**[GTRF-Services@Glasgow.ac.uk](mailto:GTRF-Services@Glasgow.ac.uk)**

**0141 356 9450/9437**

**GTRF Fluorescence Scanning Request Form**

**Guidance**

* All requests should include name, date of request and contact email address
* Standard time frame for requests to be completed is **2 weeks**.
* Slides **MUST** be dry and cleaned of all mountant or paraffin and free of overhanging coverslips. Slides will not be accepted otherwise.
* **Invoicing details**
  + Please complete relevant to your institution and funding body
  + Please include the address that slides need to be sent to
* Please include an excel file of image filenames to be used with your request – the template will be provided. The document list **must match** the slide order that slides are given in.
* Requests without a corresponding excel file will NOT be processed
* Please sign and date the request when submitting. GTRF team member will then sign and return this to you with a projected cost.
* Slides must be picked up within **6 months** or else they will be disposed of
* **Storage Options**
  + Please specify if you would prefer a hard copy of your images or if you would like to access them online via NZ Connect
    - Hard copies: A hard drive must be sent to GTRF in advance. We do not provide this for you
    - NZ Connect: NZ Connect is a digital slide viewing software which hosts our images for remote access
      * NZ Connect allows you to view, download and annotate images
      * If new access is required this can be arranged, please just state on the form that access is needed. An additional request form will be provided.
      * Access to the NZ Connect will be charged at a flat rate of £50
* **Fluorescent scanning requests**:
  + Please include experimental controls for optimisation of exposure levels.
  + Please ensure that slides are wrapped in foil and refrigerated (if your fluorophores are stable and don’t require special storage, please let us know)
  + If you have examples of previous staining/what you expect your staining to look like, please attach to the request or add further details in section 4.

**\*Please Email** [**GTRF-Services@Glasgow.ac.uk**](mailto:GTRF-Services@Glasgow.ac.uk) **with any queries \***

1. **Contact Details (All requests)**

|  |  |
| --- | --- |
| **Name** |  |
| **Date** |  |
| **Email Address** |  |
| **P.I.** |  |
| **Address**  **(For Invoicing Purposes)** |  |
| **Time frame for request** |  |

**2. Affiliation (All requests)**

* **CRUK Scotland Centre Researchers – University of Glasgow**
* **CRUK Scotland Centre Researchers – Non-University of Glasgow**
* **University of Glasgow – Non CRUK Scotland Centre**
* **Non-University of Glasgow – Academic**
* **Non-University of Glasgow – Industry**

|  |  |
| --- | --- |
| **University of Glasgow Project Code** |  |

1. **Slide Details (All Requests)**

|  |  |  |
| --- | --- | --- |
| **Number of Slides** |  |  |
| **Date dropped off at GTRF** |  |  |
| **Objective (x20/x40)** |  |  |
| **Slide label Anonymisation required (Y/N)** |  |  |
| **NZConnect Account required? (Y/N)** |  |  |
| **NZConnect Folder location for images to be transferred** |  |  |
| **Raw files required (Y/N)** |  |  |
| **Raw File options** | **File transfer** |  |
| **External hard drive (Must be provided and sent to GTRF)** |  |

|  |  |
| --- | --- |
| **Antibodies linked to fluorescence channels** |  |
| **Antibody Target(s)**  **Please specify, e.g.: tumour, stroma, immune cells expression, sparse/abundant etc** |  |
| **Channels - Please state channels used** | |
| 480 (CFP) ☐ | 520 (FITC) ☐ |
| 570 (TRITC) ☐ | 650 (CY5) ☐ |
| 780 (CY7) ☐ | DAPI ☐ |
| **Are channel conditions the same between slides?** | Yes  No  - please provide further information in Section 6 |
| **Exposure times known?** | Yes  - please provide further information in Section 6  No |
| **Date of Staining** |  |
| **Storage Conditions** |  |

