

NCMA Specimen Management Plan

Provasoli-Guillard National Center for Marine Algae and Microbiota (NCMA)

Bigelow Laboratory for Ocean Sciences

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<https://ncma.bigelow.org>

This form is intended as a planning document in support of proposal submissions to the U.S. National Science Foundation and other U.S. federal agencies requiring a Specimen Management Plan. This form is not considered complete until signed by all parties.

Specimen Submission Information. Information recorded in this section relates to the obligations and responsibilities of the project PI with regard to the specimen(s) to be deposited and associated information and metadata¹.

Project PI. Proposal Funding Agency/RFP No. Proposal Reference No.

Proposed Collection Area. Sampling within a National Jurisdiction? Permit Required?²
Yes No Yes No

If Yes, Nation. If Yes, Permit No.

Type of material to be deposited. Form for material to be deposited³. Anticipated No. of deposits

Anticipated Maintenance Media Anticipated Maintenance Temperature (oC)

Deposited specimen(s) will be made publicly available on the NCMA website as soon as practical after submission. If the public release of the specimen(s) should be delayed/withheld, please provide an explanation below. If no such delay/withholding is required, please check here.

¹ NCMA will provide an XL template for metadata to be completed as best possible and submitted with the deposited specimen(s). The submitted metadata will be used to populate information on the strain information page once the specimen(s) is made public. Project PI is responsible for the accuracy of the submitted information.

² In being consistent with the Nagoya Protocol of the Convention on Biological Diversity, Article 6, paragraph 3(e), issuance of a permit confirms Prior Informed Consent and acceptance of Mutually Agreed Terms. Copy of the permit, if required, must be submitted as part of the metadata record for each specimen deposited. If permit is required but not yet in hand, write in "UNK." as a place holder.

³ NCMA will seek to curate deposited specimens in the manner best suitable for long term stability, e.g., cryopreservation, even if not originally submitted in that format.

Responsibilities of the NCMA Collection. This section of the Specimen Management Plan states the obligations and responsibilities of the NCMA. The NCMA collection will:

1. Maintain the specimen(s) in the format they were originally deposited, but will work towards appropriate long-term storage methods (e.g., cryopreservation). Disclaimer: while all practical efforts will be used to ensure the security of the deposited strains, no systems are perfect and it is possible, albeit unlikely, that strains may be lost. This loss may result from mechanical failure as well as a biological 'failure to thrive' in culture.
2. Make deposited specimen(s) publicly available via its web platform (<https://ncma.bigelow.org>), including provided metadata.
3. Provide a Confirmation of Deposit that the Project PI can provide to the funding agency as part of their regular reporting activities.
4. Administer paperwork relevant to the Nagoya Protocol upon distribution of deposited specimen(s).
5. Provide distribution information for deposited specimen(s), referencing PI's funding agency and grant number, directly to the National Science Foundation as part of the NCMA annual reporting process.
6. Invoice the Project PI at a rate of \$75/deposited specimen post specimen deposit.
7. Provide to the Project PI a Material Transfer Agreement, at the time of specimen deposit, that will embody the transfer of ownership rights from the PI's University to Bigelow Laboratory for Ocean Sciences/NCMA.

Transfer of Ownership for Collected Specimen(s). Curation costs for specimen(s) collected under the auspices of a federal grant award can be covered by a budget line item in said award during the life of the grant award. Costs for continued curation of specimen(s) beyond the life of the award are covered by other revenue sources in place at the NCMA, at least a part of which includes the fee-based distribution of deposited specimen(s). To prevent legal entanglements, right to ownership of specimen(s) must be transferred to Bigelow Laboratory/NCMA upon deposit of specimen(s) referred to herein. By signing below, the Project PI and the authorized university representative, acknowledge this requirement and agree to sign the appropriate Material Transfer Agreement should the proposal be funded and specimen deposits ultimately made.

Proposal PI:

University Representative:

NCMA Director:

Name (Printed)

Name (printed)

Name (Printed)

Signature

Signature

Signature

e-mail

e-mail

e-mail

Phone

Phone

Phone