

IMPERIAL COLLEGE HEALTHCARE NHS TRUST TISSUE BANK APPLICATION FOR ACCESS TO SAMPLES

- I. This application is intended for the use and processing of samples utilized by the laboratory and/or personnel that fall under the supervision of the Principal Investigator listed in the application. Any transfer of samples or aliquots to personnel or laboratories that are not under the supervision of the indicated PI requires the following:
- An explanation of the need to transfer the materials and benefit to the investigator's research
 - A copy of the enclosed Imperial College Healthcare NHS Trust Tissue Bank (ICHTB) agreement page signed by the collaborator

The ICHTB does not supply samples to banks solely for distribution to third party researchers; those researchers should be encouraged to apply to the ICHTB directly.

The information requested in these forms is necessary in order to document correctly your request for tissue and other services and to ensure that the ICHTB operates within the guidelines of the Human Tissue Authority. When submitting a written request for supply of material:

- A. Please print neatly or type.
- B. Patient identity is confidential. Samples will be coded and supplied with a minimum data set. The cost recovery and/or processing fee per sample will vary according to the type of sample requested.
- C. **The Imperial College Healthcare NHS Trust Tissue Bank is authorized by the Wales MREC to release samples to researchers. Researchers receiving samples from ICHTB are NOT required to have approval from NRES for the use of these samples as samples will be provided anonymously with only the minimum data set. However, researchers must be able to satisfy the Tissue Management Committee of the ICHTB that the project they submit is both ethically and scientifically valid. IF researchers are already in possession of NRES approval for their projects, a copy of the NRES letter should be supplied with the application. Researchers are advised that it is their responsibility to ensure that they comply with the Human Tissue Act or other appropriate laws that cover the use of human material in research. An HTA licence is NOT needed to store tissue sourced from ICHTB for an approved project that is subject to a signed Material Transfer Agreement.**
- D. Transfer of samples from ICHTB to researchers will be by Courier. Researchers are required to cover the cost of transport of their samples and supply appropriate customs declarations if appropriate.
- E. Please email the completed application form to s.chilcott-burns@imperial.ac.uk and send hard copy of the signed Material Transfer Agreement (final page) to:

ICHTB Secretariat
11th Floor, Laboratory Block
Charing Cross Hospital
Fulham Palace Road
London W6 8RF

- F. Please enclose a short CV for the Principal Investigator, including information on grants awarded within the last 5 years and 5 key publications.
- G. For additional information please contact the ICHTB Secretariat on +44 (0)208 383 2443

II. SOURCE OF MATERIAL REQUIRED

A. Are you requesting material from the main Surgical Tissue Bank? Y/N

B. Are you requesting material from a registered sub-collection? Y/N

**If Yes then please provide the sub-collection reference number :
And the PI name :**

Agreement of PI of sub-collection to access material

I hereby agree for {insert name of PI for this project} to access material from the above sub-collection

Name of PI of subcollection: _____

III. YOUR DETAILS

A. Principal Investigator

Last Name First Name Middle Initial Degree

Investigator's Title

Department &
Address

Post code

Phone/fax

Email

Contact Person (if different from above)

Name

Contact number

Email

B. Shipping Address (*if different from above*):**C.** Invoice information. Is a purchase order required for shipment of specimens to your institution?Yes No If yes, please supply purchase order when project has been approved.

Invoices will be sent to the shipping address listed in section B. If you would like the original invoice to be provided by post to another location (eg. your finance department), please enter that address below. A shipping list will be included with the samples, please complete, scan and send back by email to the ICHTB secretariat (s.chilcott-burns@imperial.ac.uk). Please also send an original by post to the address given on the front sheet of this application.

Person to whom invoice should be addressed (*if different from above*):Invoice Address (*if different from above*):

Post code

Courier services are provided by either DHL (Europe and Japan) or Federal Express (USA). Please state if you require another Courier and provide the appropriate customer number below.

Preferred Courier _____ Customer Number _____

IV. RESEARCH INFORMATION

Specimens will be provided to all investigators, based either in Academia or Industry

- A. Please indicate the source of funds for your proposed project. If this is Institutional Funding, please enclose a letter from your Head of Department indicating that funds and premises are available to complete your project.

Funding Source

Period of Support

- B. Please provide a short lay summary (max 200 words) of the intended research. Please note, this information will be used in ICHTB reports to funders, NRES, in the public Annual Report and on the ICHTB website so only include information that is not commercially sensitive.

