**Rothamsted Research: Farm and Field Experiments Committee**

**Sample and Measurement Request Form**

**Requestor and collaboration details**

|  |  |
| --- | --- |
| Requestor |  |
| Requestor institution |  |
| Requestor address |  |
| Requestor e-mail address |  |
| Rothamsted Research collaborator(s) |  |
| Date of request |  |

**Scientific details of the request**

Project title

|  |
| --- |
| *enter title of project to which this request relates* |

Academic research

|  |
| --- |
| *enter brief details of the research project and what analyses/measurements will be undertaken* |

Hypothesis

|  |
| --- |
| *enter brief details of the hypothesis to be tested with this request* |

**Technical details of the request**

Materials description

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| --- |
| *enter a one-sentence general description of the materials or work requested (e.g., crop sample, soil sample, installation, monitoring, etc.) and the site or experiment* |

Quantity of materials

|  |
| --- |
| *enter the quantity of materials requested* |

Sampling method

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| --- |
| *enter brief details of the sampling or work requested (e.g., site, experiment, plot, method of sampling, work to be undertaken, person to undertake the work, etc.)* |

Date materials required

|  |
| --- |
| *enter date on which the materials/measurements are required – this may appear on the Material Transfer Agreement* |

Duration of Material Transfer Agreement

|  |
| --- |
| *external requests only; default is 5 years* |

**Notes**

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| *enter any other pertinent information not already given above if necessary (the online system will allow for files to be uploaded)* |

**Last updated:** 19/01/2023

**The Sample** **and Measurement Request system: important information**

1. The Sample and Measurement Request system covers requests to undertake work at the Rothamsted Research (RRes) sites at Harpenden, Woburn, and Broom’s Barn to:
	* collect fresh soil, crop or water samples (including from the Rothamsted Long-Term Experiments);
	* collect soil or crop samples from archive collections (including from the Rothamsted Sample Archive);
	* make measurements (destructive or non-destructive) directly in the field.
2. The Sample and Measurement Request system is managed by the RRes Farm and Field Experiments Committee (FFEC) to ensure:
	* that the request will not adversely affect any RRes site, experiment, or resource;
	* that the request does not conflict with any RRes programme of current or intended research;
	* that guidance can be given on how best to undertake the proposed work;
	* that external requests are controlled by a Material Transfer Agreement (MTA).
3. Please note that completion of this form is not the final submission of a request - the purpose of this form is to develop a request collaboratively with a suitable RRes colleague (if necessary for an internal request; essential for an external request) suitable for submission.
4. Potential RRes collaborators to contact include the following, noting that any request involving the Rothamsted Long-Term Experiments or Rothamsted Sample Archive should include the Head of the Rothamsted Long-Term Experiments NBRI:

|  |  |  |
| --- | --- | --- |
| *Name* | *Position* | *Contact* |
| Andy Gregory | Senior Soil Scientist / Head of the Rothamsted Long-Term Experiments NBRI | andy.gregory@rothamsted.ac.uk |
| Ian Shield | Senior Agronomist / Chair of FFEC | ian.shield@rothamsted.ac.uk |
| Jonathan Storkey | Senior Plant Ecologist / RRes Lead of AgZero+ ISP | jonathan.storkey@rothamsted.ac.uk |
| Malcolm Hawkesford | Senior Plant Scientist / RRes Lead of Designing Future Wheat ISP | malcolm.hawkesford@rothamsted.ac.uk |
| Ian Clark | Senior Soil Microbiologist | ian.clark@rothamsted.ac.uk |

1. Final submission of a request is completed by an RRes colleague (as requestor or collaborator) entering the details in the form into the online [Sample and Measurement Request system](http://burdock.rothamsted.ac.uk/samples/SampleRequests/index.php?file=index) (the sections to be completed match those in this form) which will automatically send the request to members of the FFEC.
2. The FFEC may send the request out to RRes science leaders to check for any conflicts or complementarities with planned work.
3. If there are no objections, FFEC will approve the request and will set out any conditions and requirements, usually within two weeks.
4. If there are objections, then FFEC may request further details from the requestor, and may defer a decision until the next FFEC meeting (usually held every two months).
5. Requestors, RRes collaborators and FFEC are strongly encouraged to make any responses to comments via the online system rather than by email, as this allows all involved to view the discussion.
6. For approved internal requests, FFEC will confirm that the request can be completed in line with the finalised Sample and Measurement Request.
7. For approved external requests where samples will go off-site from RRes, an MTA will be created with colleagues in RRes Legal and will be signed by collaborators and scientific leads authorised to sign at both the transferor (RRes) and transferee (the external partner) institutes.
8. Upon completion of the MTA, FFEC will confirm that the request can be completed in line with the finalised Sample and Measurement Request and the MTA.
9. Any scientific outputs arising from an external request should be sent to the RRes collaborator(s) before submission to ensure correct interpretation and acknowledgement to funding that supported the site, experiment or resource that the request was based on.
10. The Head of the Rothamsted Long-Term Experiments NBRI will request a copy of any dataset (after an appropriate embargo period) and scientific output generated from the Rothamsted Long-Term Experiments or Rothamsted Sample Archive for inclusion in the Electronic Rothamsted Archive (e-RA).
11. A request based on the Rothamsted Long-Term Experiments or Rothamsted Sample Archive is requested to return any unused sample material to the Head of the Rothamsted Long-Term Experiments NBRI.