

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/ μ l]		[ng/ μ l]
	final volume [μ l]		[μ l]

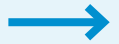
3 Invoice recipient

Name
Institute
Street
ZIP, City
Date

Digital signature


4 PopGen samples need PopGen's approval.

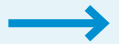
Please click on  to send the PDF via e-mail to PopGen (tittmann@popgen.de).



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)		

print form

reset form