# Annual Progress Report to Research Ethics Committee

## Research Tissue Bank

### Research Tissue Banks Research tissue banks / biobanks with a favourable ethical opinion from a Research Ethics Committee are required to provide the REC with an annual progress 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: |  |

1. **Details of the Bank**

|  |  |
| --- | --- |
| Title: |  |
| Establishment responsible for management of the bank: |  |
| Are you storing Relevant Material as defined by [Human Tissue Act](https://www.hta.gov.uk/policies/relevant-material-under-human-tissue-act-2004)? | **Yes / No** |
| HTA licence number:  (where applicable) |  |
| Designated Individual:  (where applicable) |  |
| REC Ref: |  |
| Renewal REC Ref: |  |
| IRAS ID: |  |

1. **Reporting Period**

|  |  |
| --- | --- |
| Date of last report |  |

1. **Summary of activity for [period covered by report i.e. from the date above]**

**Overview:**

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| How many samples have been collected/banked?  How much data has been collected?  How many samples were listed to be collected/banked in original application? |  |
| How many projects have samples or data been released for? |  |

1. **Adverse Events**

Please explain any adverse events that have occurred and what corrective measures have been put in place. An Adverse Event is defined as any breach in the RTBs governance procedures. Please include any breach in acquisition, management, release and governance of samples.

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| Adverse Event | Corrective and Preventative Action |
| Examples:  4 samples were not matched to consent  Abnormalities in storage temperature readings | Samples were destroyed. Ongoing training for staff implemented. Pathology staff not processing samples without accompanying consent form.  Freezers serviced and repaired. Temperature logging increased to hourly. |
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1. **Amendments**

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| --- | --- |
| 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. |  |

1. **Registration**

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| Has the Research Tissue Bank been registered on the [UK Clinical Research Collaboration (UKCRC) Tissue Directory](https://biobankinguk.org/)?  It is a condition of the favourable ethical opinion that all Research Tissue Banks are registered on the UKCRC Tissue Directory. | **Yes / No**  If No, please provide the reasons why and details of when the Tissue Bank will be registered? |

1. **Applications for the release of samples/data**

Please append a listing of all applications made to the bank during the reporting period, together with a lay summary of the purpose of each project. Include the outcome of each project e.g. supplied or decline and reasons for this. In addition, please include any releases authorised following a further project-specific application to a REC, as well as those authorised under generic approval*.*

1. **Declaration**
   1. The information in this form is accurate to the best of my knowledge and belief and I take full responsibility for it
   2. I have discussed the content of this report with the Designated Individual.
   3. I understand that this information will be shared with the Human Tissue Authority

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| --- | --- |
| \*Signature of tissue bank manager:  \*Please print name below and insert electronic signature, if possible |  |
| Print name: |  |
| Date of submission: |  |

**Applications for release of samples/data**

Please also provide a lay summary (maximum 200 words) for each project that made an application for access to material from the bank, including projects supplying material outside of the UK. Please provide reasons for any project that was denied supply of material. Where further project-specific approval was given by a REC, please include the REC Reference Number in the additional comments

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **REC Reference or IRAS Project ID (if applicable)** | **Title of project and short synopsis** | **Name of Chief Investigator** | **Institution**  **(name/address)** | **Samples / data requested** | **Number of samples released** | **Outcome**  **(e.g. approved, rejected, pending)** | **Additional comments**  **(optional)\*** |
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