



# THE MANITOBA BREAST TUMOR BANK

## APPLICATION FORM



### Information and Instructions for completion of this application form

The Manitoba Breast Tumor Bank (MBTB) provides archival breast cancer cases for cancer research and the evaluation of predictive, diagnostic and prognostic markers.

Cases comprise tissue and associated clinical –pathological and clinical-outcome data. Tissue is provided in the form of thin sections from formalin fixed paraffin-embedded tissue blocks and/or frozen tissue blocks from primary breast cancers.

Applicants are encouraged to discuss potential projects with the MBTB Director prior to submission in order to define the types of cases and material that would be optimal for each project.

Applications for access are reviewed by the MBTB Scientific and Operations Committee and assessed for scientific merit, feasibility and priority. Applications are scored as either ‘fully supportable’, ‘supportable with reservations’, or ‘not supportable’.

The information requested in these forms is required to ensure that your request for tissue and related patient data is fully documented and can be evaluated by the MBTB. Applications will be accepted at any time and will typically be reviewed within 4 weeks.

The application process involves 2 stages;

#### ***Part I – to be completed and submitted for initial review by email***

**Page 1.** Provide the personal information and case selection criteria

**Page 2.** Provide details of cases required and requested case selection criteria

**Page 3.** Append a brief (1-2 pages) description of the project design

**Page 4.** Provide a brief CV including details of the specific funding source for this project

#### ***Part II – to be completed, signed and submitted by fax and/or mail after notification of successful review and prior to initiation of support from the MBTB***

**Page 5.** Provide a copy of Institutional Ethics Review Board approval for this specific project

**Page 6.** Completed request agreement form signed by PI and institutional representative.

#### **Contact details for submission of forms**

Michelle Parisien, Data Manager,  
Manitoba Breast Tumor Bank  
CancerCare Manitoba  
675 McDermot Avenue  
Winnipeg, Manitoba  
Canada. R3E 0V9  
Tel: 204-787-1446  
Fax: 204-787-1018  
Email: michelle.parisien@cancercare.mb.ca

#### **Contact details for enquiries**

Dr Peter Watson, Director  
Manitoba Breast Tumor Bank  
  
Tel: 204-789-3435  
  
Email: pwatson@cc.umanitoba.ca



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CancerCare  
MANITOBA  
*ActionCancerManitoba*

### *PROJECT TITLE*

TITLE

### *PRINCIPAL INVESTIGATOR DATA*

SURNAME	GIVEN NAME	TITLE: (Dr./Mrs./Mr./Miss/Ms.)	DEPARTMENT
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INSTITUTION

STREET ADDRESS	CITY	PROVINCE	POSTAL CODE
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OFFICE TELEPHONE	OFFICE FAX	EMAIL ADDRESS
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### *LABORATORY SHIPPING ADDRESS including Room & Building Numbers*

NAME OF SHIPPING CONTACT:	ROOM & BUILDING NUMBERS
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DEPARTMENT & INSTITUTION

STREET ADDRESS	CITY	PROVINCE	POSTAL CODE
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LAB TELEPHONE	LAB FAX	EMAIL ADDRESS
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**OTHER SPECIAL REQUESTS/INSTRUCTIONS:**



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### *CASE SELECTION CRITERIA*

**Type: (A, B or C)**

What type of case is required?  
(Please see page 8 for details)

A      B      C      D      N

**Number:**

How many cases are required:

How many paraffin sections per case:

How many frozen sections per case:

**Criteria:** Cases may be selected on the basis of several tissue criteria. For Example cases can be selected by 1) Tumor Type, 2) Grade 3) Histological Composition 4) Tumor Size 5) Nodal Status 6) ER/PR Status. Please note any specific requirements below.

### *CLINICAL DATA*

PLEASE INDICATE BELOW , WHAT SPECIFIC CLINICAL DATA YOU WILL REQUIRE FOR YOUR PROJECT



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### ***DETAILED PROJECT DESCRIPTION***

Please provide ( 1 – 2 pages) a detailed scientific abstract which clearly states the description of the problem to be investigated; the objectives of the proposed investigation, and the specific methodology and assays to be used. The latter is important in evaluating the feasibility of the project relative to the Tumor Bank tissue resources.

The following information is required:

- 1.) Hypothesis
- 2.) Experimental Approach (types of assays to be performed, markers to be measured)
- 3.) Statistical Analysis
- 4.) Significance of the project



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### *PRINCIPAL INVESTIGATOR CURRICULUM VITAE*

Please provide a current CV for the principal investigator in a standard scientific grant format (eg either CIHR, NCIC, NIH, or US Army format).

The CV must include details of :

1. academic degrees and position
2. list of relevant publications during the past five (5) years
3. current grant support and specific source of funding for this project



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*Part II – Pages 5 and 6 can be submitted after notification of successful review and are only necessary prior to initiation of support from the MBTB. These sections must be completed, signed and then submitted by fax and/or mail*

#### ***ETHICS REVIEW***

Please provide documentation of appropriate institutional Research Ethics Board (REB) review and approval for the specific project.

The Manitoba Breast Tumor Bank will not release any material until this documentation has been provided.



