

Dear Researcher,

The Multiple Sclerosis Society Tissue Bank at the Imperial College London has been approved as a Research Tissue Bank by the Wales Research Ethics Committee (Ref. No. 08/MRE09/31+5). As a part of this ethical approval, the Tissue Bank sought generic ethical approval on behalf of researchers using tissue or data supplied by the bank. Under conditions agreed with the REC, the Tissue Bank can supply tissue or data to the researchers in the UK, without requirement for researchers to apply individually to the REC for approval. The conditions agreed with the REC are attached as a separate document. Researchers from other countries **must submit** a copy of ethical approval and a proof of funding with their form.

Our frozen and fixed tissue collections are a valuable resource of clinically and neuropathologically well characterised human post-mortem specimens for scientists investigating the pathogenesis of multiple sclerosis and related neuroinflammatory disorders. The Tissue Bank operates an open access policy to tissue and welcomes applications from academic, private and public sector researchers. To initiate the application procedure please fill out the Tissue Request form and e-mail it to us.

This form consists of three parts in addition to the introductory page. Please make sure that you **fill out fully** both part I (personal and project details) and part II (tissue request details) as a **partially filled** out form **will delay** processing of your request. Also please read carefully part III - Terms and Conditions for accepting the human post-mortem tissue. The Human Tissue Act 2004 makes you personally responsible for ethical and respectful use of human post-mortem tissue. This form **must be signed** by the requestor as well as an official representative of the requestor's institution, indicating agreement with the Terms & Conditions. The representative will normally be the person with authority to sign material transfer agreements or contracts.

The submitted form will be checked for accuracy by the Tissue Bank manager and then passed on to the Peer Review Panel for assessment and recommendation. Once approved, your request will be processed, depending on the amount of work involved, within one to three calendar months. We will keep you regularly informed on the progress of your request.

If you have any further queries or want to discuss your requirements prior to filling out this form please contact the Tissue Bank:

Tel 020 7594 7204
Fax 020 7594 9735
E-mail mstissuebank@imperial.ac.uk

We are looking forward to fulfill your requirements and wish you every success in your research.
Tissue Bank Team

When finished please make sure that you sign and countersign the form. Please post the signed original to us using the contact details in the header of this page.



We would also appreciate if you could on completion e-mail the form to us. This will enable us to start processing your request while we wait for signed originals as well as to update our database.



I Contact and project details

Confidential

Name:	<input type="text"/>	Phone:	<input type="text"/>
Position:	<input type="text"/>	Fax:	<input type="text"/>
Address:	<input type="text"/>	E-mail:	<input type="text"/>
	<input type="text"/>	Date requested:	<input type="text"/>
	<input type="text"/>	Date needed:	<input type="text"/>

Project title:	<input type="text"/>		
Source of funding*:	<input type="text"/>		
Starting date	<input type="text"/>	Duration:	<input type="text"/>

*If this is not part of a peer reviewed grant application please provide evidence of institutional support and peer review

Collaborators outside above institution:	<input type="text"/>
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Lay summary: The information in this box must be worded in such a way that it can be understood by members of the lay public



Centre for Neuroinflammation and Neurodegeneration, Imperial College London
Burlington Danes, Du Cane Road, London W12 0NN

Phone: 020 7594 9734

Fax: 020 7594 9735

www.imperial.ac.uk/brain-bank

I Contact and project details

Confidential

Project details: Please provide the necessary background, aims, justification for the type of tissue requested, sample size and number of cases tissue requested from, techniques to be used, result of pilot studies and expected benefits to multiple sclerosis research. This will be used to assess the value of the work against tissue availability.

II Details of tissue requirement

Confidential

Multiple sclerosis samples

<input type="checkbox"/> Brain <input type="text"/>	<u>Lesion type</u>		<u>Tissue preservation</u>		For sections on slides please provide the thickness and a number per block <input type="text"/>
	<input type="checkbox"/> Normal app.	<input type="checkbox"/> Chronic silent	<input type="checkbox"/> Snap-frozen tissue		
	<input type="checkbox"/> Active	<input type="checkbox"/> Remyelinating	<input type="checkbox"/> FFPE tissue		
	<input type="checkbox"/> Chronic active	<input type="checkbox"/> Grey matter	<input type="checkbox"/> Other (please enquire)		

