

**1 Project (as per financial key)**

Subproject (working title)

Project head

Financial key

**2**

Brief description of project

Type of material

Number of samples		plate	tube
DNA extraction	plus 1 checkup	yes	no
RNA extraction		yes	no
PCR for 16S	plus 2 checkups	yes	no
Samples / pool	384 (376 samples + 8 PCR checkups)	yes	no
	number of samples / pool		
Metagenome Shotgun Seq.		yes	no
Concentration measurement (Qubit)	measuring	yes	no
	adjust concentration	yes	no
	from master tubes?	yes	no
	final concentration [ng/ $\mu$ l]		[ng/ $\mu$ l]
	final volume [ $\mu$ l]		[ $\mu$ l]

**3 Invoice recipient**

Name

Institute


Street

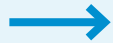
ZIP, City

Date

Digital signature


**4** PopGen samples need PopGen's approval.


Please click on  to send the PDF via e-mail to PopGen (tittmann@popgen.de).



**5** Please check all required boxes and place your digital signature under **3**.

PopGen samples must be approved by PopGen (**A**).

Afterwards click on  to send the PDF via e-mail to the microbiome-lab team (microbiome-lab@ikmb.uni-kiel.de).



**A TO BE APPROVED BY POPGEN**

Delivery of transfer request	yes	no
Digital signature (PopGen)		

**B TO BE COMPLETED BY MICROBIOME LAB ONLY**

Invoicing		
Internal project head		
Flat charge	yes	no
Use of project budget	yes	no
Generate project budget	yes	no
Shipping	Shipping of plates / individual sample	yes no
	Recipient	
	Address	
	Provider / customer ID recipient	
	sent by (name)	
	send on (date)	