

## Single Crystal X-ray Diffraction Sample Submission Form

<b>Submitter's Name</b>	
<b>Date of Submission</b>	
<b>Email Address</b>	
<b>Supervisor Name</b>	
<b>Supervisor Signature</b>	
<b>Cost Code</b>	

<b>Sample Name</b>	
<b>Sample Formula</b>	
<b>Crystallisation Solvent(s)</b>	
<b>Chiral Molecule (yes/no)</b>	
<b>Sensitivity (air/H<sub>2</sub>O/temp)</b>	
<b>Storage (fridge/freezer/RT)</b>	

<b>Please Draw the Proposed Structure</b>

<b>Special Instructions</b>

### Information for Single Crystal X-Ray Service

1) **X-ray sample submission form.** This must be completed in full. The form can be found both in the X-ray lab (B-19) and through VITAL, via the X-Ray Service tab of the Chemistry Department portal. The form requires the authorisation of the supervisor. All email correspondence will include the supervisor (cc'd in).

2) **Data collection status.** Sample progress may be monitored through a simplified spreadsheet found on VITAL, where the submitter's sample code and collection status will be listed.

3) **Data collection costs.** Data collection will cost the user a flat rate of £50. This charge is needed to support the X-Ray service.

4) **Data collection service.** The service will include crystal screening, dataset collection and a preliminary structural solution. There will be no charge if the crystal is not fit for collection.

5) **Full data refinement and preparation for publication.** For complete data evaluation (full structural refinement and preparation for publication), there are two standard options:

a) The dataset and preliminary structure is released to the researcher, who will take full responsibility for refinement and publication.

b) The X-ray Service will complete the structure refinement and prepare the data for publication (this includes assistance in drafting the structural discussion and clarification of issues raised in the peer review process) on a *collaborative* basis with no additional charges.

For Internal Use Only	
Date Collected	
Diffractionmeter	
Wavelength	
Project Folder/Computer	
Screen/Unit Cell/Full Dataset	
Solved	
Refined	
CheckCIF Passed	
Results Emailed	

Notes