NEOF Access for NERC-funded researchers (Grants and Fellowships)
INSTRUCTIONS and **Preview of requested information**

Instructions

This is only a synopsis of the questions requested; to submit the access request, please go back to the Access portal.

Before submitting the Access form:

- This set of instructions is solely for **Investigators** funded by a **NERC grant** or **fellowship**;
  - If you are applying for access or training at the NEOF Visitor Facility (e.g. for a studentship funded by NERC, UKRI or other), please refer to the instructions found here;
- Please ensure you have had a discussion with NEOF via the **enquiry** process (contact us here) since your grant was awarded to ensure that your project is still using the most up-to-date and correct approach.
- Please ensure all members of your research team have understood and agreed to NEOF's **Terms and Conditions**. By submitting the access form, you agree to adhere to NEOF's Terms and Conditions.

The following document is required for your submission at the end of the access form:

- TFS or JeS form including all attachments (e.g. Case for Support; Justification of Resources if any, quotes)

Please email any technical issue to neof@sheffield.ac.uk

Preview of requested information

This is only a synopsis of the questions requested; to submit the access request, please go back to the Access portal.

Fields with * are mandatory.

Step 1 of 7: **Instructions** link to this document

Step 2: Which **service**(s) are you requesting access for? Options:

- I wish to provide samples for sequencing
- I wish to provide samples for metabolomics
- I wish to request training for my postgraduate student/ technician/ postdoc/ myself at the NEOF Visitor Facility (based in Sheffield)
- I wish to request nucleic acid extraction at the NEOF Visitor Facility
- I wish to request bespoke support with bioinformatic analysis

Step 3: How is your project **funded**? Please choose option

- NERC grant or fellowship

- Have you requested access to NEOF at the grant application stage? (i.e. via JeS or TFS) - options Yes / No
- Have you had a conversation with the NEOF enquiries team about your project since being awarded the grant? *We require that you contact the Enquiries team (via Contact page) to update your quote.*
- Reference number. *Please insert the reference number provided by your funding body. Do not add the project title*.

- Funding start date
- Funding end date*
- Please confirm whether the remaining funded time will be sufficient to fully complete the proposed study.
  Please note that we do not normally accept an application within 6 months of the end of the grant or studentship. Ideally, applications should not be made in the final year of the grant or studentship.

Step 4: **Your Research Team**

- Principal investigator title
- Principal Investigator name (First & Last)
- Job title; Institute; Email;
- Full names and institutes of any co-investigators
- Name and year of study of any PhD student associated with your proposal
- Names and institutions for your project partners, e.g. CASE partners etc.
- If you are requesting access to the NEOF Visitor Facility, who is it for?
- Bioinformatics requirements: When the data are generated, do you have the opportunities & experience to analyse them or would you require help to analyse your data? (maximum 50 words).

Step 5: **Your project**

- Project title

- If your project plan has changed since your application to NERC (e.g. due to new technology becoming available at NEOF), please briefly outline your proposed amended plan (100 words or so).

Samples
Collection of geographical data on sampling locations:

We need to know the geographical origins of your samples; please provide the sea or country in which the samples are collected.

For samples maintained in labs or from aquaria, museums, zoos, etc, please state where originally collected or their geographical range in the wild.

Finally, you must have appropriate legal and ethical permissions for the collection and analysis of your samples.

- Country
- Sea

- Please provide a brief description of availability of sample*

For instance:

1. Amount of material available;
2. Are samples available as fresh or freshly frozen?
3. If samples are in long-term storage, how have they been stored?
4. If samples are being collected from the field, comment on the logistics and any ethical requirements of shipping samples.
5. Samples may either be prepared in applicants' own laboratory or at NEOF, which houses expertise and equipment for high molecular weight nucleic acid extraction and QC. If this is required, please flag this during project discussions.

- When do you anticipate your samples to be available?

- You must have appropriate legal and ethical permissions for the collection and analysis of your samples
    - I confirm that I have appropriate legal and ethical permissions for the collection and analysis of my samples
    - I will be / I am in the process of applying for legal and ethical permissions for the collection and analysis of my samples
    - N/A
- Quote reference number* - Please enter the Quote reference number provided to you at the enquiry stage by a NEOF staff member. (example CGR SDxxx) If you do not have one please contact us via the Enquiry form before completing this access form. If you have been given 2 quotes, please upload both.

Step 6 - Upload **supporting documentation**

Step 7 - Application summary, captcha and **SUBMIT**.