**Guidelines for requesting tissue from the Queen Square Brain Bank**

To request tissue the Queen Square Brain Bank (QSBB) please complete a Material Transfer Agreement (MTA) form. There are 3 separate MTA’s depending on the location of the requestor:

1. ION/UCL: All departments within UCL and the Institute of Neurology
2. External: All requestors outside UCL (Excluding MRC Institutions)
3. MRC: All MRC Institutions

Completed MTAs should be sent to **qsbbmtas@ucl.ac.uk**the QSBB tissue request coordinator. To offset the considerable expenditure by the QSBB for the procurement, processing and supply of tissue, cost recovery is necessary. A copy of the tariff set by the MRC Brain Bank Network (January 2016) can be found on this website https://mrc.ukri.org/research/facilities-and-resources-for-researchers/brain-banks/tariffs-for-brain-tissue/

The time taken for the provision of tissue varies with the size and complexity of the request. As a guide, we aim to approve and sign the MTA within 30 days of receipt and then to process the tissue within 90 days of the MTA receipt.

**Procedure for UCL/ION MTAs**

1. The MTA and Appendix 1 must be completed and signed by the Principal Investigator (PI).
2. Email the completed MTA to **qsbbmtas@ucl.ac.uk**
3. The MTA will undergo an administrative check and if there are any errors it will be returned to the requestor for correction.
4. The MTA is sent to the tissue request committee for consideration.
5. You will then be informed of the committee’s decision/comments, given a quotation and a request to approve the costs.
6. Once the MTA has been approved and signed by the relevant signatories the QSBB will then process the tissue and send it to you.
7. Once the MTA has been approved and signed projects carried out within the UK will be covered by the QSBB ethical approval.

**Procedure for External and MRC MTAs**

1. The MTA and Appendix 1 must be completed and signed by the PI.
2. The MTA must also be signed by the Institution’s legal representative/contracts department.
3. Email the completed MTA to **qsbbmtas@ucl.ac.uk**
4. **Applicants from outside the UK need to provide evidence of institutional ethical approval for the project or confirmation from the relevant ethics committee that approval is not necessary for projects using post mortem human tissue.**
5. The MTA will undergo an administrative check and if there are any errors it will be returned to the requestor for correction.
6. The MTA will be forwarded to UCL Business for approval and signature.
7. The MTA will then be sent to the tissue request committee for consideration.
8. You will then be informed of the committee’s decision/comments, given a quotation and a request to approve the costs.
9. Once the MTA has been approved and signed by the relevant signatories the QSBB will then process the tissue and send it to you.

**If you need any further information please email** **qsbbmtas@ucl.ac.uk**