<input type="checkbox"/> Spinal cord <input type="text"/>	<u>Lesion type</u>		<u>Tissue preservation</u>		For sections on slides please provide the thickness and a number per block <input type="text"/>
	<input type="checkbox"/> Normal app.	<input type="checkbox"/> Chronic silent	<input type="checkbox"/> Snap-frozen tissue		
	<input type="checkbox"/> Active	<input type="checkbox"/> Remyelinating	<input type="checkbox"/> FFPE tissue		
	<input type="checkbox"/> Chronic active	<input type="checkbox"/> Grey matter	<input type="checkbox"/> Other (please enquire)		

<input type="checkbox"/> Other <input type="text"/>	<u>Lesion type</u>		<u>Tissue preservation</u>		For sections on slides please provide the thickness and a number per block <input type="text"/>
	<input type="checkbox"/> Normal app.	<input type="checkbox"/> Chronic silent	<input type="checkbox"/> Snap-frozen tissue		
	<input type="checkbox"/> Active	<input type="checkbox"/> Remyelinating	<input type="checkbox"/> FFPE tissue		
	<input type="checkbox"/> Chronic active	<input type="checkbox"/> Grey matter	<input type="checkbox"/> Other (please enquire)		

Number of MS cases requested

MS type

Post-mortem delay

Control samples

<input type="checkbox"/> Brain <input type="text"/>	<input type="checkbox"/> Spinal cord <input type="text"/>	<input type="checkbox"/> Other <input type="text"/>	<input type="checkbox"/> Snap-frozen tissue	For sections on slides please provide the thickness and a number per block <input type="text"/>
			<input type="checkbox"/> FFPE tissue	
			<input type="checkbox"/> Other (please enquire)	

Number of control cases requested

Post-mortem delay

Further details (please indicate any specific requirements in the space below)
Check our website (www.imperial.ac.uk/brain-bank) for more information on tissue preservation

III Terms and Conditions for accepting post-mortem human material

1. We accept samples of human material on the understanding that they will only be used for research, and that they are provided without warranty as to their properties or fitness for any particular purpose and without any other warranty whatsoever, expressed or implied.
 2. We realise that the Tissue Bank does not screen the tissue or fluid that it procures for the presence of any infectious agents. We are aware of the potential risks in handling such material and hereby give assurance that all procedures employed in the handling, storage and use of the supplied material meet standards set by either the Clinical Pathology Accreditation (UK) Ltd or the Health and Safety Executive. The Institution where I am based will indemnify and hold harmless the Multiple Sclerosis Society and Imperial College London against any damages, dispute or injury arising from a failure to maintain such safeguards.
 3. We agree to be held responsible for the use of the material supplied. Under no circumstances will the samples be used for a project other than the one described in our application nor will they be sold or transferred to a third party without having obtained prior approval from the Tissue Bank.
 4. We note that all procedures used by the Tissue Bank in the procurement, storage and distribution of tissue have been approved by the relevant Multicentre Research Ethics Committee (**08/MRE09/31+5**).
 5. We will at all times abide by the guidelines relating to the use of post-mortem human tissue for research purposes laid out by the Human Tissue Authority in "Code of Practice 9 - Research" (available at www.hta.gov.uk/guidance-professionals/codes-practice/code-practice-9-research) and as may be amended from time to time.
 6. We will provide a short written summary of the work performed on material supplied by the Tissue Bank one year after receipt of the samples and on completion of the project. In addition, and upon request by the Multiple Sclerosis Society or Imperial College London, we shall supply information on the use and fate of the material received from the Tissue Bank, including the availability of any unused material.
 7. If work performed on material supplied by the Tissue Bank generates ideas, rights, processes or products of potential commercial value, the Institution where we are based will enter into a separate agreement with the Multiple Sclerosis Society and Imperial College London on all relevant intellectual property issues.
 8. We will not sell or transfer to a third party any intellectual property rights arising from work performed on material supplied by the Tissue Bank without written agreement from the Multiple Sclerosis Society and Imperial College London.
 9. We agree to cite the contribution made by the Tissue Bank in the "Materials and Methods" and "Acknowledgements" sections of all publications arising from research performed on material that it has supplied and will make available copies of such publications. The Tissue Bank should be acknowledged in the following manner:

"Tissue (or cerebrospinal fluid) samples and associated clinical and neuropathological data were supplied by the Multiple Sclerosis Society Tissue Bank, funded by the Multiple Sclerosis Society of Great Britain and Northern Ireland, registered charity 207495."
- Members of the Tissue Bank may request co-authorship when the provision of tissue has required particularly time consuming protocols.
10. Our right to undertake the obligations and give the undertakings detailed in this Agreement is confirmed by the signature of an authorised representative of the Institution.

Signature of applicant

Signed _____

Name

Date

Signature on behalf of the Employer

Signed _____

Name

Position

Date