

Dear Researcher,

Our frozen and fixed tissue collections are a valuable resource of clinically and neuropathologically well characterised human post-mortem specimens for scientists investigating pathogenesis of neurological disorders. The Brain 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 **Brain Bank Request form** and send 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. 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. This official 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 Brain Bank Manager and then passed on to the Access Committee 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 informed regularly on the progress of your request.

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

E-mail: brainbanksingapore@ntu.edu.sg

We look forward to fulfill your requirements and wish you every success in your research.

Brain 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.

Confidential

I. Contact and Project Details

Requestor Name	<input type="text"/>	Phone	<input type="text"/>
Designation	<input type="text"/>	Facsimile	<input type="text"/>
Institution and Address	<input type="text"/>	Email	<input type="text"/>
	<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"/>

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

Start Date	<input type="text"/>	Duration	<input type="text"/>
Collaborators outside above Institution	<input type="text"/>		

Abstract

Lay Summary	<input type="text"/>
-------------	----------------------

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 disease research. This will be used to assess the value of the work against tissue availability.

Confidential

II. Details of Tissue Requirement

Brain samples required

List anatomical areas of the brain required

Tissue Preservation

- Snap-frozen
 FFPE
 Other (please specify)

Preservation details

For sections on slides please provide the thickness and a number per block

For sections cut in a tube please provide wet weight per block

Other samples

1.
2.
3.

- Snap-frozen tissue
 FFPE tissue
 Other (please specify)

Notes

Number of cases requested

Condition

Post-mortem delay

Control samples - Brain

List anatomical areas of the brain required

Tissue Preservation

- Snap-frozen
 FFPE
 Other (please specify)

Preservation details

For sections on slides please provide the thickness and a number per block

For sections cut in a tube please provide wet weight per block

Confidential

Other samples

1.
2.
3.

- Snap-frozen tissue
- FFPE tissue
- Other (please specify)

Notes

Number of control cases requested

Post-mortem delay

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 Brain 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 meet standards set by either the Clinical Pathology Accreditation (CPA) or the Office of Safety and Health (OSH). The Institution where I am based will indemnify and hold harmless the Brain Bank Singapore 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 (Brain Bank Singapore).
4. We note that all procedures used by the Tissue Bank in the collection, storage and distribution of tissue have been approved by the relevant Institutional Review Board.
5. We will at all times abide by the ethical guidelines relating to the use of post-mortem human tissue for research purposes laid out by the Human Biomedical Research Act (HBRA).
6. We will provide a short written summary of the work performed on material supplied by the Brain Bank one year after receipt of the samples and on completion of the project. In addition, and upon request by the Brain Bank Singapore, we shall supply information on the use and fate of the material received from the Brain Bank, including the availability of any unused material.
7. We agree to cite the contribution made by the Brain Bank Singapore in the “Materials and Methods” and “Acknowledgements” sections of all publications arising from research performed on material that the Tissue Bank has supplied and will make available copies of such publications. The Brain Bank should be acknowledged in the following manner:

“Tissue (or cerebrospinal fluid) samples and associated clinical and neuropathological data were supplied by the Brain Bank Singapore, funded by the National Neuroscience Institute, the Lee Kong Chian School of Medicine and the National Healthcare Group.”

Members of the Brain Bank Singapore may request co-authorship when the provision of tissue has required particularly time-consuming protocols.



Confidential

8. Our right to undertake the obligations and give the undertakings detailed in this Agreement is confirmed by the signature of an authorized representative of the Institution.

Signature of Applicant

Signature on behalf of the Employer

Name	
Institution	
Date	

Name	
Position	
Date	