**4. Additional Information (All Requests)**

|  |
| --- |
| **Details for Request** |
|  |

**5. Signatures and Quoted amount (All Requests)**

|  |  |
| --- | --- |
| **Quoted Cost** | **£** |
| **Signed (requestor)** |  |
| **Date** |  |
| **Signed (GTRF)** |  |
| **Date** |  |

**6. Supplementary Page** *Please list all slides that are stained under the conditions in the columns on the right*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Slide ID(s)** | **Channels** | | **Exposure times** | |
|  | 480 (CFP) | 520 (FITC) | 480 (CFP)= | 520 (FITC)= |
| 570 (TRITC) | 650 (CY5) | 570 (TRITC)= | 650 (CY5)= |
| 780 (CY7) | DAPI | 780 (CY7)= | DAPI= |
|  | 480 (CFP) | 520 (FITC) | 480 (CFP)= | 520 (FITC)= |
| 570 (TRITC) | 650 (CY5) | 570 (TRITC)= | 650 (CY5)= |
| 780 (CY7) | DAPI | 780 (CY7)= | DAPI= |
|  | 480 (CFP) | 520 (FITC) | 480 (CFP)= | 520 (FITC)= |
| 570 (TRITC) | 650 (CY5) | 570 (TRITC)= | 650 (CY5)= |
| 780 (CY7) | DAPI | 780 (CY7)= | DAPI= |
|  | 480 (CFP) | 520 (FITC) | 480 (CFP)= | 520 (FITC)= |
| 570 (TRITC) | 650 (CY5) | 570 (TRITC)= | 650 (CY5)= |
| 780 (CY7) | DAPI | 780 (CY7)= | DAPI= |
|  | 480 (CFP) | 520 (FITC) | 480 (CFP)= | 520 (FITC)= |
| 570 (TRITC) | 650 (CY5) | 570 (TRITC)= | 650 (CY5)= |
| 780 (CY7) | DAPI | 780 (CY7)= | DAPI= |
|  | 480 (CFP) | 520 (FITC) | 480 (CFP)= | 520 (FITC)= |
| 570 (TRITC) | 650 (CY5) | 570 (TRITC)= | 650 (CY5)= |
| 780 (CY7) | DAPI | 780 (CY7)= | DAPI= |
|  | 480 (CFP) | 520 (FITC) | 480 (CFP)= | 520 (FITC)= |
| 570 (TRITC) | 650 (CY5) | 570 (TRITC)= | 650 (CY5)= |
| 780 (CY7) | DAPI | 780 (CY7)= | DAPI= |
|  | 480 (CFP) | 520 (FITC) | 480 (CFP)= | 520 (FITC)= |
| 570 (TRITC) | 650 (CY5) | 570 (TRITC)= | 650 (CY5)= |
| 780 (CY7) | DAPI | 780 (CY7)= | DAPI= |
|  | 480 (CFP) | 520 (FITC) | 480 (CFP)= | 520 (FITC)= |
| 570 (TRITC) | 650 (CY5) | 570 (TRITC)= | 650 (CY5)= |
| 780 (CY7) | DAPI | 780 (CY7)= | DAPI= |
|  | 480 (CFP) | 520 (FITC) | 480 (CFP)= | 520 (FITC)= |
| 570 (TRITC) | 650 (CY5) | 570 (TRITC)= | 650 (CY5)= |
| 780 (CY7) | DAPI | 780 (CY7)= | DAPI= |
|  | 480 (CFP) | 520 (FITC) | 480 (CFP)= | 520 (FITC)= |
| 570 (TRITC) | 650 (CY5) | 570 (TRITC)= | 650 (CY5)= |
| 780 (CY7) | DAPI | 780 (CY7)= | DAPI= |
|  | 480 (CFP) | 520 (FITC) | 480 (CFP)= | 520 (FITC)= |
| 570 (TRITC) | 650 (CY5) | 570 (TRITC)= | 650 (CY5)= |
| 780 (CY7) | DAPI | 780 (CY7)= | DAPI= |