Research Resource Request Form

(9th Floor Clinic Room / Lab)

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| **Project Title:** |  | | | | | | | |
|  |  | | | | | | | |
| **Te Whatu Ora - Southern Directorate:** | | |  | | | | | |
| **Te Whatu Ora - Southern DHB Service:** | | |  | | | | | |
| **Proposed start date:** | |  | | | **Proposed end date:** | | |  |
|  | |  | | | |  | |  |
| **Principal Investigator** | |  | | | | | | |
|  | |  | | | | | | |
| **Project contact person:** | |  | | | | **Phone:** |  | |
| **Email:** | |  | | | | | | |
|  | |  | |  | | |  | |

### Resource requirements: Clinic Rooms/ Laboratory – 9th Floor – Dept. of Medicine:

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| --- | --- | --- | --- | --- |
| **Service required** | **Per participant** | **Anticipated number of participants** | **Total cost for clinic room/ lab access** | **Comments** |
| Clinic Room site visits  ($25 / hour) |  |  |  |  |
| Lab access for sample processing - self service  ($15 /participant per visit) |  |  |  |  |
| Frozen sample storage  ($10 / participant per visit) |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Service required** | **Hours per monitoring visit** | **Expected number** | **Total cost for clinic room for monitoring visits** | **Comments** |
| Clinic Room for monitoring visits  ($25 / hour) |  |  |  |  |

* **Please complete and send this form with your requirements to:**

***Venkat Kotte, Finance Associate, Medicine, 9th Floor, Dunedin Hospital***

[**venkat.kotte@otago.ac.nz**](mailto:venkat.kotte@otago.ac.nz)

**For more information you can contact Venkat at hospital ext 58519**

**Costs confirmed by Finance Associate:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Venkat Kotte** | |  |  |  | |  |
| **Name** | | **Signature** | | | | **Date** | |
|  | |  | | | |  | |

**Notes:**

* Please keep a record of your Clinic Room hours/lab use and supply to Finance Associate, Medicine in December to facilitate end-of-year invoicing.
* End of trial invoices can also be created if required.
* Lab fees cover costs associated withPC2 Clinical lab certification, maintenance & calibration of research equipment (including Centrifuge, Fume Hood, -80 and -20 degree freezers), shared consumables, waste destruction.
* Lab charges are on a per participant per visit basis regardless of the number of samples processed or stored. Samples can be stored in lab freezers for up to 3 months. Longer term storage should be discussed with the Lab Manager (chris.baldi@otago.ac.nz)