ACSR
AIDS and Cancer Specimen Resource
https://acsr1.com

AIDS AND CANCER SPECIMEN RESOURCE
LETTER OF INTENT

For NCI Use Only

Date Review Completed:

Comments/Initials:

I. Investigator Data

A. Principal Investigator:_____

Title: _____

Name and Title of Co-Investigator or other collaborators:_____

Institution: _____

Department: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail address:_____

Have you or your co-investigators, previously submitted an inquiry with the ACSR?	Yes ○	No ◉
Did that inquiry lead to the submission of an LOI?	Yes ○	No ○
If the LOI was not approved, is this submission a revision of your original LOI?	Yes ○	No ○
Is this LOI to continue a study related to a previously approved LOI?	Yes ○	No ○
If yes, have you recently submitted a progress report to the ACSR?	Yes ○	No ○

How did you learn about the ACSR?

_____

B. Shipping Address (If different from above)

Address: _____

City: _____ State: _____ Zip: _____

Name and E-mail address of Shipping Contact:

_____

Phone*:

_____

***24 hour number required for Biological Hazardous Material**

AIDS AND CANCER SPECIMEN RESOURCE
LETTER OF INTENT

II. Study Design

A. Provide a brief description of the study, not to exceed 3 pages of text. Include the following sections:

1. Title of Project
2. Hypothesis - Clearly state the research question to be addressed.
3. Experimental Approach - Types of assays to be performed, markers to be measured, tissue requirements, data requirements (clinical, pathological, and outcome data) and a justification of the choice of markers, methods, and tissue needs.
4. Statistical Analysis - What analytical techniques will be applied, including power calculations to justify the numbers of specimens requested.
5. Significance - Why the study is important.
6. Biographical Sketch - NIH format – limit 5 pages.
7. A separate Cover Letter with names, addresses and emails of 3 potential expert reviewers as well as persons who should not review this proposal.

B. Biospecimen Criteria: In order for the ACSR to provide biospecimens of the highest quality, each investigator is required to complete the following detailed request. The investigator should indicate the type and amount of biospecimens needed, describe the storage and transfer conditions (e.g. media, snap freezing and sterility requirements) and specify limiting factors (e.g. age, sex, etc.).

Type of Biospecimen	Quantity and Volume	Additional Biospecimen Criteria

Biospecimens will be provided to investigators according to availability and priorities recommended by the Research Evaluation and Decision Panel (REDP) and the ACSR biostatistician. Investigators should be careful not to request samples that are in excess of that required to accomplish the study. This may lead to a denial of the request.

III. IRB Information

The ACSR policy requires all researchers using ACSR biospecimens to follow the “Common Rule”. The ACSR does not provide patient identity or other identifiers to investigators. All biospecimens are either anonymized, de-identified, or are part of a limited data set. This ensures complete confidentiality regarding medical information of patients.

Attach copy of IRB approval or exemption letter to LOI

IV. Funding Information:

Please include your major research grant. Institutional and other funding sources may be listed. If you are currently unfunded, please indicate below:

Funding Source: _____

Grant #: _____

Period of support: from _____ to _____

Active? ◯ Pending? ◯ Active Pending (submission date:_____)

AIDS AND CANCER SPECIMEN RESOURCE
LETTER OF INTENT

V. Agreement of Use and Acknowledgement:

The recipient/investigator hereby agrees that the biospecimens provided by the U.S. NCI-funded AIDS and Cancer Specimen Resource (ACSR) will be used only for the purposes specified in this Letter of Intent (LOI). The recipient agrees to not transfer biospecimens (or a portion thereof) supplied by the ACSR to third parties, without **prior** written permission of the ACSR. The investigator further agrees to complete and submit a new application to the ACSR if further biospecimens are needed. The recipient agrees to submit a progress report to the ACSR upon request approximately one year after receipt of samples and/or data including results and publications, to make the study results available to the scientific/research community, and to acknowledge the ACSR in all abstracts, publications, presentations, grants, and patents resulting from the use of these biospecimens. Investigators are encouraged to use the recommended wording when acknowledging the ACSR: **Specimens were provided by the AIDS and Cancer Specimen Resource (ACSR), funded by the U.S. National Cancer Institute**.

BY MY SIGNATURE I ATTEST THAT THE ABOVE INFORMATION IS TRUE

Typed Name of Recipient | Name of Institution

Signature of Recipient | Date

UPON RECEIPT OF THIS SIGNED APPLICATION AND THE INFORMATION REQUESTED ABOVE, THE AIDS AND CANCER SPECIMEN RESOURCE WILL CONSIDER THIS REQUEST AND ANY FUTURE REQUESTS FOR BIOSPECIMENS.

For specific questions about your LOI please email: contact@acsr1.com.

Email completed forms to: contact@acsr1.com