

Virginia Tech
Fralin Life Science Institute
West Campus Drive
Blacksburg, Virginia 24061
May 26, 2009

Dear Virginia Educator,

Here are the equipment loan form(s) for the 2009-2010 Biotech-in-a-Box program. As always, please complete the entire form for each kit that you are requesting.

What's new this year? We've gone paperless on the confirmations and manuals. Loan confirmations will be by email, and the manuals will be sent on CD. The overheads (in Powerpoint format) will also be on the CD. If this is a hardship, please let me know that you would like the actual overheads sent with your kit(s).

We've added some equipment, thanks to a grant from the Virginia Council on Advanced Technology Skills (VCATS), in partnership with the Virginia Biotechnology Association (VaBIO) and the Virginia Manufacturers Association (VMA). We are very grateful for their support. We have purchased two new (fancy!) thermal cyclers, which will give us three in the loan program. We have also added a ninth DNA kit, and all the equipment should be standardized in both the DNA and Protein Electrophoresis kits, a goal we have had for some time.

At some time during the summer, I am planning another of my periodic surveys of equipment borrowers. Before you shudder in dread, this one will be on line and should take very little of your time. I appreciate the feedback on the program, and I need to know what equipment and supplies are actually being used (and what else is needed).

Now, to the forms. I know, this doesn't change from year to year, but there are several important points here. First, **please, please** check the kit when it arrives, not 10 minutes before you plan to use it. We are human, and make mistakes. (I have super workstudy students, two of whom used the kits in high school!!) If there is something missing from the kit, I can get it to you in less than 24 hours *if I know about it!*

I've changed the forms a little this year. There is only a single sheet for your contact information, and the kit specific information is all on the date form. Please make sure that you provide all of the requested information.

When filling out the forms, *please* provide multiple date choices. We try to give everyone a loan date that fits his or her schedule, but it is difficult without a number of dates with which to work. The prospect of getting your top choice loan dates is greatly improved by returning your forms on time. Last year, of the requests received by the beginning of August, 96% of borrowers got either their first or second choice dates.

If there are multiple teachers at your school who wish to use the DNA Biotechnology Kit, the thermal cycler, or the Protein Electrophoresis Kit, please coordinate your equipment requests. We will not be able to ship these kits to a school more than one time during the academic year. You might consider requesting the Thanksgiving time slots, as these are usually longer. (For our records, please send a request form for each teacher planning to use the equipment, but send the forms in together.)

Other notes:

1. **Cancellations.** Please let us know before the shipping date if your schedule will not permit using the kit as planned.
2. **Thermal cycler.** Please remember that this is the thermal cycler only, not a kit. If you need the thermal cycler at the same time you have the DNA Biotechnology Kit, please chose compatible loan slots, and include a note on both loan forms indicating that you would like the loans to be concurrent.

3. **Protein Electrophoresis Kit.** If you purchase extra gels from Bio-Rad, the Center will, upon request, provide buffers, etc., for up to 10 additional gels.
4. **Loan duration.** Except for the Immunology Kit, all loans are for two weeks. Please keep to the schedule and return the kit on time. If you need an extension, please contact us and we will accommodate your request *if possible*.

You may return the loan request(s) to me by email attachment, fax, or mail. Initial scheduling for the 2009-2010 academic year will be completed by August 19, 2009, so please return loan form(s) by August 3, 2009, to have your request considered at that time. Requests received after that time will be filled on a space-available basis. If you have not received confirmation of your reservation by August 31, 2009 (or, if submitted after that date, within 2 weeks of sending request), please call or email to confirm that your request has been received.

If you have any questions, please call me at 540-231-7959 or email me at decourcy@vt.edu.

Best regards,

A handwritten signature in cursive script, reading "Kristi DeCourcy". The signature is written in black ink and includes a long horizontal flourish extending to the right.

Kristi DeCourcy, Ph.D.
Laboratory Manager

FRALIN LIFE SCIENCE INSTITUTE BIOTECH-IN-A-BOX PROGRAM

2009-2010 EQUIPMENT LOAN REQUEST FORM

Please return the completed form to the Fralin Life Science Institute. The form may be returned by email attachment, fax, or mail to the address given on the next page. Initial scheduling for the 2009-2010 academic year will be completed by August 19, 2009, so please return this form by August 3, 2009, to have your request considered at that time. Requests received after that time will be filled on a space-available basis. If you have not received confirmation of your reservation by August 31st (or, if submitted after that date, within 2 weeks of sending request), please call or email to confirm that your request has been received.

Borrower name: _____

School: _____

School address: _____

School telephone: _____ Fax: _____

Email address(es): _____

Home phone and/or cell number: _____

Name of your school division (if applicable): _____

Please fill out all of the information on the following page, including your preferred time slots. *Please* select choices 1 through 4. Note: Last year, 95% of teachers who had their equipment request forms in by August 3 received their first or second choice date.

Return form to: Dr. Kristi DeCourcy
Fralin Life Science Institute
Office phone: (540) 231-7959 cell: (540) 392-9814
Virginia Tech fax: (540) 231-7126
West Campus Drive email: decourcy@vt.edu
Blacksburg, VA 24061 web: www.biotech.vt.edu

Biotech-in-a-Box: DNA Biotechnology Kit (2009-2010)

We need the following information for our records and to determine the amount of consumable materials to include with the equipment loan.

Course name(s) and grade level in which the equipment will be used: _____

Number of classes with which you will use the kit: _____

Approximate number of students with which you will use the kit: _____

Please list choices 1-4.	
August 31-September 11	
September 7-18	
September 14-25	
September 21-October 2	
September 28-October 9	
October 5-16	
October 12-23	
October 19-30	
October 26-November 6	
November 2-13	
November 9-20	
November 16-December 4 *	
November 23-December 11 *	
December 7-18	
December 14-January 8	
January 4-15, 2010 **	
January 11-22	
January 18-29	

January 25-February 5	
February 1-12	
February 8-19	
February 15-26	
February 22-March 5	
March 1-12	
March 8-19	
March 15-26	
March 22-April 2	
March 29-April 9	
April 5-16	
April 12-23	
April 19-30	
April 26 – May 7	
May 3-14	
May 10-21	
May 17-28	
May 24-June 4	

* Includes Thanksgiving

** Blacksburg pick-up only