



## Application and Agreement for Cells, DNA or Tissue for Non-Government Institutions

**(If you are from a US government laboratory, please do not complete this application. You will need a government application, which you can obtain by emailing Wendy Norris at [wnorris@lifespan.org](mailto:wnorris@lifespan.org).)**

All applicants are required to complete this The Progeria Research Foundation (PRF) Cell and Tissue Bank Application and Agreement, along with the Cell and Tissue Bank Material Transfer Agreement (“MTA”), in order to access biological materials. Only applicants approved by PRF may have access to biological and patient materials. **These materials are not transferable to any non-approved investigator, institution or commercial enterprise.** These established procedures, policies and guidelines are the only method to gain access.

**Please review, sign, and return a completed application form and Material Transfer Agreement.**

Please note that a new PRF application is required for each future research project in which you plan to use these samples for a purpose different from what you describe in this application. However, if your MTA is still in effect, we do not require a new MTA.

Name of Applicant (Principal Investigator):  
(The Principal Investigator is the individual who is responsible for use of the materials being requested.)

Institution:

Shipping Address:

Phone, Fax:

E-mail:

Billing Contact Name:

Billing Address:  (Check here if same as shipping address.)

Billing Phone, Fax:

Billing E-mail:

Fed Ex or other Carrier Account Number:

Grant or contract that supports this research (include name, number and funding period if applicable):

Title of research project:

Listing by Cell line ID# or description of samples being ordered (or attach list):

_____	_____
_____	_____
_____	_____

## **Layman's Statement and Scientific Description of Research**

Since one of PRF's important functions is support for affected individuals, we request written descriptions of your project and its purpose (see below a & b). This description (a) should not exceed one page. When your application is approved this information may be used in PRF's newsletter, in press releases and on PRF's web site. (Please include an embargo date, if applicable.) PRF will not publish, nor make public in any form, information within or in support of your Application Package other than the layman's description without prior written consent. The public, written description need not reveal anything that would jeopardize any confidentiality associated with your project. Donors do need, however, some indication of your project. It is very important that donors understand both the importance and the usefulness of their donations.

a. Layman's Statement for The Progeria Research Foundation. (Please use a separate sheet if necessary)

In a brief paragraph of approximately 10 lines, describe your proposal and its significance. (This may be used for press announcements, the PRF newsletter and on PRF's web site.)

b. Provide a short scientific description of the research you will conduct using these samples. This application is reviewed for relevance to progeria research by PRF's Medical Director. An abstract from a research grant is acceptable if you have one or would like to submit one.

# **The Progeria Research Foundation Cell and Tissue Bank**

## **Agreement**

Applicants can obtain the Cell and Tissue Samples and subject descriptions that PRF has obtained of any individual in the bank. Names and patient identifiers remain confidential. PRF blinds all the samples and donor materials with a numerical identification code to ensure privacy and confidentiality.

Attempts to notify donor families are strictly prohibited. By accepting materials you agree that no attempt will be made to break donor confidentiality. Further donor access for clarification or other reasons shall be through PRF.

Application forms must be completed as set forth, with supporting documentation attached. If an application is sent in hard copy form, 2 sets are required. Scanned copies with signature will be accepted by email.

Once the application procedure has been completed, then material ordering and transfer shall be closely coordinated with the investigator via letter, phone, or Email. Shipment methods shall be coordinated as required for domestic and/or international transfer. Notification of shipping shall be made via FAX or email. Shipments to and from the Bank shall be made during normal business hours Monday, Tuesday, or Wednesday. All appropriate biological transfer requirements of the CDC, OSHA, DOT, etc., and the transit carrier shall be adhered to.

PRF shall bear the shipping costs for any materials contributed to the bank repository.

The applicant shall pay the cost for each cell line and sample ordered from the PRF Cell and Tissue Bank set forth on the PRF website at: <https://www.progeriaresearch.org/ordering-information/>. All shipping and handling costs for materials transfer shall be borne by the applicant. For domestic shipments, it is the recipient's responsibility to track the package and address any delays in transit and ensure that the package is not delayed at their institution's mail room. For international shipments, it is the responsibility of the recipient to contact brokers, customs officials and/or the shipping carrier to ensure the package is not delayed in customs or to have additional dry ice added to the package. The applicant is responsible for any and all additional charges incurred due to customs delays and PRF is not responsible for materials lost due to such delays. The transit carrier shall be responsible for materials during shipping.

PRF guarantees that to the best of our abilities and that of our contributors the samples are viable; correctly screened, labeled and stored. PRF provides samples and materials without warranty to their fitness for any particular process. This provision also extends to the byproducts or derivatives. Foremost, the applicant agrees to indemnify and hold harmless PRF pursuant to the terms set forth in the MTA.

PRF warns all users of the potential for carrying etiologic agents, latent viral, and other infectious matter within the samples. Contamination handling procedures should be followed. By accepting these materials the recipient assumes full responsibility for their safe and appropriate

handling. All applicable regulations and laws should be complied with in material use and disposal.

PRF requires that materials from the Bank are distributed solely for use in your laboratory and are non-transferable to other parties. PRF does not want to prevent scientific collaboration but wishes all those wanting to use this material to be applicants for use. PRF wants to avoid any and all conflicts of interest or undisclosed use of these materials. PRF's ethical standards to protect donors and their materials dictate that all researchers using the material shall be approved applicants.

**I agree to the terms and conditions as set forth above:**

Applicant Name:

Signature:

Date:

APPROVED:

Officer of The Progeria Research Foundation:

Printed Name and Title: Audrey Gordon, Executive Director

Signature:

Date:

SUBMIT APPLICATION AND SUPPORTING MATERIALS TO:

Dr. Leslie Gordon

info@progeriaresearch.org

Direct Questions To:

Wendy Norris, MS

PRF Cell and Tissue Bank

wnorris@lifespan.org