

MRC/Wellcome Trust-funded

## Human Developmental Biology Resource (HDBR) Registration Form

<b>Project Title:</b>	
<b>Principal Investigator:</b>	
<b>Position held</b>	

<b>Institution:</b>			
<b>Address:</b>			
<b>Telephone No:</b>		<b>Ext No:</b>	
<b>Fax No:</b>			
<b>E-mail address:</b>			
<b>Signature:</b>		<b>Date:</b>	

*For official use only*

<b>User Number:</b>		<b>Project Number:</b>	
<b>External registration:</b>		<b>In House Gene Expression Service:</b>	
<b>Date Project Registered:</b>		<b>Date Project Started:</b>	
<b>Date Ethical Approval Received:</b>		<b>Date Project Finished:</b>	

1. Please give a 100-200 word summary of the background/history to your proposed project and what you want to achieve with the material supplied from the Resource. *(This section can be written on a separate sheet and appended if you wish).*

2. Please state which genes (to a maximum of 10), pathway[s] or embryonic structure[s] you intend to study?

3. At what stages in human embryonic development do you think your gene(s) will be expressed and on what information is this based?

4. What ages of human embryo and/or fetal tissues do you require in your research? (In the HDBR collection we have embryo and fetal tissues ranging from 4 to 12 post conception weeks (PCW) with the majority being 6-8 PCW. We also have 8-19 PCW material from the Fetal Tissue Bank (FTB). The majority of the FTB material is stored at -80 °C)

5. How many samples do you anticipate will be required to complete this project? Do you have an anticipated time period for this project and, if so, what is this?

6. What clinical condition or developmental process is this gene thought to relate to?

7. Do you wish to have material sent to you?

8. If you wish material to be sent please specify for what techniques the tissue will be used, for example cell culture.

9. Are you considering using the in house gene expression service (IHGES)?  
If so there is an additional form that needs to be completed by users requesting the IHGES. This, as well as further information about the service, can be found at <http://www.hdbbr.org>

IF YOU DO NOT WISH MATERIAL SENT TO YOU AND ONLY WISH TO USE THE IHGES, PLEASE GO TO QUESTION 11.

10. Given that much of the material for gene expression work will be provided in the form of microscope sections, for in situ hybridisation or immunohistochemistry, what previous experience do you have with these techniques?

11. Have you published any of the work described in 10? If so, please give publication details.

12. How is your project funded?  
Please supply start and end date of the funding.

13. Are there any overseas collaborators in your project?

If so, please explain their roles in your project and give their names, institution and contact details. (Details of research approval equivalent to UK NRES or research governance equivalent to an academic R&D department must be provided by the collaborators before any material can be sent overseas).

Where did you hear about us? Please tick

MRC/Wellcome Trust information	
HDBR Website ( <a href="http://www.hdbr.org">http://www.hdbr.org</a> )	
HDBR Flyer	
Paper citation	
Conference	
Recommendation	
If other please specify	

The HDBR is an MRC/Wellcome Trust-funded resource run at the Institute of Human Genetics, Newcastle University and at the Institute of Child Health, University College London whereby material from terminations of unwanted pregnancy is preserved for gene expression studies. It is the intention of those who run the resource that this rare material should be made available to the Research Community and used primarily to study the expression of developmentally significant genes, including genes implicated in congenital malformations and inherited metabolic disorders. To ensure that tissue samples are used to maximum effect, the HDBR Joint Steering Committee, require the potential recipients of such samples to provide information on how that material is to be used and to agree to a number of conditions.

The Joint Steering Committee has agreed that the following will be given priority:

- i. Work on a known disease gene, which is likely to have an informative expression pattern. Genes which are expected to have ubiquitous or widespread expression cannot be expected to have high priority.
- ii. Genes that are expected to be important in early development, and whose expression patterns might be informative, e.g. those genes producing interesting and relevant phenotypes in model organisms, but not known to be disease genes.
- iii. Genes that can be expected to be important in human- (or primate-) specific functions, e.g. cognitive function, language, etc.
- iv. Those genes which are suspected to be associated with significant anatomical, or functional, differences between mice and humans.

## Conditions of use

**On signing this form, the applicant agrees to be bound by the following conditions as laid out below:**

I agree to respect the value of this human material and will ensure that it is used responsibly and only for the project agreed with the Joint Steering Committee.

I agree to the tissue requested being released to me in a staged manner depending upon satisfactory and demonstrable progress being made. The start or activation date of a project will be defined as the date when the first batch of material is sent out.

