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| **Human Tissue Governance Application Form**  **(HTGov AF)** |

This form should be completed by any staff, PhD/ EngD students, PGT students (MSc, PsychD), undergraduate students and visitors who are intending to use human samples for research, method development or analytical services including pathology under the auspices of the University of Surrey.

This form is not required if you have submitted an application via Ethics RM to the University Ethics Committee, as the same information is requested during that process.

If you require support in completing this form or the submission process, please contact [assurance@surrey.ac.uk](mailto:assurance@surrey.ac.uk) or [HTALabfacilities@surrey.ac.uk](mailto:HTALabfacilities@surrey.ac.uk)

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| 1. **Project details** | |
| **Project Title** |  |
| **Name of Lead Investigator[[1]](#footnote-1)** |  |
| **Department/School** |  |
| **Contact number(s)** |  |
| **E-mail** |  |
| **Start date of sample collection** |  |
| **End date of sample collection** |  |
| **Samples previously collected for another study?** | Previously collected:  no  yes |
| **If yes, do samples have appropriate and valid consent for use in this project?** | Consent valid for this project:  no  yes |
| **Start date of sample analysis for this project** |  |
| **End date of sample analysis for this project** |  |
| **Will samples be transferred between sites / other organisations?** | no  yes |
| **On completion of your project, do you intend to keep your samples for future use?** | no  yes |
| **If yes, explain the storage and access arrangements for future use** |  |
| **Provide names of staff / students involved in taking consent, management or analysis of samples in the project[[2]](#footnote-2)** |  |
| **Name/type of Ethics Committee reviewing this study (e.g. University of Surrey ethics committee, NHS REC, another organisation)** |  |
| **Ethics status of project (favourable ethical opinion (FEO))** | not yet applied  applied awaiting response  FEO received, date:  FEO expired, date: |
| **If applicable, provide ethics committee reference number and attach copy of FEO letter** |  |

Complete the four tables below using a new row for each different material type or storage location

Table 1: Consent

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| **Where will samples originate from?**  **(if previously collected, please state and still enter consent details)** | **Who will take/has taken consent?** | **Where will consent forms be held?** | **Will samples be consented for use in future research?** | **For RIGO Use:**  **Consent form check completed** |
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Table 2: Description of material at point of receipt for research project

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| **Material type at point of collection for project (e.g. blood, urine, saliva, plasma, serum etc)** | **Total # of samples per material type (approximate)** | **Volume/ size of samples (approx.)** | **Who is responsible for sample receipt?** | **Where on the University site will samples be received? (provide lab number)** | **What will happen to the samples on arrival? (e.g. analysed, held in transit, processed, stored, aliquoted, rendered acellular )** | **For RIGO Use:**  **HTAct relevant or non-relevant** |
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Table 3: If receiving cellular material that will be rendered acellular on receipt, provide description, otherwise enter not applicable.

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| **Which material type will be rendered acellular?** | **How long after receipt will this happen?** | **Which process will be used?** | **Where will processing records be kept? (e.g. study specific lab book, online form)** | **How will the cellular component be disposed?** | **For RIGO Use:**  **Confirmation of process** |
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| **How will samples be stored? (e.g. blood tubes, cryovials, tissue blocks, microscope slides)** | **Aliquot details (if applicable)** | | **Location of sample storage (e.g. freezer/ fridge/cupboard number and lab number)** | **Where will sample tracking records be held (i.e. for storage/ use/disposal)? (e.g. study lab book, spreadsheet, study folder)** | **Who will be responsible for maintaining sample logs?** | **For RIGO Use:**  **Confirmation of storage area/ sample tracking logs** |
| **Approx number of aliquots/ tubes/ blocks/ sections etc per sample** | **Volume/size of aliquots** |
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Table 4: Description of sample storage

1. The main person overseeing the project at University of Surrey, usually a Principal Investigator or student supervisor [↑](#footnote-ref-1)
2. List names and email addresses for all University of Surrey staff/students’ working with human tissue on this project. This includes postdocs, students, technicians, visiting staff/students [↑](#footnote-ref-2)