- C: Has your project received individual project specific Ethics approval? Y/N

If Yes, please provide NRES number _____

AND a copy of the letter of approval and a copy of the project proposal submission to NRES.

- D. Please provide the **title** and a short research summary (2-4 pages of A4) of the proposed research on the samples you are requesting from the ICHTB (*use additional pages where necessary*). Sufficient information should be provided to enable the Review Panel to determine the scientific validity of your study. Please fully justify the number and type of samples requested and address ALL the headings below. If your project has already been reviewed as part of a grant application, you may supply a copy of the scientific part of that grant application.

- i. Title:

- ii. Introduction (including an overview of the state of the art in your proposed project area):

- iii. Aim(s) (please clearly state the aim(s) of your project):

- iv. Experience of group and/or company carrying out analysis (please provide information to indicate that your research group has experience in the techniques you intend to use, either by use of preliminary data from other work carried out in your group or by providing references to publications from your group/company that are relevant to this application):

- v. If hypothesis generation is the specific purpose of your application, what do you envisage its application in the clinical setting will be?

Please give as much detail as possible on target identification, validation etc

- vi. Methods (please detail the methods you intend to use, indicating controls and the experimental design you will use where relevant include statistical information):

- vii. Justify number of samples requested

V. SPECIMENS REQUESTED

Please specify **exactly** what you require e.g. 20 samples of RNA extracted from ER positive invasive ductal carcinoma of the breast RIN>7

Please list sample requirements and format (tissue, RNA, serum etc). Ensure any age, pathological sub-types are clearly indicated

- A. Sample Information Required:** (*Anatomic site of tissue, pathological diagnosis, patient age, sex will be provided for all samples.*) **Additional patient information may be available, but you must request it in this application and justify its necessity for your research. It may be possible to provide some samples with details of treatment and outcome – although this may not be possible for all samples.**

MATERIAL TRANSFER AGREEMENT

Title of Project (no more than 200 characters)

.....

.....

Durationmonths

Principal Investigator.....

Address

.....

Tel Fax.....

email.....

As principal investigator I agree on behalf of all those involved in the project to accept the following conditions relating to the use of material and information from the Imperial College Healthcare NHS Trust Tissue Bank (ICHTB).

- 1 The recipient/investigator agrees that the materials provided by the ICHTB will be used only for the purposes specified in this application.
- 2 The recipient agrees not to attempt to obtain information identifying the individuals providing materials to the ICHTB.
- 3 The recipient agrees that they shall not sell any portion of the materials provided by the ICHTB, or products directly extracted from these materials (e.g. protein, mRNA or DNA).
- 4 The recipient also agrees that they shall not transfer tissue (or any portion thereof) supplied by the ICHTB to third parties without the prior written permission of the ICHTB. Any subsequent transfer that may be made to other parties, with prior agreement from ICHTB, will require signature of this agreement between the final recipients of the material and the ICHTB.
- 5 The recipient understands that while the ICHTB attempts to avoid providing materials that are contaminated with highly infectious agents such as hepatitis and HIV, all materials should be handled as if potentially infectious. The individuals who have supplied tissue to the ICHTB have not agreed to have clinical tests performed on this tissue (e.g. for the presence of infective agents such as hepatitis), therefore, the recipient agrees not to perform such tests on the materials supplied by the ICHTB.
- 6 The recipient acknowledges that the institution where the tissue will be used follows the appropriate local regulations for handling human specimens and will instruct their staff to abide by those rules. The recipient further agrees to assume all responsibility for informing and training personnel in the dangers and procedures for safe handling of human materials.
- 7 Materials are provided as a service to the research community without warranty of merchantability or fitness for a particular purpose or any other warranty, express or implied. The ICHTB accepts no responsibility for any injury (including death), damages or loss that may arise either directly or indirectly from their use.
- 8 The recipient agrees to acknowledge the contribution of the HBRC in all publications resulting from the use of these materials. Recommended wording to the methods or acknowledgement section is as follows:
'Tissue samples were provided by the Imperial College Healthcare NHS Trust Tissue Bank. Other investigators may have received samples from these same tissues'.
- 9 All results should be documented using the ICHTB code number. This is particularly important as material from the same patient may be made available to several researchers.
- 10 A brief report on the work of the project will be made within 3 months of the end of the study. This shall include the results of all investigations carried out on each sample. The report should be sent to the ICHTB Secretariat for use within the ICHTB. It will not be otherwise disseminated without the agreement of the Principal Investigator.

