**SUMMARY INFORMATION**

|  |  |
| --- | --- |
| **Proposal Title:** |    |
| **PI:** |   |   |  |  |
| **Program:** | [ ]  **Rolling** [ ]  **Peer**  | **Year:** |   |   |   |
| **Amount Requested:** |   |   | **GGI Liaison:** |   |
| **Collecting Trip Dates:** |  |  | **Checklist Date:** |   |

**APPROVALS**

1. Do you have the necessary approvals from the appropriate NMNH Department/Division?

*(email approval should be sent from Department Chair and Collections/Funds Managers to* *GGI@si.edu**)*

| **Title** | **Name** | **Approval Sent** |
| --- | --- | --- |
| Department Chair |  | [ ] **Yes** [ ] **No** [ ] **n/a** |
| Collections Manager |  | [ ] **Yes** [ ] **No** [ ] **n/a** |
| Funds Manager |  | [ ] **Yes** [ ] **No** [ ] **n/a** |

 Comments:

1. If there is even a *remote* chance that you will collect specimens that fall within the jurisdiction of another department, have you received approval from their Department Chair and Collections Manager?

[ ]  **Yes** [ ]  **No** [ ]  **n/a**

Comments:

**TIMELINE**

|  |  |
| --- | --- |
| **Collecting Trip Dates:** |  |
| **Timeline for upload to GenBank:** |  |
| **Timeline for upload to GGBN:** |  |
| **Timeline for submitting journal publications:** |  |

1. Is your timeline achievable?

[ ]  **Yes** [ ]  **No** [ ]  **n/a**

Comments:

**COLLECTIONS**

1. Please estimate and explain your potential contributions to NMNH collections:

|  |  |  |
| --- | --- | --- |
| **Specimen Type** | **Count** | **Comments** |
| **Morphological Vouchers** |   |   |
| **Tissue samples (biorepository)** *Only count archival tissues, not tissues to be disgested for sequencing* |   |  |
| **DNA extractions (biorepository)** |   |   |
| **Other** |  |  |

1. Will you be taking photographs of any of your specimens?[ ]  **Yes** [ ]  **No**

Comments:

1. Will your project result in any collections deposited at other institutions? [ ]  **Yes** [ ]  **No**

Comments:

**BUDGET**

1. Does your budget adequately account for each of the following?
	1. **Travel (Airfare, lodging, etc.)** [ ]  **Yes** [ ]  **No** [ ]  **n/a**

Comments:

* 1. **General Supplies (jars, cryovials, ethanol, etc.)** [ ]  **Yes** [ ]  **No** [ ]  **n/a**

Comments:

* 1. **Lab Supplies (matrix plates, sequencing reagents, etc.)** [ ]  **Yes** [ ]  **No** [ ]  **n/a**

Comments:

* 1. **Shipping (supplies, specimens, etc.)**  [ ]  **Yes** [ ]  **No** [ ]  **n/a**

Comments:

* 1. **Permits and visas** [ ]  **Yes** [ ]  **No** [ ]  **n/a**

Comments:

* 1. **Sequencing and analysis (e.g. tech time, if using GGI)** [ ]  **Yes** [ ]  **No** [ ]  **n/a**

Comments: *Please indicate who will be doing the lab work*

* 1. **Specimen processing (e.g. voucher curation, cataloging)** [ ]  **Yes** [ ]  **No** [ ]  **n/a**

Comments:

* 1. **Other technical support (e.g. tech time, contractors):** [ ]  **Yes** [ ]  **No** [ ]  **n/a**

Comments:

* 1. **Publication fees** [ ]  **Yes** [ ]  **No** [ ]  **n/a**

Comments:

* 1. **Other:** [ ]  **Yes** [ ]  **No** [ ]  **n/a**

Comments:

**EXPECTATIONS & ASSURANCES**

1. Do you understand that you (the PI) are ultimately responsible for understanding and obtaining all relevant permits (collecting, export, import) to ensure the legality of your samples?

[ ]  **Yes** [ ]  **No**

Comments:

1. Have you obtained the necessary permits, or have concrete plans to do so?

[ ]  **Yes** [ ]  **No** [ ]  **n/a**

Comments:

1. Were lodging and airfare estimates obtained from SI policy-approved sources (i.e. Concur or SI-approved booking agencies)?

[ ]  **Yes** [ ]  **No** [ ]  **n/a**

Comments**:**

1. Rapid Data Release - Do you agree to submit genetic samples to NMNH collections and publish genomic data on GenBank in a timely fashion (i.e. within 12 months)?

[ ]  **Yes** [ ]  **No**

 Comments:

1. If your project involves the shipping of specimens and/or hazmat (ethanol, formalin, dry ice, liquid N2 etc.), do you have the relevant training or access to trained personnel?

[ ]  **Yes** [ ]  **No** [ ]  **n/a**

 Comments:

**ADDITIONAL COMMENTS**