

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

Project Title:	
Principal Investigator:	
Position held:	

Institution:			
Address:			
Telephone No:		Ext No:	
Fax No:			
E-mail address:			
Signature:		Date:	

For official use only

Project Number:		Date project-specific ethics received:	
Tissue Project:		In House Gene Expression Service:	
Date Project Registered:		Date MTA agreed:	
Date Project Started:		Date Project Finished:	

This form is composed of 4 sections:

1. Project background and Finance Details.
2. Tissue Project (for users wishing to request material).
3. In-House Gene Expression Service (for users requiring the HDBR to conduct gene expression studies on their behalf).
4. Conditions of use of the HDBR, contact details and signatures.

Any publication arising from this work (including presentations and posters) must acknowledge the origin of the material from the HDBR by the use of the following wording:

“The human embryonic and fetal material was provided by the Joint MRC/Wellcome Trust (grant # 099175/Z/12/Z) Human Developmental Biology Resource (www.hdbr.org).”

Please complete sections 1 and 4 for all projects, and then sections 2, 3 or both as appropriate. Boxes can be expanded for additional information, as necessary.

Section 1. Project background

1. To allow the HDBR Steering committee to review your project please give a 100-200 word summary of the background/history to your proposed research. Please state clearly what you want to achieve with the material supplied by the HDBR.

(This section can be continued on a separate sheet if required)

Please include details of:

- a. gene, pathway or embryonic structure you intend to study
- b. embryonic and/or fetal stages you intend to study;
- c. clinical condition or developmental process the gene or pathway is involved with.

Please provide references to any supporting information. Details of the staging schemes for human embryonic and fetal material are available at www.hdbr.org.

2. Project description suitable for lay person review.

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 (on going or planned). Please specify:

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

4. Collaborators:

Please provide details of any project collaborators:

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

- d. Telephone number:
- e. Email address:
- f. Role in current 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 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 give 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 hdbn@ncl.ac.uk or hdbn@ucl.ac.uk.

Section 2. Tissue Project

Please complete this section if you are requesting material for use in your own laboratory.

If you wish to use the In-House Gene Expression Service only, please continue to section 3.

1. Tissue requested.

The HDBR can provide unprocessed fresh tissue from 4 to 20 post conceptional weeks (pcw) prepared to your requirements. Archived material is also available from 4 to 12 pcw (fixed tissue), and 8 to 19 pcw (frozen tissue).

Please specify:

- a. Carnegie stage (embryonic material):
- b. Post conceptional weeks (fetal material):
- c. Tissue type or organ:
- d. Special tissue requirements. For example if all requested organs need to originate from one specimen:

2. Tissue processing.

Please specify how the tissue should be processed

- a. Tissue in culture medium:
(Please specify which medium, antibiotics and storage temperature are required)
- b. Tissue frozen at -20°C:
- c. Tissue frozen at -80°C:
- d. Tissue fixed in PFA:
- e. Tissue embedded in paraffin wax:
- f. Histology slides. (Please note that all slides must be returned to HDBR at the end of the research project, together with a completed submission form available at www.hdbr.org):
- g. Other, please specify:

3. Number of tissue samples requested.

Please indicate the number of samples at each stage that you consider necessary to complete this project:

Please note that:

- Material will be distributed to projects in batches. A maximum of 10 intact embryos or 25 tissue samples will be provided in the first instance. Researchers who need in excess of these sample numbers, for example those undertaking large scale screening projects, should contact the Resource Manager to discuss how the HDBR can best meet their needs.
- After receipt of material, you will need to complete a feedback form outlining how the material has been used and what results have been obtained. No additional material will be dispatched until the feedback form has been received.

4. What is the anticipated time period for completion of your project?

5. Receiving tissue from the HDBR.

Please specify if you will:

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

6. Intended use of the HDBR material.

Please specify how you intend to use the material:

- a. Tissue culture:
- b. RNA analysis:
- c. DNA analysis:
- d. Protein analysis:
- e. Histology:
- f. *In situ* hybridisation:
- g. Immunohistochemistry:
- h. Other, please specify:

7. Material Transfer Agreement (MTA)

Before material can be dispatched, you will need to provide an MTA to cover the transport of material to your Institution. Please provide a copy of this document or contact details of the person who will be responsible for preparing the MTA:

Name:

Postal Address:

Telephone number:

Email:

8. Project ethics approval

Most UK-based HDBR projects will be covered by the HDBR HTA tissue bank licence and ethical approval. Details of approval terms can be found at www.hdbr.org.

Please specify which of the following apply:

- a. The project will be based solely within the UK and that it conforms to HDBR HTA tissue bank ethics.
- b. The project will be based within the UK but falls outside of the HDBR ethical approval and local ethics approval has been awarded:
 - i. NRES number.
 - ii. Conditions of approval.
- c. The project will be based outside the UK and local ethics approval has been obtained:
 - i. Details of approving body and reference number.
 - ii. Conditions of approval

Section 3. In-House Gene Expression Service (IHGES)

Please complete this section if you require the HDBR to perform a gene/protein expression project on your behalf.

The HDBR will analyse the expression of one gene per registered project. A full explanation of this service is available at:

http://hdbr.org/downloads/hdbr_in_house_gene_expression_service.pdf

Gene name:	
Gene symbol:	
Gene accession number:	
Sub cloned probes	
Probe Name(s): a. b. c.	
Probe position in above accession number (nt-nt): a. b. c.	
Vector Name: a. b. c.	
Size of vector (kb): a. b. c.	
Size of insert(s) (bp or kb): a. b. c.	
Position of insert(s): a. b. c.	
Total size (kb) of constructs: a. b. c.	

