

	Glasgow Tissue Research Facility School of Cancer Sciences University of Glasgow Level 2, Lab Block, Queen Elizabeth University Hospital			GTRF-LAF-014	
	GTRF Request ID: Laboratory Form; GTRF Fluorescence Scanning Request Form			Revision no: 1 Active date: 28/11/24	
	Author	Hannah Morgan	Reviewer	Pamela McCall	Page 1 of 5

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 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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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)	

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) <input type="checkbox"/>	520 (FITC) <input type="checkbox"/>
570 (TRITC) <input type="checkbox"/>	650 (CY5) <input type="checkbox"/>
780 (CY7) <input type="checkbox"/>	DAPI <input type="checkbox"/>
Are channel conditions the same between slides?	Yes <input type="checkbox"/> No <input type="checkbox"/> - please provide further information in Section 6
Exposure times known?	Yes <input type="checkbox"/> - please provide further information in Section 6 No <input type="checkbox"/>
Date of Staining	
Storage Conditions	

- **Do you need a taxi to return the slides? – Yes No**

Please note that there is a £30 fee for using a taxi.

4. Additional Information *(please detail any relevant additional information)*

Details for Request

This hard copy was printed on **08/05/2025 08:05**. This is a controlled document. An electronic version is available on Q-Pulse.

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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	

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) <input type="checkbox"/>	520 (FITC) <input type="checkbox"/>	480 (CFP)=	520 (FITC)=
	570 (TRITC) <input type="checkbox"/>	650 (CY5) <input type="checkbox"/>	570 (TRITC)=	650 (CY5)=
	780 (CY7) <input type="checkbox"/>	DAPI <input type="checkbox"/>	780 (CY7)=	DAPI=
	480 (CFP) <input type="checkbox"/>	520 (FITC) <input type="checkbox"/>	480 (CFP)=	520 (FITC)=
	570 (TRITC) <input type="checkbox"/>	650 (CY5) <input type="checkbox"/>	570 (TRITC)=	650 (CY5)=
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