	Glasgow Tissue Research Facility School of Cancer Sciences University of Glasgow Level 2, Lab Block, Queen Elizabeth University Hospital			GTRF-LAF-0014
GTRF Request ID:	Laboratory Form; GTRF Brightfield Scanning Request Form			Revision no: 1
				Active date: 28/11/24
	Author	Hannah Morgan	Reviewer	Vivienne Gibson Page 1 of 3

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 ***

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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	
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3. Slide Details (All Requests)

Number of Slides	
Date dropped off at GTRF	
Objective (x20/x40)	
Slide label Anonymisation required (Y/N)	

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Scanner Images to be Scanned on	P1000 (SVS) <input type="checkbox"/> S60 (NDPI) <input type="checkbox"/>	
NZConnect Account required? (Y/N)		
<i>Please note that there is a £50 fee for setting up new NZConnect Account.</i>		
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 *(please detail any relevant additional information)*

Details for Request

5. Signature *(please sign completed request form)*

Signature of requestor	
Date	

6. Quotated amount *(for internal use only – approved requests will be returned with the quoted amount detailed below)*

Quoted Cost	£
Signature (GTRF)	
Date	