# Application to establish an ethically approved Research Tissue Bank (RTB) governed by the University of Leicester under the remit of their Human Tissue Authority Research Licence

This application form contains all the information needed for submitting your RTB for review. In order for your application to be valid, all applicable documents must be attached (apart from the HTA licence certificate). Please follow the guidance below. Example templates can be provided on request. It its advisable to contact the HTA Monitoring Officer to discuss your RTB requirements in the first instance.

Once all your documents are ready for submission please email [HTAenquiries@le.ac.uk](mailto:HTAenquiries@le.ac.uk)

|  |  |  |
| --- | --- | --- |
| RTB Reference (if known): |  | |
| RTB Title: |  | |
| RTB Manager: |  | |
| RTB Contact: |  | |
| RTB Application Documents Required | Guidance/Templates | Attached |
| Draft RTB IRAS Documents | Draft your application using the IRAS– but don’t submit it yet; please send the PDF with your RTB Application Form |  |
| Short CV of RTB manager signed and dated CV |  |  |
| Protocol | Protocol outlining the management of the RTB. |  |
| Participant Information Sheet / Consent forms (If applicable) |  |  |
| Advertisement of RTB (If applicable) |  |  |
| HTA Licence certificate | (Can be obtained on request to HTAenquiries) |  |

Although it is anticipated RTBs specifically don’t have funding. It is the principle investigators responsibility to ensure adequate funding is obtained in order to ensure the continued financial viability of the RTB.

If appropriate, a cost recovery system should be in place to allow appropriate cost recovery to cover operational costs, equipment costs and overheads.