

Neurobiobank Tissue Access Process

Tissue requests will be processed by the Tissue Access Committee, consisting of NIH NeuroBioBank program staff and the NIH COR. The NIH COR will serve as the chair of the access committee.

1. Requestor applies for a NeuroBioBank account via the NeuroBioBank website. The account will require a User ID and password, which will enable the Requestor to search for available tissues.
2. Researcher/requestor browses NeuroBioBank inventory for available tissues and selects what s/he needs and completes a Tissue Request Application, providing detailed scientific justification for the request, as well as complete information regarding brain region, size of sample and method of preservation. Submission requires the requestor to provide an Institutional FWA number, a signed NeuroBioBank Material Transfer Agreement and shipping account information.
3. An automated electronic request is sent to each Brain and Tissue Repository (BTR) to verify availability. If a BTR has objection to a request for any reason, they are expected to notify the COR within 1 week and provide justification. Decisions or requests for additional information from the requestor will be made within 30 days, if possible.
4. Notification of approval or denial will be sent to each BTR site.
5. Resolution of contested requests will be handled via committee. Likewise, to resolve any other issues that may arise when considering requests, the COR may request a teleconference with the BTR Directors.
6. The Tissue Access Committee is encouraged to suggest modifications to requests when appropriate (e.g. smaller quantities, alternative brain region, different methodology).
7. For requests that require tissue from multiple BTRs, the Tissue Access Committee will discuss and make final decision.
8. Final approval by the NIH COR will initiate a notification to the requestor that the tissue request has been approved as is, or with any provisions.
9. An electronic notification will be sent to the BTR(s). The BTR will distribute tissues within 21 working days of approval, or provide an explanation and projected date of fulfillment.
10. One year following receipt of tissue, investigators are expected to submit a detailed progress report including abstracts and manuscripts or publications if available.