Enzyme(s) for linearization of plasmid: a. antisense : sense : b. antisense : sense : c. antisense : sense :	
Any special conditions required for plasmid digestion? a. b. c.	
RNA polymerase for RNA probe production: a. antisense : sense : b. antisense : sense : c. antisense : sense :	
Other information that must accompany your application: (Please tick boxes to indicate items are enclosed)	
Restriction map of the clone(s):	<input type="checkbox"/>
Orientation of insert(s) within the vector.	<input type="checkbox"/>
If known please specify :	
Positions of conserved motifs.	<input type="checkbox"/>
Positions of translated regions.	<input type="checkbox"/>
Probes produced by PCR	
Full primer sequences: a. forward: reverse: b. forward: reverse: c. forward: reverse:	

Antibody details for immunohistochemistry	
Antibody Name:	
Manufacturer our source:	
Catalogue number:	
Host species of antibody:	
Antibody type monoclonal / polyclonal	
Recommended antigen retrieval (if known):	
Suggested secondary antibody details:	
Antibody Name:	
Manufacturer:	
Catalogue number:	
Suggested detection method:	

Finance Details for IHGES projects

The MRC/Wellcome Trust core funding to HDBR supports some of the costs of the IHGES. Users are invoiced *pro rata* to cover the remaining costs. An initial pilot study will verify the specificity of RNA probes at the cost of £400 (plus VAT) per probe. Following this initial investigation, a full study will be undertaken using one suitable probe at a further cost of £1250 (plus VAT).

The prices for a SINGLE GENE STUDY (research organisations or not-for-profit organisations) are:

Pilot study per probe : **£400 (plus VAT)**

Full study using one probe: **£1250 (plus VAT)**

The following information is required to allow invoicing for IHGES projects. An invoice will be sent when the gene study application is accepted and the pilot study will commence once payment is received. If a full study is requested, an invoice for the additional fee will be sent and the full study will begin once payment is received. Therefore, two separate purchase order numbers are required.

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

Non-UK research organisations will be charged at the same rate and should contact the Resource Manager at either hdb@ncl.ac.uk or hdb@ucl.ac.uk. If there are any problems with being invoiced in £ sterling, or if you are a commercial organisation, please contact the Resource Manager at either hdb@ncl.ac.uk or hdb@ucl.ac.uk.

Section 4. 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 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. Please also note that HDBR samples are obtained anonymously which means there is no possibility of returning to donors for additional clinical testing or to obtain clinical data. Additional information can be found in our factsheet "Limitations of working with human material" (<http://www.hdbr.org/factsheets/>).

I agree to respect the value of this human material and will ensure that it is used responsibly, and only for the project agreed during the registration process. I accept that the Joint Steering Committee of the HDBR reserves the right to refuse my application or to terminate the supply of HDBR material without prior notice, and without giving a reason for this decision.

I agree to use the material only for the approved purpose described in my HDBR registration. I understand that if I wish to use the material for a different purpose a new project application will be required.

I understand that availability of material may be limited, according to demand, and that release of material will be at the discretion of the Joint Steering Committee. I agree to the tissue requested being released in a staged manner depending upon satisfactory and demonstrable research progress being made.

I agree to provide an electronic copy of the report form to the HDBR Manager every 6 months following project registration, or after 10 intact embryos, 25 tissue samples or 100 microscope slides have been dispatched to a project, whichever is the sooner. I agree that a completed feedback form will be provided before further material is released.

I understand that if the HDBR Manager does not receive a completed feedback form, the project will be assumed to have terminated. The start or activation date of a tissue project will be defined as the date when the first batch of material is sent out. Re-registration is required if further materials are subsequently requested.

I agree to abide by the conditions laid out in the ethics approval of the HDBR tissue bank. This includes appropriate storage and disposal of any human material I receive (Codes of practice can be found at www.hta.gov.uk). I understand that this requirement for disposal applies to all tissue samples apart from microscope slides, which I agree to return to the HDBR once the project has been completed.

I agree that following publication, or one year after the submission of a final report to the HDBR (whichever is sooner), the data and images arising from the research will be made accessible to the HDBR Manager. This will enable the data to be made available to the research community via a web-based database (www.hudsen.org). I accept that staff of the HDBR will capture images from returned slides in order that they can be incorporated into the Hudsen database for public access.

I agree that following publication, or one year after the submission of a final report to the HDBR (whichever is sooner), I will submit all sequencing data and data generated from all high through-put screens to a publicly accessible database.

I accept that after 6 months following publication, or no longer than 1 year following completion of the project, all slides will be returned to the HDBR. I accept that at that time, if not before, I will provide information on the probe or antibody used on each slide using the submission form available at hdbr.org.

I agree that in any publication arising from this work (including presentations and posters), the origin of the material from MRC/Wellcome Trust HDBR will be acknowledged by including the following wording:

“The human embryonic and fetal material was provided by the Joint MRC/Wellcome Trust (grant # 099175/Z/12/Z) Human Developmental Biology Resource (www.hdbr.org).”

I agree to inform the Resource Manager in the event that a manuscript is accepted for publication. Please note that publication of manuscripts in Open Access journals is strongly encouraged by our funders; for example see www.doaj.org.

I agree to the publication of my HDBR project title and institutional affiliation on the publicly accessible HDBR website.

I accept that I am required to inform the HDBR if my address changes.

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.

To be completed by the Project Lead:

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:	
Fax No:			
E-mail address:			
Signature:		Date:	

Contact Details

It is suggested that at least two contact names should be supplied of person(s) who will be responsible for day-to-day communications about the project. Ideal candidates are post-docs or research assistants who are working directly on the proposed project.

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

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

Please return the completed form 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. D. Gerrelli
Neural Development Unit, UCL Institute of Child Health, 30 Guilford Street,
London. WC1N 1EH.
Email: HDBR@ucl.ac.uk