**Memorandum of Understanding**

This Memorandum of Understanding (MOU) is between Principal Investigator and the University of Illinois Hospital & Health Science System (UI Health System) Biorepository. It is effective upon full execution and shall remain in effect until IRB protocol expires or for one (1) year, unless terminated before that by either party with a 30 day written notice and mutual agreement.

The PI has a research study Insert study title that involves collection of data and specimens to be used for research purposes. The study has been approved by the University of Illinois at Chicago, Institutional Review Board (IRB) Insert study IRB #. The PI intends to use the UI Health System Biorepository for the services identified in Exhibit A with the costs associated shown in Quote #####.

The PI and the UI Health System Biorepository agree on the following:

1. Written informed consent must be obtained from each donor-subject in accordance with the IRB-approved informed consent process. Included among the basic elements of informed consent should be a clear description of (1) the UI Health System Biorepository; (2) the specific type(s) of research to be conducted in the current research study including future research use; (3) the conditions under which data and specimens will be released to recipient-investigators; and (4) procedures for protecting the privacy of subjects and maintaining the confidentiality of data.
2. Informed consent information describing the nature and purposes of the research should be as specific as possible. Where human genetic research is anticipated, informed consent document should include information about the consequences of DNA typing including the potential denial of employment or insurance to the research participant (or a relative or ethnic group or population) and psychosocial harms, such as stress, anxiety, or embarrassment resulting from inadvertent disclosure of information on family relationships, ethnic heritage, or potentially stigmatizing conditions.
3. No samples will be accepted into the UI Health System Biorepository without a completed service request form, a protocol, a copy of the informed consent that references use of the UI Health System Biorepository, documentation of IRB approval of the protocol and the informed consent, and a fully executed copy of this agreement.
4. The Biorepository will not permit access to nor use of the samples submitted by the PI under this MOU and stored by the UI Health System Biorepository by any party within or outside of the University without the PI’s prior written consent (Exhibit A). If other internal or external investigators express interest in using samples collected and deposited into the UI Health System Biorepository under this MOU, the Biorepository will notify the PI in writing, within 5 working days of receiving the request, and the PI will reply to the Biorepository of his/her decision regarding the request within 30 days of PI’s receipt of the request notice. If the PI fails to respond to the request, the request is approved.
5. If the UI Health System Biorepository decides to cease operations, is closed, or suspended for some other reason, the Director, or designee of the UI Health System Biorepository will contact affected PIs to request plans for sample disposition. The PI must respond in writing within 3 months of receiving written notice that the Biorepository is shutting down. After that time the Biorepository will have the right to dispose of the samples at the Biorepository’s sole discretion.
6. The PI will be notified of any breach in security, or any power outages that occur with the UI Health System Biorepository, regardless of whether the outage(s) affected his/her samples.
7. The PI will be notified when there is a change in the:
	1. UI Health System Biorepository management
	2. Sample database, such as changes in software, hardware, or access.
8. The PI will notify the UI Health System Biorepository in writing when the:
	1. Samples from his/her research may be released into the Biorepository general inventory.
	2. Study is completed, suspended, or terminated.
	3. Project changes leadership.
	4. PI leaves UIC. Such notification should take place as soon as possible to initiate any processes necessary for sharing or transfer of samples to another institution, if any.
	5. PI wants the samples destroyed. The Biorepository will evaluate the samples to determine if there is sufficient material remaining to release into the Biorepository general inventory. If the samples are depleted enough not to be released into the Biorepository general inventory, the samples will be destroyed according to Biorepository standard procedure.
9. If the PI leaves UIC, a discussion on the dispersal of the samples will take place within 60 days.
	1. If the PI wishes to retain samples for further study, then the standard policy is to split all samples between the university Biorepository and PI, dependent upon amount of remaining sample.
	2. Nothing will be removed from the Biorepository until an MTA is full executed.
	3. Destruction of samples will follow if granted only by the proper designee.



1. If there is no activity related to the samples for 2 years, the Biorepository will contact the PI to determine the status of the project and related samples. If no reply is received within 3 months of receipt of the notice, the samples will be released into the Biorepository general inventory or destroyed if the samples are too depleted.

BILLING & ELIGIBILITY DETERMINATION

The services agreed to in this MOU will be billed monthly to the supplied funding source (Exhibit A). It is sole responsibility for the PI to inform of any changes in funding source.

The Biorepository reserves the right in its sole discretion to accept or decline a Biorepository deposit request. Reasons for rejection may include but are not limited to lack of IRB approval, inadequate sample handling before the Biorepository is approached to provide storage, or requests for testing or equipment that is not available through the Biorepository.

REQUESTING SERVICES

The PI (designee) will request services by sending in a request to UIBiorep@uic.edu. The PI will select desired services and may inquire about services not listed on the request form. Each inquiry will specify the amount and duration of service delivery and specify a service start date.

REPORTING

Reports of current sample list can be requested by the PI through email. The list will be generated and sent over no later than 10 business days.

CONFIDENTIALITY

UI Health System Biorepository staff and the PI’s research staff each shall safeguard the use of and access to information regarding subject donors and/or their families. UI Health System Biorepository staff and the PI’s research staff agree not to use or release any reports, data, or other information identifying subject donors, except with the approval of such subject donor in accordance with the IRB-approved informed consent, and where applicable, federal laws and regulations. Such information shall be used only to assure proper administration, planning, coordination and monitoring of performance under this MOU.

Other than acknowledgement of the Biorepository’s role in storage of samples in publications or presentations, the PI agrees not to use the name, symbol or trademark of the Biorepository in any form of publicity.



PROCEDURE FOR RESOLVING DISPUTES

In the event of a dispute, resolution of the dispute shall first be sought in a meeting between the PI and Biorepository Management. If settlement cannot be reached, then the issue shall be presented to the Biorepository Oversight Board for resolution by the Board whose decision shall be binding on all parties.

This MOU may be amended by either party by submitting a proposed amendment in writing to the other party and written agreement of that party to the amendment 30 days before the said change should take affect.

SIGNATURES

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Nick Perez, Research Technologist Manager Date

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Principle Investigator Date

**Exhibit A**

Research Site: UIC

Projected Number of Cases: 300

Anticipated Duration of Project: # years/moths

Funding Source (RRCAN) XX0000

Requested Services:

[ ]  Processing

[ ]  Storage

Will the leftover samples be available for other researchers through the Biorepository?

[ ]  Yes

If Yes, please include any restrictions or limitations to the samples, for example, only after the PIs research project had been completed samples will be available for other researchers.

Click or tap here to enter text.

[ ]  No