# Australian Antarctic Program Request for Legacy Sample Use

This form is part of an interim process to provide authority for use of ‘legacy’ samples collected within the Australian Antarctic Program (AAP) under projects which have been completed, and where the samples are under the custodianship of AAD. This will be replaced by an ongoing process in due course.

The purpose of this process is to ensure that a request for the usage of valuable sample material is recorded, assessed, authorised and monitored. By making this application, the applicant agrees to the terms of the Declaration at the end of this form including agreeing to lodge data with the AADC and report outcomes to AAD’s Science Planning and Coordination (SP&C) Section ([planning@aad.gov.au](mailto:planning@aad.gov.au)), and for the original Chief Investigator (CI) who led the sample collection to be contacted where feasible[[1]](#footnote-1).

This interim process is intended for limited use of existing legacy samples and by agreement with AAD.

Enquiries on completing the form should be directed to [planning@aad.gov.au](mailto:planning@aad.gov.au).

1. Project Details

|  |  |
| --- | --- |
| **Name of sample requester** |  |
| **Samples requested** |  |
| **Original Project No.** |  |
| **Original Project Chief Investigator** |  |
| **Duration of request** |  |

2. Public Summary

*Provide a plain English summary of the project. This may be published on the AAD's website and/or may be used by the AAD and the Minister to promote the research undertaken within the AAP.*

3. Project Team

You must complete a separate table for each team member:

|  |  |
| --- | --- |
| **Name / Email** |  |
| **Project Role** |  |
| **Contact Phone** |  |
| **Job** |  |
| **Affiliation** |  |
| **City** |  |
| **Country** |  |

|  |  |
| --- | --- |
| **Name / Email** |  |
| **Project Role** |  |
| **Contact Phone** |  |
| **Job** |  |
| **Affiliation** |  |
| **City** |  |
| **Country** |  |

Note: **All team members who are not currently listed on an active AAP science project must attach a current CV and provide relevant credentials for sample handling and analysis**.

4. Objectives

*Describe what the project is trying to achieve, why the research is important scientifically, and what outputs are expected. Include links to other Antarctic science projects.*

5. Methods

*Briefly provide an outline of the methods used for sampling and analysis.*

Declaration

By making this request I agree:

* To lodge data resulting from the use of the samples with the Australian Antarctic Data Centre.
* To provide AAD with a summary report at the conclusion of this activity, including lodging any publications resulting from sample use.
* To acknowledge AAD in any publications or outreach activity associated with this sample use.
* To adhere to any sample management instructions or protocols specified by the AAD including conditions associated with access, transport, use and disposal of samples.

|  |  |
| --- | --- |
| **Requester’s Details** | **AAD Approval** |
| Name: | Program Leader: |
| Signature: | Signature: |
| Institution: | Date: |
| Date: |  |

Please forward the completed form to [planning@aad.gov.au](mailto:planning@aad.gov.au) who will facilitate approval.

1. AAD is the sole custodian of samples and seeks to inform prior CI of the ongoing research as a courtesy where possible, recognizing their prior intellectual contribution. Where the proposed work is related to the original project, the requester is encouraged to consider consulting with original CI. [↑](#footnote-ref-1)