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| C:\Users\gmsmncm\Desktop\Insectary\Mosquito.jfif**Duke-NUS Insectary Facility (DNIF)**  Service Request Form | | | | Prepared by: | *Menchie Manuel* | |
| Email | menchie.manuel@duke-nus.edu.sg | |
| Service Request Form Number |  | |
| Date |  | |
| 1. **Client and team Information:** | | | | | | |
| PI Name |  | | | PI Email |  | |
| Department & Institute |  | | | | | |
| Billing address |  | | | | | |
| Contact number |  | | | WBS Account (if from Duke-NUS) |  | |
| Grant title |  | | | Grant start date |  | |
| Granting agency |  | | | Grant end date |  | |
| Grant scheme |  | | | Grant number |  | |
| Requestor name |  | | | Requestor’s Email: |  | |
| **2.Scope of Research Service:** | | | | | | |
| Period of support (*should be within the grant funding period and preferably 3 months before the grant expiry date*):  Start date End date | | | | | | |
| **Description of Research Services** | | **Unit Price (per sample)** | **Unit/s** | **Amount**  **(excl. GST)**  **(S$)** | **Prevailing GST**  **(S$)** | **Amount**  **(incl. GST)**  **(S$)** |
| Provision of mosquitoes (n=120) | | S$240.00 |  |  |  |  |
| Provision of mosquitoes with SPF blood (n=120) | | S$450.00 |  |  |  |  |
|  | |  |  |  |  |  |
| **Scientific Services** | | **Unit Price** |  |  |  |  |
| Mosquito collection and homogenization | | S$320.00 |  |  |  |  |
| Oral Infection | | S$224.00 |  |  |  |  |
| Other scientific services | | - |  |  |  |  |
| **Total** | |  |  |  |  |  |
| Milestone payment: ☐ Yes (☐ 3 months ☐ 6 months ☐1 year)  ☐ No (invoice only will be issued at the end of project)  ☐ Please check if you will be issuing us a PO/PR | | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **3.Terms and Conditions of Service** | | | |
| 1. Are the cells to be passed to Duke-NUS free of biological hazards (eg. lentiviral vectors, Simian Immunodeficiency virus, Herpesvirus B, HIV, Hepatitis viruses, BSL3 pathogens, any active viral replication) or other hazards (eg. agents listed in Schedules 1 to 5 of BATA and radioactive substances)?   Yes No  If your answer is yes”, please state the details. \_\_\_\_\_\_\_\_\_\_\_\_\_\_   1. The Duke-NUS researchers reserve the rights to refuse processing of samples not securely packed in the way as discussed with clients. 2. **Please specify other Sample Preparation guidelines which are required for this service.** 3. All unused and extracted samples will be discarded 3 months after results are sent to clients. (\***Please specify other Sample disposal guidelines which are required for this service.)** 4. If the contribution of Duke-NUS is not substantial enough to qualify for co-authorship, support provided by Duke-NUS should be acknowledged in the supported manuscript. 5. If for any reason the project is completed ahead of schedule, the last invoice will cover all remaining unbilled hours in the service request form. 6. Payment is to be made within 30 days from the invoice date. 7. Contact *Ms Menchie Manuel* at [menchie.manuel@duke-nus.edu.sg](mailto:menchie.manuel@duke-nus.edu.sg) to discuss the requirements and details of the service before filing this form. 8. Operation of the machine should strictly be performed by the core facility operators or trained persons. 9. Cancellation of service: 10. Please send in your cancellation request to Ms Menchie Manuel at [menchie.manuel@duke-nus.edu.sg](mailto:menchie.manuel@duke-nus.edu.sg) 11. We require 10 days cancellation notice prior to your scheduled delivery date, otherwise we will charge you a cancellation fee as below:  * **50%** of your total amount will be charged if you cancel or make any changes from **3 to 7 days prior** to your delivery date. * **100%** of your total amount will be charged if you cancel or make any changes **2 days prior and on** your scheduled delivery date.  1. Training (Basic)  * Insectary Safety * Mosquito Handling * Identification of mosquitoes * Oral Infection  1. Training (Advanced)  * Dissection (salivary gland, midgut, ovary, testis, spermatechea * Inoculation * Saliva Collection   **If the client is not from NUS/Duke-NUS, please keep the following terms.**  1. Client Institution warrants that:  (1) it has obtained all necessary rights and relevant consents or permissions required to provide NUS the Information and Materials for the purposes of the Services, have the Services carried out and receive the Deliverables.  (2) it is duly authorised to permit NUS to use such Information and Materials for the purpose of providing the Services.  (3) all necessary consents, regulatory and ethics licences and approvals, including, where applicable, the relevant Institutional Animal Care and Use Committee (IACUC), Institutional Review Board (IRB), that are required for the performance of the services have been or will be obtained prior to the commencement of the Services; and that such consents, licences, and approvals are valid throughout the performance of the Services.  2. Client Institution hereby agrees to indemnify and hold harmless NUS from and against all claims, liabilities, damages and costs (including legal costs on a full indemnity basis) which may be suffered or incurred by NUS or asserted against NUS by any person arising from or related to any breach of Clause 1 by client institution.   1. The Services and Deliverables are provided on an “AS IS” and “AS AVAILABLE” basis. NUS makes no representation or warranty, either express or implied, including, but not limited to, any implied warranty of merchantability or satisfactory quality, or fitness for a particular purpose, or correspondence with a particular description, with respect to the Services or Deliverables provided by NUS, or any warranty that any use thereof will not infringe any patent or proprietary rights of any other person, and all such representations and warranties are hereby excluded to the fullest extent permitted by law. 2. To the extent permitted by law, neither party shall be liable to the other party for any loss of profits or revenue, loss of goodwill or reputation, loss of production or business interruption, corruption or destruction of data, indirect, consequential, special or incidental loss, damage, expense or liability, or any exemplary or punitive damages, regardless of the form of action, whether in contract or tort (including negligence) or otherwise, giving rise to such liability, even if the other party has been advised of the possibility of the same. 3. The maximum aggregate liability of NUS to Client Institution for any claims (including all reasonable legal costs and expenses on a full indemnity basis) arising from any breach or acts or omission in the performance of or in connection with this Agreement, whether in contract, tort or otherwise, regardless of the form of action, shall not exceed the Fees. | | | |
| **4.Declaration** | | | |
| To the best of your knowledge, are the results from this work (and/or the \*\*\*\*\*\*from this work) to be provided to any commercial/ industry collaborator?  Yes  No | | | |
| **5.Confirmation of Service Terms (To be filled by Duke-NUS PI)** | | | |
| **Duke-NUS staff in charge of the project** | | | |
| Name: |  | | |
| Designation: |  | | |
| Signature: |  | | |  |
| Date: |  | | |  |
| **Head of Insectary Core Facility** | | | |
| Name: |  | | |
| Signature: |  | | |
| Date: |  | | |
| **6.Acceptance of Service Terms (To be filled by Client)** | | | |
| I hereby declare that the information provided above is correct and that I have read and understood the terms and conditions for using the Duke-NUS researcher’s service. | | | |
| **Principal Investigator** | | | |
| Name: |  | | |
| Designation: |  | | |
| Signature: |  | | |
| Date: |  | | |
| **Institutional Grants/ Finance Officer**  *(for all requests except from Duke-NUS Medical School)* | | | |
| Name: |  | | |
| Designation: |  | | |
| Signature: |  | Date: |  |