MRC/Wellcome-funded Human Developmental Biology Resource (HDBR)

REGISTRATION FORM B: FOR RECEIVING MATERIAL FROM THE ONGOING COLLECTION (FRESH TISSUE).

Please complete **Registration Form A** (hdbr.org/registration) if you are applying to access archived material (fixed, wax-embedded or frozen tissue, sectioned material on microscope slides, cDNA, RNA or DNA).

Project Title:	
Principal Investigator:	
Position Held:	

Institution:			
Address:			
Telephone No:		**Ext No:**	
E-mail address:			

For official use only

Project Number:		**Date project-specific ethics received:**	
Date Project Registered:		**Date MTA Agreed:**	
Date Project Started:		**Date Project Finished:**	

This form is consists of 3 sections:

1. Project background and finance Details.
2. Materials requested
3. Conditions of use of the HDBR, contact details and signatures.

Section 1. Project Description

1. To allow the HDBR Steering Committee to review your project, please give a short summary (maximum of 500 words) of the background/history to your proposed research.

Please include details of:

a. Background and introduction to project.

b. Objectives of proposed study.
   - List the main objectives of your proposed study in order of priority.

c. Technical summary.
   - Outline the techniques and experiments planned.

d. Justification of numbers of samples being requested.

e. What data will be generated and where will it will be stored?
   - It is strongly encouraged by our funders to deposit all data generated in open access databases.
   - Whenever generating data on microscope slides, please record the experimental details using the Slide Experimental Details form (http://hdbr.org/registration/slides.html). The data will be uploaded to the HUDSEN website (www.hudsen.org) - a publicly available resource for sharing human gene expression data.
   - When returning your results slides to the HDBR (see Section 3 - HDBR Terms and conditions) please include a completed Slide Submission form (http://hdbr.org/registration/slides.html).

f. Describe who will benefit from the proposed research.

2. Project description suitable for lay person review (200 word summary).

Please note this information will be included in the HDBR's annual ethics report, to be reviewed by the National Research Ethics Service.

3. Project funding (ongoing or planned). Please specify:

a. Funding body:
b. Grant start date:
c. Grant end date:

4. Collaborators:

Please provide details of any project collaborators and provide full details of their part in the proposed project (continue on a separate page if there is more than one collaborator).

a. Name:
b. Institution:
c. Address:

d. Telephone number:
e. Email address:
f. Role in project:

5. Where did you hear about us?

a. HDBR Website (www.hdbr.org): ☐
b. MRC/Wellcome Trust information: ☐
c. Personal recommendation: ☐
d. Conference: ☐
e. HDBR flyer: ☐
f. Paper citation: ☐
g. Other, please specify: ☐

6. Will the material requested or any data generated from this study be used for commercial purposes or used in support of a filed patent application? If yes, please provide further details.

Finance Details

An administration fee of £300 per annum (plus VAT) will be payable by the user for each registered project. HDBR material can only be provided once payment is received. Please provide the following information:

Full contact details of your Finance Department: Postal address: Tel. number: Fax number: Contact person (+ email address):	
Purchase order number:	
VAT registration number: (EU Countries only)	

If there are any problems with being invoiced in £ sterling, or if you are a commercial organisation, please contact the Resource Manager at either hdbr@ncl.ac.uk or hdbr@ucl.ac.uk.

Section 2. Materials Requested

1. **Tissue requested**

   In most cases, a maximum of 25 samples will be released from the HDBR in the first instance. A project update form will need to be completed and returned before further tissues will be provided, to a maximum of a further 25 samples.

Tissue requested				Sample Processing		
No of samples	**Tissue or Organ**	***Stage from**	***Stage to**	**Fixative**	**Media**	**Storage temperature**
The total number of tissues requested should not exceed 25. **Total number of tissues =**						

*Please refer to staging guides on HDBR website (http://hdbr.org/registration/staging.html)

2. Receiving tissue from the HDBR.

Please specify if you will:

a. Collect in person: ☐
b. Arrange for collection by courier: ☐

Contact Details

Please confirm the contact details of two members of staff who will arrange for couriers or collection of material from the HDBR. Ideal candidates are post-docs or research assistants who are working directly on the proposed project.

Name 1st Contact:			
Telephone No:		**Ext. No:**	
E-mail address:			

Name 2nd Contact:			
Telephone No:		**Ext. No:**	
E-mail address:			

3. Material Transfer Agreement (MTA)

Before any material can be released from the HDBR you will need to enter into an MTA to cover the transfer of material to your Institution. Separate MTAs will be required from the two HDBR centres: Newcastle (Newcastle University) and London (UCL). Once your project has been officially registered with the HDBR, draft MTA documents will be sent to your institution to agree and counter-sign.

Tissue must not be sent to collaborators without prior discussion with the HDBR and a Material Transfer Agreement being in place to cover the movement of the material, even to researchers within the same institution (please see HDBR operating principles http://hdbr.org/registration/policy.html).

