

**Checklist and Request for Permission to Acquire
Human Embryonic Stem Cells
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:

_____, _____,
_____.

Projects may require review and approval by the Embryonic Stem Cell Research Oversight Committee (ESCRO)

The following is a **brief** description of the proposed research, including a descriptive title. I understand that this title and description will be used to obtain determine whether ESCRO review is required, and 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: _____

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.oft.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):

_____ **A. I am acquiring the cells from a U.S. provider**

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

_____ **USDA 16-3 Permits to Import or Transport Controlled Material or Organisms or Vectors**

_____ **USDA 16-7 Permits to Import or Transport Controlled Material or Organisms or Vectors**

_____ **CDC Application for Permit for Import or Transport of Agents or Vectors of Human Disease (Document #101000--sent to NIH Quarantine Permit Service Office Bldg. 13, Rm. 3K04; 301-496-2960 Application does NOT go to CDC.) to obtain a courtesy letter for customs clearance.**

Signatures

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 Not Approved	

Forward a copy of the completed, approved permission form to

1) the Office of Intramural Research, colbertmc@od.nih.gov

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and

2) to the TDC for your institution

April, 2016