

Specimen Loans Application Form

Delivering open access to Australia's terrestrial plant specimens, soil samples and ecosystem data

Please complete the following form with full details of the proposed research and associated personnel that will utilise the specimens/samples collected by TERN.

Applicant details

First name
Surname
Affiliation (organisation)
Email
Phone
Postal address

Specimen custodian suitability

Is this application intended to act as Specimen Custodian? Yes No

If yes, briefly describe relevant qualifications and/or experience that verify suitability to act as Specimen Custodian.

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Specimen Custodian Details

(if different to applicant)

First name
Surname
Affiliation (organisation)
Email
Phone
Postal address

Specimen custodian suitability

Briefly describe relevant qualifications and/or experience that verify suitability to act as Specimen Custodian

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Proposed Project Details

Broad research areas eg. Climate change research

Expected project duration

Project working title

Aims

(250 words or less)

Methods

(250 words or less)

Expected outcomes

(250 words or less)

Will this project contribute to the applicant obtaining a qualification? Yes No

If yes

Qualification

Institution

Supervisor name

Supervisor contact details



Supporting funding bodies

Please state all associated funding bodies supporting this work

Collaborating organisations

List any other collaborators contributing to the project

Commercial application

Does the proposed work have any commercial applications or potential commercial applications?

Yes No

Loan details

Which kinds of specimens are required?

- Voucher specimens
- Leaf samples for genetic and isotope analysis
- Soil samples for metagenomic analysis
- Soil samples for analysis

Please attach a spreadsheet detailing the required specimens – if necessary, please contact TERN to discuss the available collections further (contact details are below).

How long will the specimens be required?

Will the specimens need to be removed from TERN's University of Adelaide facility?

Note: We strongly prefer you work at our laboratory and can provide a work area if the specimens can be utilised on-site. If specimens are to be removed from our facilities, a cost-recovery charge may be applied to extract the specimens and prepare them for delivery, delivery fees will be incurred, and a biosecurity permit may be required.

- No
- Yes - please complete the address and biosecurity permit sections below

Address

Please provide details of where the specimens will be held whilst on loan if they must be removed from The University of Adelaide. Please include building numbers.

Biosecurity permit

Note: For applicants outside of South Australia, you will need to arrange a biosecurity permit to import samples/specimens into your state/territory. TERN Ecosystem Surveillance can assist you to prepare your permit application.

I agree to arrange a biosecurity permit to import specimens/samples into my state?

Yes No

I agree to provide a copy of the permit/correspondence from the issuing institution, and understand that samples will not be sent until the permit has been received.

Yes No

If you require leaf samples or metagenomic samples

DNA

Will your research result in the creation of other downstream products such as extracted DNA?

Yes No

Do you anticipate excess product that could be utilised by other researchers at the conclusion of your project?

Yes No

Can you store these products in appropriate conditions for long-term preservation (e.g. <-20°C for DNA) and make them available to other researchers if requested to do so by TERN?

Yes No

Can you return any excess downstream products to TERN so that they may be made available to other researchers (Storage at applications institution is preferred)?

Yes No



Agreement

You agree to treat the Specimens properly, including, without limitation, to handle the specimens in accordance with the relevant protocols, to ensure that the specimens are not damaged (except where permission to undertake destructive sampling has been granted).

Yes No

You agree to return the specimens to the custodian (except where permission to undertake destructive sampling has been granted) at the place and time specified by the custodian, within the agreed time limits.

Yes No

You agree to comply with the [Creative Commons Attribution 4.0 International \(CC BY 4.0\)](#) licence in relation to any specimens and any data provided by TERN relating to the material as if the specimen and any data provided in relation to the specimen were a work. For further information refer to the Specimen Loans Information sheet attached.

Yes No

You agree to make available on terms equivalent to this agreement and the [Creative Commons Attribution 4.0 International \(CC BY 4.0\)](#) any derivative material (including, without limitation, biological samples) generative from or sourced from the specimen or any part of it as if the derivative material were a derivative work (as defined in the CC BY 4.0).

Yes No

Applicant

Signed	Date
Name (please print)	

Specimen Custodian is not the applicant

Signed	Date
Name (please print)	

Specimen Custodian is not the applicant

Signed	Date
Name (please print)	

Organisation delegate - If required (as determined by the application in consultation with their organisation)

Signed	Date
Name (please print)	
Phone	

Submission

Please return the completed form to:

Sally O'Neill
TERN Ecosystem Surveillance
P: +61 8 313 3494
E: sally.oneill@adelaide.edu.au

Once submitted, you will be contacted by TERN within 14 days to discuss your application, and further refine sample requirements.

Office use only

Requires Director approval Yes No

Requires Committee approval Yes No

Follow-up response sent Yes No

Approved Still pending Yes No