Name of person who will prepare MTA
(usually within Contracts Dept.):

Postal Address:

Telephone number:

Email:

4. Project ethics approval

Most UK-based HDBR projects are covered by the HDBR research tissue bank ethical approval. Confirmation of favourable ethical opinion can be downloaded here: http://hdbr.org/registration/ethics.html.

Please specify which of the following apply:

a. The project will be based solely within the UK and it will be undertaken using the HDBR research tissue bank ethics. ☐

b. The project will be based outside the UK and local ethics approval has been obtained: ☐

- Please forward a copy of a letter confirming favourable ethical opinion.

Section 3. Conditions of use of the HDBR

On signing this form, the applicant agrees to be bound by the following conditions, which have been established by the Joint Steering Committee, which oversees and regulates the functioning of the HDBR:

I understand that HDBR samples are not screened for viruses or other pathogens and should be treated as potentially pathogenic. A comprehensive risk assessment must be performed and documented acknowledging this risk before receiving any tissue from the HDBR. Whilst some limited donor information is recorded and can be supplied to researchers, all samples are collected anonymously which means there is no possibility of returning to donors for additional clinical testing or to obtain identifiable patient data.

Additional information can be found in our factsheet "Limitations of working with human material" (http://www.hdbr.org/factsheets/).

HDBR Terms and Conditions

The following Terms govern use of HDBR material. Please read them carefully because by registering your project with the HDBR and signing below, you agree to be bound by these Terms and Conditions.

I agree to:

- respect the value of this human material.
- abide by the Human Tissue Authority codes of practices www.hta.gov.uk and conditions laid out in the ethics approval of the HDBR research tissue banks.
- use the material only for the approved purpose described in my HDBR registration.
- submit a new project application if I wish to use HDBR material for a different purpose.
- perform a laboratory risk assessment before any HDBR material is used.
- pay the annual HDBR registration fees and, if appropriate, ensure MTAs are in place to cover transfer of the material.
- submit a project report to the HDBR every 6 months following project registration or after, 25 tissue samples or 100 microscope slides have been received.
- inform the HDBR once a manuscript has been accepted for publication.
- inform the HDBR if I change institution or university.
- use the following wording in any publications arising from this work (including presentations and posters), "The human embryonic and fetal material was provided by the Joint MRC/Wellcome Trust (grant# MR/R006237/1) Human Developmental Biology Resource (www.hdbr.org)."

I also agree to:

- the HDBR withholding material until a project report has been received.
- the HDBR refusing my application or terminating the supply of HDBR material without prior notice, and without giving a reason for this decision.
- the tissue requested being released in a staged manner depending upon satisfactory and demonstrable research progress being made.
- the project being terminated if a project report is not submitted when requested.
- the project registration continuing for a maximum of five years.

- my HDBR project title and institutional affiliation being published on the publicly accessible HDBR website www.hdbr.org/projects

Following publication, or one year after the submission of a final report to the HDBR, I agree to:

- return all microscope slides.
- provide details of antibodies and probes used for all slides returned www.hdbr.org/registration/slides.html
- HDBR capturing images from returned slides and adding them to the HuDSeN gene expression database www.hudsen.org.
- submit all sequencing data and data generated from all high through-put studies to a publicly accessible database.

Please note that publication of manuscripts in Open Access journals is strongly encouraged by our funders; for example see www.doaj.org. Our funders Open Access policy can be found on their websites - https://wellcome.ac.uk/funding/managing-grant/open-access-policy and https://mrc.ukri.org/research/policies-and-guidance-for-researchers/open-access-policy/.

The HDBR provides human embryo/fetal tissue to all users on an equal access basis, however, I acknowledge that the HDBR, the funders and all users of the resource accept no liability for any overlap of the project aims, methods, outcomes or outputs (including publications) that arise from use of HDBR material. The HDBR policy on potentially overlapping research projects is available at www.hdbr.org/policy.

I agree that I have read and understand and will abide by the HDBR terms and conditions outlined above.

To be completed by the Principal Investigator:

The Principal Investigator is expected to be the grant holder and will take overall responsibility for the project and ensure that the above conditions are adhered to.

Name:	
Signature:	

Statement of Support from the Applicant's Head of Department

I have discussed the proposed project with the applicant and support his/her use of human embryonic/fetal material to be supplied by the HDBR.

Note: If the applicant is also the head of department, please ask a deputy or a person in an equivalent position to complete this section.

Name:			
Department:			
Institution:			
Address:			
Telephone No:		**Ext. No:**	
E-mail address:			
Signature:		**Date:**	

Please return the completed from to:

Dr. S. Lisgo
Institute of Genetic Medicine, Newcastle University, International Centre for Life, Central Parkway, Newcastle upon Tyne. NE1 3BZ.
Email: HDBR@ncl.ac.uk

OR

Dr. Dianne Gerrelli
Developmental Biology & Cancer Programme, UCL, Great Ormond Street Institute of Child Health,30 Guilford Street, London. WC1N 1EH.
Email: HDBR@ucl.ac.uk