I agree that if the project is not activated within one year it will be assumed to have terminated. Re-registration is required if materials are subsequently required.

I agree that a report on the use of the samples will be provided before the next batch is dispatched. If this is not received within 6 months, the project will be assumed to have terminated. Re-registration is required if further materials are subsequently requested. To facilitate reporting, an electronic copy of the report form will be sent at the time the samples are sent.

I agree to abide by the conditions laid out in the ethical approval of the HDBR tissue bank, including storage and the appropriate disposal of any material received except for that supplied as microscopy slides, which I shall return to the HDBR bank after the project has been completed.

Availability of material may be limited according to demand, and release of such material will be at the discretion of the Joint Steering Committee.

I agree that in any submission for publication arising from this work, the origin of the material from this MRC/Wellcome Trust-funded HDBR will be acknowledged by including the following wording

The human embryonic and fetal material was provided by the Joint MRC (grant # G0700089)/ Wellcome Trust (grant # GR082557) Human Developmental Biology Resource (<http://hdbbr.org>).

I agree that if a manuscript is accepted then a reprint will be supplied to the resource manager.

Please note that further funding of the HDBR relies on demonstrating that the resource contributes to high quality publications. It is therefore important that the HDBR is acknowledged on all publications arising from work using HDBR material, and that the resource managers are sent copies of, or links to, all publications.

Publication of manuscripts in Open Access journals is strongly encouraged by our funders; for example see <http://www.doaj.org>

I agree that following publication, or one year after the submission of a final report from the HDBR, whichever is sooner, the data and images arising from this work will be made accessible to the research community via a web-based database ([www.hudsen.org](http://www.hudsen.org)). I agree to make images available to the HDBR and accept that staff of the HDBR will capture images from returned slides (see below) in order that they can be incorporated into this database which will be made generally available to the Research Community.

I accept that after the work is completed or after a maximum of five years, the slides and any surplus material will be returned to the HDBR at either the Neural Development Unit, UCL Institute of Child Health or to the Institute of Human Genetics, Newcastle University. I accept that at that time, if not before, I will provide information on the probe or antibody used on each slide.

I accept that the Joint Steering Committee has the right to refuse my application and that they may terminate the supply of material from the HDBR without prior notice.

I accept that the decision made by the Joint Steering Committee is final and no reason may be given for rejecting my application.

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

## ***Important - Ethical permission***

Ethical approval for the collection and distribution of this material for research has been obtained at the Institute of Human Genetics, Newcastle and UCL Institute of Child Health London. Applicants from the UK do not require further approval from their local NHS Ethical Committees provided that their research project falls within the remit of these ethical approvals,

Non-United Kingdom applicants should be aware that it is their responsibility to make sure that they have satisfied their own institution's ethical committee and that the importation and use of human embryonic and fetal material for research complies with their own country's national ethical practices and guidelines. The HDBR cannot be held responsible for users' actions.

No material can leave the HDBR tissue bank until a satisfactory Material Transfer Agreement has been signed by both the sending and receiving institutions.

A copy of the ethics approval letter and a letter of support can be provided by

Mr. S. Lisgo

The Institute of Human Genetics, The International Centre for Life, Central Parkway, Newcastle upon Tyne NE1 3BZ

**Email: [HDBR@ncl.ac.uk](mailto:HDBR@ncl.ac.uk)**

OR

Dr. D. Gerrelli

Neural Development Unit, UCL Institute of Child Health, 30 Guilford Street, London WC1N 1EH.

**Email: [HDBR@ich.ucl.ac.uk](mailto:HDBR@ich.ucl.ac.uk)**

I agree to abide by the HDBR conditions of use

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

<b>Head of Department :</b>			
<b>Department:</b>			
<b>Institution:</b>			
<b>Address:</b>			
<b>Telephone No:</b>		<b>Ext. No:</b>	
<b>Fax No:</b>			
<b>E-mail address:</b>			
<b>Signature:</b>		<b>Date:</b>	

## Contact Details

It is suggested that at least one contact name be supplied. This person (or persons) will be responsible for the sending and receiving of samples and day-to-day communications between us. Ideal candidates are post-docs or research assistants who are working directly on the proposed project(s)

<b>Name 1st Contact:</b>			
<b>Telephone No:</b>		<b>Ext. No:</b>	
<b>Fax No:</b>			
<b>E-mail address:</b>			

<b>Name 2<sup>nd</sup> Contact:</b>			
<b>Telephone No:</b>		<b>Ext. No:</b>	
<b>Fax No:</b>			
<b>E-mail address:</b>			

Thank You,  
HDBR Joint Steering Committee