

Checklist and Request for Permission to Acquire Human Embryonic Stem Cells (hESCs) for Research in a NIH Intramural Research Program Laboratory

Date: _____

I request permission to acquire human embryonic stem cells (hESC) for research in my laboratory. The NIH identifier for the cells I will acquire, as listed on the NIH Human Embryonic Stem Cell Registry, http://grants.nih.gov/stem_cells/registry/current.htm, is (are): _____

The following intramural staff will be working on these cells:

_____, _____
_____, _____.

The following is a brief description of the proposed research, including a descriptive title. I understand that this title and description will be used for the material transfer agreement (MTA) that will be negotiated by my IC's Technology Development Coordinator (TDC). I will send my TDC an electronic copy of the title and description.

Title: _____

Synopsis of Proposed Research:

Only cell lines listed in the NIH Human Embryonic Stem Cell Registry are eligible for Research in the NIH IRP (http://grants.nih.gov/stem_cells/registry/current.htm).

Research Requirements (*Investigator Should Initial Each Line*)

_____ I understand that I am required to track the NIH identifier number through all parts of my research utilizing the cells, including replatings, transfers, and data collection. This identifier must be included in all reports on the cells.

_____ I have checked the details on the cell line(s) I am obtaining and will ensure that I do not violate any specific restrictions placed by the provider (see Details next to Cell Line Name in the registry: http://grants.nih.gov/stem_cells/registry/current.htm).

_____ I understand that when this checklist is completed and all approvals have been obtained, I am required to submit it to my Technology Development Coordinator (TDC) to obtain a material transfer agreement (MTA) with the provider. A list of TDCs for NIH can be found at <http://www.ott.nih.gov/technology-development-coordinators>.

I agree to NOT receive the cells until my IC TDC notifies me that the MTA is complete.

_____ I further understand that human embryonic stem cells **may not** be used for the following:

- Research in which hESCs (even if derived from embryos donated in accordance with NIH Guidelines for Human Stem Cell Research) or human induced pluripotent stem cells are introduced into non-human primate blastocysts.
- Research involving the breeding of animals where the introduction of hESCs (even if derived from embryos donated in accordance with these Guidelines) or human induced pluripotent stem cells may contribute to the germ line.

Shipping of Cells from Foreign Countries (*Select A or B, If Applicable*):

I am acquiring the cells from a U.S. provider.

I am acquiring cells from a foreign country, and therefore have paid the required fees and completed the following shipping forms:

USDA **16-3** Application for Permit to Import or Transport Controlled Material or Organisms or Vectors

USDA **16-7** Application for Permit to Import Cell Cultures and Their Products

Guidance for the policy on use of human embryonic stem cells by NIH intramural researchers can be found at <https://oir.nih.gov/sourcebook/ethical-conduct/special-research-considerations/use-human-stem-cells>.

Signatures

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|--|---------------|
| Investigator: _____ Printed Name, Lab, IC: _____ | _____ Date |
| Lab Chief: _____ Printed Name: _____ | _____ Date |
| Scientific Director: _____ Printed Name: _____ | _____ Date |
| This acquisition of human embryonic stem cells: Is Approved Is <u>Not</u> Approved | |

Forward a copy of the completed, approved form to:

1. Kathryn Partin: kathryn.partin@nih.gov
and
2. The TDC for your IC