

**National Research Ethics Service**

### RESEARCH TISSUE BANK / BIOBANK

### Annual Report to Research Ethics Committee

*Research tissue banks / biobanks with approval from a Research Ethics Committee are required to provide the REC with an annual report on their activities. This form sets out the minimum content of the report and a template format, which may be adapted appropriately.*

**1. Details of Tissue Bank Manager**

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| Telephone: |  |
| E-mail: |  |

**2. Details of the bank**

|  |  |
| --- | --- |
| Title: |  |
| Establishment responsible for management of the bank: |  |
| HTA licence number:*(where applicable)* |  |
| Designated Individual:*(where applicable)* |  |
| Main REC: |  |
| REC reference number: |  |

**3. Summary of activity for [period covered by report]**

|  |
| --- |
| *Please provide an overall summary of the bank’s activities during the year, including:** *Donor recruitment and sample collection*
* *Release /use of samples*
* *Collaborations with other banks /programmes*
* *Donor engagement and publicity*
* *Any significant developments in the bank’s scope, operation or governance.*
 |

**4. Amendments**

|  |  |
| --- | --- |
| Have any substantial amendments been made during the year? | Yes / No |
| If yes, please give the date and amendment number for each substantial amendment made. |  |

**5. Applications for release of samples**

*Please append a listing of applications made to the bank for release of samples during the reporting period, together with a lay summary of the purpose of each approved project. Include any releases authorised following a further project-specific application to a REC, as well as those authorised under generic approval.*

**6. Declaration**

|  |  |
| --- | --- |
| Signature of tissue bank manager: |  |
| Date of submission: |  |

**Applications for release of samples**

*Please also provide a lay summary (maximum 200 words) for each project for which release of samples was approved by the bank. Where further project-specific approval was given by a REC, please include the REC Reference Number in the additional comments.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***Reference (optional)*** | ***Title of project*** | ***Name of Chief Investigator*** | ***Institution******(name/address)*** | ***Samples / data requested*** | ***Outcome******(e.g. approved, rejected, pending)*** | ***Additional comments******(optional)\**** |
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