

**Cincinnati Museum Center
Tissue and Genomic Materials Loan Conditions**

Genomic resource collections (GRCs) in the form of frozen tissue and blood banks, cell culture collections and collections of extracted biomolecules are a critical resource to researchers across a diversity of life science fields. With the growing availability of capillary and next-gen DNA sequencing, real-time and quantitative PCR, proteomics and other tools in molecular biology these collections continue to grow in their importance to the research community. However, building, maintaining and distributing these resources is costly. Cincinnati Museum Center (CMC) is committed to making these materials as widely available as possible but will prioritize GRC loans to those institutions that also engage in collecting vouchered, publicly available biomaterials. Loans to university and other individual researchers not affiliated with a museum or other institution that engages in building their own publicly available GRCs will also be considered but be lower priority and those grantees may be asked to bear shipping costs. We strongly encourage those researchers not affiliated with a museum to deposit material in the CMC zoology collection or another publicly available museum GRC whenever possible.

Inquiries as to availability of tissues should be submitted to the zoology curator, Herman Mays at hmays@cincymuseum.org. Formal loan requests should be submitted in writing on institutional letterhead and should briefly describe the project for which the material will be used, the methodology, justification for the number of tissues requested and a listing of additional sources of material. Formal requests can be sent by fax to 513-455-7169 or emailed to hmays@cincymuseum.org with and also include the museum senior registrar, Jane MacKnight at jmacknight@cincymuseum.org and assistant registrar, Lauren Hancock lhancock@cincymuseum.org in the cc line.

Copies of USDA APHIS permits for transport of controlled animal products must be included with the loan request when requests are made for material whose origin is outside the United States. Additionally, copies of CITES permits are required for loans of material derived from CITES listed species. A complete list of CITES protected species as of July 2008 is available at www.cites.org/eng/app/appendices.shtml.

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By signing the CMC Loan Agreement, GRC grantees agree to the following conditions:

- Tissue, blood and other genomic material loans are for non-commercial, research purposes only all other uses are prohibited without prior approval from the Zoology Curator and CMC.
- Loaned material cannot be distributed to other researchers either at the grantee's institution or other institutions without permission in writing from the Zoology Curator.
- Loan material cannot be used for projects other than that proposed without prior written permission from the Zoology Curator.
- CMC will bear the costs of shipping tissue and genomic material loans as long as the material can be shipped in either an appropriate buffer or ethanol. Grantees are required to bear the shipping costs of material shipped on dry ice.
- Any remaining tissue or excess extracts (protein, nucleic acids) not consumed in the analysis must be returned to CMC, at the grantee's expense, upon completion of the project. Please return in 2.0 ml cyrovials clearly labeled with the CMC catalog number, extraction type (protein, nucleic acids) and genus and species name.
- Any publications based in total or in part on cataloged specimens from the CMC's collection should clearly acknowledge CMC. Catalog numbers should be listed either in the text of the publication or in a supplementary table.
- Copies (preferably digital in pdf format) of any publications based in total or in part on cataloged specimens from the CMC should be submitted to the Zoology Curator at hmays@cincymuseum.org.

