**GTRF-Services@Glasgow.ac.uk**

**0141 356 9450/9437**

**GTRF Brightfield 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
* **Image Formats**
	+ Please note that our scanners provide image files in different formats:
		- P1000 =. SVS
		- S60 =. NDPIS and. NDPI for individual filters
* **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

**\*Please Email** **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)**  |  |  |
| **Scanner Images to be Scanned on** | P1000 (SVS) [ ]  S60 (NDPI) [ ]   |
| **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)** |  |

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

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

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

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