

Division of Cancer Treatment and Diagnosis (DCTD)Tumor Repository Domestic Material Request Procedures

Required forms can be obtained from the DCTD Tumor Repository website:
<https://dtp.cancer.gov/repositories/DCTDTumorRepository>

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BACKGROUND

Since the early 1960's, the DCTD Tumor Repository (<https://dtp.cancer.gov/repositories/DCTDTumorRepository>) has maintained a low temperature repository of transplantable tumor and tumor cell lines from various species. The DCTD Tumor Repository is maintained by the Biological Testing Branch in the Developmental Therapeutics Program (BTB/DTP) of DCTD at NCI-Frederick. The DCTD Tumor Repository serves as a resource for experimental tumor lines from various species, many of which are not obtainable elsewhere. The DCTD Tumor Repository makes these materials available as a service to the research community. Repeated requests for the same material or requests for multiple vials of the same material are not honored as the Partial Cost Recovery (PCR) fee does not cover the entire cost to produce the materials. For the NCI to continue to make these resources available to the research community, the number of vials of material given to each requestor is restricted.

The DCTD Tumor Repository contracts Charles River Labs (CRL) to ship research materials to the requestor and Leidos Biomedical Research (LBR) to collect the Partial Cost Recovery (PCR) fee charged to requestors for these materials. Therefore, throughout this process the requestor should expect to encounter and/or address all three entities depending on the paperwork being submitted or information being requested.

MATERIAL FEES (EXCLUDING SHIPPING)

Below is the Partial Cost recovery material available from the DCTD Tumor Repository.

Cell Lines, Tumor Fragments, Brei	Academia & Non-Profits	Commercial
Each Cryopreserved vial	\$150.00	\$300.00
NCI-60 Anti-Cancer Cell Line Panel *	\$8,850.00 (59 Cell Lines)	\$12,900.00 (43 Cell Lines)
Canine Sample	\$15.00	\$15.00

*The complete NCI-60 Anti-Cancer Cell Line Panel now consists of 59 cell lines. All 59 cell lines are available to academic and non-profit institutions. The 43 non-licensable cell lines are available to commercial entities. KM-12 must be obtained from MD Anderson at researchtools@mdanderson.org.

REQUEST OVERVIEW

STEP 1

- Requestor submits a completed MTA, Letter of Request, Request Form, and identifies the method that will be used for the Partial Cost Recovery (PCR) fee (paper check by mail, electronic ACH or wire transfer).
- *Additional details in this document*

STEP 2

- DCTD Tumor Repository sends the fully executed MTA to the requestor along with a Shipping Form for the requestor to complete.

STEP 3

- Requestor submits a completed Shipping Form and their availability to receive the shipment for a 2-week time frame (from the date the shipping availability is provided).
- *Additional details in this document*

STEP 4

- DCTD Tumor Repository sends the requestor's completed Shipping Form and all other pertinent shipping information to Charles River Labs (CRL). CRL notifies the requestor of the shipping date and the FedEx tracking number for materials.

STEP 5

- DCTD Tumor Repository sends an invoice on or shortly after the requestor's material ships. The invoice contains instructions on how the payment for the Partial Cost recovery can be made to Leidos Biomedical Research (LBR).

STEP 6

- Requestor renders payment (paper check, ACH or wire transfer) within 30 days of invoice receipt.
- *Additional details in this document*

INSTRUCTIONS – STEP 1

The requestor must ensure that the MTA (A), Letter of Request (B), and Request Form (C) are complete, and all items are emailed to DCTDTumorRepository@mail.nih.gov for finalization of **STEP 1**.

1.0 MATERIAL TRANSFER AGREEMENT (MTA) SUBMISSION

An MTA is required to obtain non-licensable materials from the DCTD Tumor Repository, as it governs the transfer of materials between the requesting institution and the DCTD Tumor Repository. Some of the stipulations include, but are not limited to, the following: the research material may not be used in human subjects or for the treatment or diagnosis of disease and the research material must solely be used for research purposes. An MTA is active for a period of five years from the date of execution. All research materials requested should be submitted on one MTA.

