided by the supervisor or host researcher in support of the applicant's request to loan samples from the CryoArks Initiative. Please include comments on the experience and competency of the applicant to conduct the research and the support they will receive from the supervisor or host to complete the project.

PART 2. SAMPLE REQUEST DETAILS

LIST OF REQUESTED SAMPLES:

The list of requested samples should preferably be supplied as a MS-Excel format (i.e. .XLS or .XLSX) or comma delineated text (.CSV) and should include where possible the following information:

- CryoArks sample ID
- Type of sample (DNA/tissue/cell culture/other)
- Species common name
- Species scientific name
- Preferred size/volume of sample (per sample)
- Buffer required (and/or any preparation instructions if applicable)

If any of these specimens are type (T), extinct (EX) or endangered (EN), or CITES-listed taxa, please ensure this information is included within the list.

PLEASE ADD ANY FURTHER COMMENTS YOU WISH TO MAKE ABOUT YOUR PROPOSAL:

Please use this space if you wish to make any other comments in relation to your application (e.g., specific sample requirements, previous contact with us or our partners, other). The information you provide at this stage will enable the CryoArks *Sample Acquisition and Loans Committee* to review and come to a decision on your application. Please provide as much information as possible, as this helps to reduce the need and time associated with requesting further details from you in response to follow up questions from the committee, and therefore, enabling CryoArks staff to fulfil your request promptly.

FULL POSTAL ADDRESS FOR SAMPLE SHIPMENT (IF DIFFERENT FROM MAIN APPLICANT'S INSTITUTIONAL ADDRESS):

Please provide the full address as well as detailed instructions for any labelling that is needed to ensure the parcel reaches the appropriate person/s at the receiving institution for swift retrieval and storage. It is extremely helpful to CryoArks staff if the applicant can provide as much information as possible on shipping requirements, including details of the required paperwork (transportation permits, customs, etc.), especially if the samples are to be received by an institution outside of the UK.



PART 3. PROPOSED PROJECT

PROJECT OUTLINE.

Please give details of the aims/objectives and proposed methodology for the project as you would for a grant application.

If any of the samples requested are held at the EAZA Biobank, please state which of the following areas your research falls into:

- Generation of molecular data to improve management or an ex-situ management program.
- Generation of molecular data to assist with translocation and reintroduction activities.
- Generation of molecular data to assist with in-situ conservation.
- Generation of molecular data to assist with the clarification of taxonomy in cases where this is required to improve ex-situ, in-situ, or reintroduction management.
- Development of genetic tools, markers, and reference genomes in cases where this will improve ex-situ and in-situ management of conservation translocations.
- Veterinary health or disease investigation.
- Other

PLEASE GIVE EXAMPLES / EVIDENCE OF PREVIOUS STUDIES DEMONSTRATING THE SUCCESS OF THE PROPOSED TECHNIQUE(S) AND/OR YOUR EXPERIENCE IN THIS AREA.

Please provide references demonstrating the utility of the proposed technique and give evidence of the applicant/s or lab group experience in the intended technique.

WHY IS THE CRYOARKS MATERIAL IMPORTANT TO YOUR STUDY?

In this section, please include details of any published data/data available from data repositories that is available and relevant to your study. You are encouraged to explain why the sample material is preferential to using published data.

Please also give details of any other sources (e.g., other sample collections or through collaborations) from which you have enquired or intend to source samples.

ANTICIPATED TIMELINE OF PROJECT, OUTCOMES AND ENDPOINT:

Please provide realistic timelines for the completion of any work involving the loaned samples. Please include the anticipated publication and/or result sharing outputs as well as when/how CryoArks would be made aware of these.

PART 4. DECLARATION

Please tick and sign the declaration to agree to CryoArks terms before submitting your request. Non-compliance with the CryoArks regulations may result in sanctions being applied to you, your research team and/or your host institution.

