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| **Transfer of human samples from NHS REC approved study to HTA Licence Application Form**This form should be completed by any staff, students or visitors who have previously collected tissue samples from an NHS REC approved study which has completed and are intending to retain HTA relevant human samples for future research, at the University of Surrey.If you require support in completing this form or the submission process, please contact assurance@surrey.ac.uk |
| **Project details** |
| Project Title | Click or tap here to enter text. |
| Name of Principal Investigator[[1]](#footnote-1) | Click or tap here to enter text. |
| Department/School | Click or tap here to enter text. |
| Contact number(s) | Click or tap here to enter text. |
| E-mail | Click or tap here to enter text. |
| NHS REC ID number (Attach copy of FEO letter) | Click or tap here to enter text. |
| Start date of sample collection | Click or tap to enter a date. |
| End date of sample collection | Click or tap to enter a date. |
| Date End of Notification sent to HRA/NHS REC |  |
| Has consent been obtained for future research purposes? | Choose an item. |
| Please attach copies of all PIS and blank consent forms used in the life cycle of this study |
| Staff / students involved in the project[[2]](#footnote-2) |  |
| Will the samples be pseudonymised | Choose an item. |
| Names of individuals who took the original consent | Click or tap here to enter text. |
| Where are consent records being held? | Click or tap here to enter text. |
| Who will be responsible for ensuring donor requests to withdraw samples are actioned? |  |
| **Use one section for each relevant human tissue type retained e.g. Blood, Urine, plasma** |
| **Material Type 1 Click or tap here to enter text.** |
| Total number of samples for material type 1 Click or tap here to enter text. |
| Volume/size of samples Click or tap here to enter text. |
| Who is responsible for this material? Click or tap here to enter text. |
| Where are the samples currently being held? Click or tap here to enter text. |
| Where will the samples be stored for future use? (Please confirm location with site PD) Click or tap here to enter text. |
| **Material Type 2 Click or tap here to enter text.** |
| Total number of samples for material type 2 Click or tap here to enter text. |
| Volume/size of samples Click or tap here to enter text. |
| Who is responsible for this material? Click or tap here to enter text. |
| Where are the samples currently being held? Click or tap here to enter text. |
| Where will the samples be stored for future use? (Please confirm location with site PD) Click or tap here to enter text. |
| **Material Type 3 Click or tap here to enter text.** |
| Total number of samples for material type 3 Click or tap here to enter text. |
| Volume/size of samples Click or tap here to enter text. |
| Who is responsible for this material? Click or tap here to enter text. |
| Where are the samples currently being held? Click or tap here to enter text. |
| Where will the samples be stored for future use? (Please confirm location with site PD) Click or tap here to enter text. |
| **Material Type 4 Click or tap here to enter text.** |
| Total number of samples for material type 4 Click or tap here to enter text. |
| Volume/size of samples Click or tap here to enter text. |
| Who is responsible for this material? Click or tap here to enter text. |
| Where are the samples currently being held? Click or tap here to enter text. |
| Where will the samples be stored for future use? (Please confirm location with site PD) Click or tap here to enter text. |
| **PI declaration**I confirm the information in the application form is correct and all samples will be stored in the manner describedSigned Name Click or tap here to enter text.Date Click or tap to enter a date. |
| **Assurance Use**The above information has been checked and the transfer of the relevant human tissue to the University HTA licence 12365 has been authorised. The site PD has been confirmed details of new storage area.Signed Name Click or tap here to enter text.Date Click or tap to enter a date. |

1. The main person overseeing the project at University of Surrey, usually a Principal Investigator [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)