Please ensure the MTA is complete before submitting, contains all the following information (**type all information**):

1.1 General Guidelines for All MTA Templates

- *Recipient Institution:* The institution where the Recipient Investigator/ Principal Investigator (PI) will conduct the research project employing the research materials acquired from the DCTD Tumor Repository.
- *Recipient Investigator:* The investigator whose lab the research project will be conducted in. The MTA limits the use of the materials to the Recipient Investigator’s lab.
- *Research Materials (Section 1):* The name of the materials (i.e., MCF-7, PAN 02 or NCI-60 Anti-Cancer Cell Line Panel) and material type (cell line, tumor fragment, brei, blood product, CUT OCT, paraffin block, slide, or urine) being requested.
- *Research Project (Section 3):* A brief description (2-3 sentences) of the project the research materials will be used in.
- *Signatures:* Affix an “Authorized Signature” and a “Recipient Investigator Signature” to the Signature Page. The authorized signatory should be personnel from the requesting institution with authority to bind the institution to the terms of the Material Transfer Agreement (i.e., technology transfer personnel or department head). The recipient investigator signatory should be the investigator whose lab the research project employing the research materials acquired from the DCTD Tumor Repository will be conducted in. **Both signatures should be accompanied by the personnel’s respective titles and the date each individual signs.**

1.2 MTA Template Options

1.2.1 MTA-A

- If the request is for new materials (non-canine), to renew a previously executed MTA-A that has expired or to transfer materials from one investigator to another at the same institution, please complete the MTA-A template.

1.2.2 MTA-CRO

- If a Contract Research Organization (CRO) will be used to modify or analyze any research materials received from the DCTD Tumor Repository, an MTA-CRO must be completed.
- Please note that the DCTD Tumor Repository only distributes materials directly to the Recipient Investigator/ Institution listed on the executed MTA. The materials cannot be sent to third parties and the ownership is on the Recipient Investigator/ Institution to send the materials to the CRO. All MTA-CROs must go through our Technology Transfer Center (TTC) for review and approval.

1.2.3 MTA-Canine

- If the requestor would like to obtain canine samples, the MTA-Canine template must be completed. All MTA-Canine's must go through our Technology Transfer Center (TTC) for review and approval.

1.2.4 MTA-Institution-to-Institution Transfers

- MTAs afford the "right to use" to individuals in the Recipient Investigator's lab. If the requestor would like to transfer the research materials to an investigator at another institution, be it a collaborator or otherwise, please have the new recipient/recipient institution complete the MTA-Institution-to-Institution Transfer template. Be sure to fill in the active MTA number and name of the investigator that initially received the materials from the DCTD Tumor Repository (MTA Section 1).

1.3 MTA Modifications

- If the requesting institution needs to modify the terms of **ANY** of the MTA templates listed above (Section 1.2), please redline the changes, and submit it as a Microsoft Word document. All modified MTAs must go through our Technology Transfer Center (TTC) for review and approval.

1.4 Letter of Request

1.4.1 Letter of Request for MTA-A, MTA-CRO and MTA-Canine (Sections 1.2.1 – 1.2.3)

- The Letter of Request should be on official institute letterhead from the Recipient Investigator/Principal Investigator. The letter should include: a salutation (Attention DCTD Tumor Repository), an introduction, the institution type (academic, non-profit, or commercial), the research materials being requested, the material type (cell line, tumor fragment, brei, etc.), a brief description of the research project, a closing, and a signature.
- If the Letter of Request is for a renewal, please include the MTA number of the previously executed MTA.

1.4.2 Letter of Request for Institution-to-Institution Transfers (Section 1.2.4)

- If the Letter of Request is for a transfer, please follow all instructions detailed in Section 1.2.4. In addition, include the active MTA number and the name and institution of the investigator who received the materials from DCTD Tumor Repository initially.

1.5 Request Form

Complete Sections 1-2. **Type all information** and ensure that it is consistent with the information provided on the MTA and all other documents submitted.

1.5.1 Partial Cost Recovery (PCR) Fee

Identify the method that will be used for the Partial Cost Recovery (PCR) fee on the Request Form Checklist (Page 1): paper check, ACH or Wire Transfer

INSTRUCTIONS - STEP 3

IMPORTANT: The requestor should not proceed to **STEP 3** until **STEP 2** is complete, and they have received the fully executed MTA packet and a Shipping Form to complete from the DCTD Tumor Repository.

The requestor must complete a Shipping Form (A) and email it along with their availability to receive the shipment for a 2-week time frame to finalize **STEP 3**. Type all information and ensure that the information provided is consistent with the information on the MTA and all other documents submitted.

2.0 GENERAL SHIPPING INFORMATION

2.1 **FedEx Label or Account Number for Shipping**

2.1.1 The requestor must provide a FedEx pre-paid label using the following specifications

- FedEx Account Number
- FedEx Pre-paid Label
- **Shipping From:** Charles River Labs/FNLC 1073, Beasley Drive, Frederick, MD, 21702
- Send Priority Overnight with dry ice. Box Size is 12 x 10 x 11 / total weight is 11 lbs. with 10 lbs. dry ice.
- Select "Dry Ice" in Special Services section

INSTRUCTIONS - STEP 6

IMPORTANT: The requestor should not proceed to **STEP 6** until **STEPS 4 and 5** are complete and they receive their shipping date from CRL and their invoice from the DCTD Tumor Repository for payment to Leidos Biomedical Research.

An invoice for the PCR fee will be emailed to the Billing Contact on or shortly after the date the material is shipped. Remittance should be received by Leidos Biomedical Research within 30-days of invoice. These monies will be transferred to the National Cancer Institute.

3.0 PARTIAL COST RECOVERY PAYMENT OPTIONS

3.1 **ACH or Wire Transfer**

- If the requestor would like to cover the PCR fee via an ACH or wire transfer, the DCTD Tumor Repository will provide the ACH/Wire Transfer information at the time of invoicing.
- Credit card payments not accepted.

3.2 **Paper Check Submission**

- If the requestor would like to cover the PCR fee with a paper check, it should be made payable to "**Leidos Biomedical Research**" and mailed to the following address:

**Leidos Biomedical Research
DCTD Tumor Repository
P.O. Box 1858
Frederick MD, 21702**

- If your institution uses a vendor system, please verify the physical mailing address matches that above as there are several divisions within Leidos Biomedical Research.

SPECIAL INSTRUCTIONS – NCI REQUESTS

These instructions are for NCI investigators at the NIH Bethesda/Rockville or NCI-Frederick campuses.

The principal investigator of the lab must submit a completed DCTD Tumor Repository NCI Request Form to the DCTD Tumor Repository at DCTDTumorRepository@mail.nih.gov. All information must be typed and please sign and date the form.

SPECIAL INSTRUCTIONS – GOVERNMENT/LEIDOS (FNLCR) REQUESTS

These instructions are for: (a) all other NIH investigators at the Bethesda/Rockville or Frederick campuses, (b) Leidos Biomedical Research/FNLCR investigators, and (c) all other U.S. Government investigators.

The requestor must ensure that the MTA, Letter of Request, and DCTD Tumor Repository Government Request Form are complete, and all items are emailed to DCTDTumorRepository@mail.nih.gov.

SPECIAL INSTRUCTIONS – COMMERCIAL/PHARMACEUTICAL REQUESTS FOR LICENSABLE MATERIALS

Commercial/Pharmaceutical institutions seeking to obtain licensable materials found on page 49-50 of the DCTD Tumor Repository Catalog must email the DCTD Tumor Repository at DCTDTumorRepository@mail.nih.gov for more information.