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### REQUEST AGREEMENT FORM

#### I. Agreement for use of tissues provided by the Manitoba Breast Tumor Bank.

The recipient institution agrees to assume all risks and responsibility in connection with the receipt, handling, storage and use of the tissues. I further agree to indemnify and hold harmless the Manitoba Breast Tumor Bank from any claims, costs, damages or expenses resulting from the use of the tissues provided by the Manitoba Breast Tumor Bank, and warrant that I have authority to execute this agreement on behalf of the recipient institution. I hereby agree that the tissues to be provided by the Manitoba Breast Tumor Bank will be used for research purposes only. Tissues and their products shall not be sold or used for commercial purposes, nor will tissues or extracted material be distributed further to third parties for purposes of sale or producing for sale, cells or cell products. Furthermore, tissues or extracted material will not be used for any research project other than that described in the application to the Manitoba Breast Tumor Bank; without re-application to the Bank. The tissues are provided as a service to the research community without warranty of merchantability or fitness for a particular purpose or any other warranty, express or implied. I, as the investigator receiving these tissues, also assume full responsibility for informing and training all personnel in the dangers and procedures for safe handling of these and all tissues.

#### II. Agreement to conduct preliminary tests on test material

I understand that the Manitoba Breast Tumor Bank will only section and ship selected project material after a small trial shipment of test cases has been sent to the investigator to test the delivery mechanism and assay reliability on our material. Confirmation of successful receipt and assay performance with this test set is necessary before the Bank will release project specific material.

#### III. Agreement to provide payment for costs

The recipient agrees to reimburse the Manitoba Breast Tumor Banks for costs involved in the collection, storage, and release of material as outlined in the appended user fee schedule

#### IV. Acknowledgement Agreement

I hereby agree to make the study results available to the scientific community and to acknowledge the contributions of the Manitoba Breast Tumor Bank in all publications resulting from the use of these tissues. A suggested acknowledgement statement is "This study was supported by the Manitoba Breast Tumor Bank, Winnipeg, Manitoba, funded in part by CancerCare Manitoba and the Canadian Institutes of Health Research".

**BY MY SIGNATURE I AGREE TO THE TERMS SET FORTH IN AGREEMENTS I & II ABOVE:**

\_\_\_\_\_  
Typed Name of Recipient

\_\_\_\_\_  
Typed Name of Official Authorized to Sign for the Institution

\_\_\_\_\_  
Signature of Recipient, Date

\_\_\_\_\_  
Authorized Signature, Date

\_\_\_\_\_  
Institution

\_\_\_\_\_  
Division or Department



User Fee Schedule

Product	Cost to Academic Users	
<b>Individual case</b>		
Case fee	\$ 10 (C cases) \$ 20 (B cases) \$ 30 (A cases)	per case fee for baseline clinical-pathology data (ie histological composition, type, grade, size, ER/PR & nodal status,)
Paraffin 5µm sections	\$ 1	\$1/section for up to 5 sections (\$2/section for additional sections)
Frozen 5µm sections	\$ 2	\$2/section for up to 5 sections, (\$4 for additional sections). Double cost for twenty micron sections.
Clinical data	\$10 + \$2/yr followup	For the extended clinical data per case (treatment and outcome data)
<b>Tissue Arrays</b>		
Array case fee	\$ 20	per case fee for baseline clinical-pathology data (ie, type, grade, size, ER/PR & nodal status,)
Array 5µm section	\$100/\$200	\$100/section for up to 5 five micron sections when clinical data is utilized \$200/section for up to 5 five micron sections when clinical data is not utilized
Clinical data	\$10	For the extended clinical data per case (treatment and outcome data)

FOOTNOTES:

- The philosophy of the MBTB dictates that tissue is only released in the form of thin sections (5-20µm) to ensure amortization of each tissue block across multiple projects. Tissue arrays will be available in the near future. Note that the per cases fee differs between cases in different categories.
- Example costs based on projects utilizing individual cases;
  - a) 100 C cases for IHC (on paraffin sections; x4 sections) and RT-PCR (on RNA extracted from frozen sections) would cost;
 

100 cases @ x\$10 per case fee	= \$1,000
100 x 4 paraffin sections @ \$1/section	= \$ 400
100 x 4 frozen sections @ \$2/section	= \$ 800
Total TB access cost	= \$2,200 + reagents + shipping costs
  - b) 100 B cases for IHC (x4 sections) and RT-PCR (x4 sections) with a median of 3 yrs clinical followup data would cost;
 

Tissue cost:	= \$3,200 + reagents + shipping costs
100 cases @ \$10 + 3x \$2 followup data	= \$1,600
Total TB access cost	= \$4,800 + reagents + shipping costs
- Supplies & Reagents: Additional charges would be applied on a cost recovery basis to cover the cost of specific reagents used for individual projects (eg special tubes, coated IHC slides etc) and these are available on request
- Shipping: charges for shipping (usually by Fed-Ex) will vary by location and nature of the tissue batches. Note that although a single shipment would be cheaper, it is our policy to ship large case cohorts in several shipments for logistical and security reasons.
- Arrays. The MBTB has recently begun to construct tissue arrays and has completed construction of two 0.6 mm duplicate core invasive tumor arrays (n=90 cases and n=165 cases). All cases are ER-ve invasive tumors. The cost of these arrays reflects the underlying value and input into each case (matching frozen blocks available, uniform pathology data, clinical outcome data available).



Case category table

Properties	Categories				
	A	B	C	D	N
<b>Cases</b>					
Approximate case numbers (total as of summer 2003 = 4500)	~660	~1500	~2200	~140	~70
<b>Tissues</b>					
Matching paraffin & frozen tissue blocks	✓	✓	✓	✓	✓
Matching paraffin & frozen blocks containing invasive tumor	✓	✓	✓	✓	
Matching normal, in-situ, invasive components available in some cases within tissue block	✓	✓	✓	✓	
Matching normal, invasive, and nodal metastasis components available within separate tissue blocks	✓				
Time to collection data available	✓				
<b>Data</b>					
Data on histological composition of sections	✓	✓	✓	✓	✓
Data on case Pathology	✓	✓	✓	✓	
Data on case Clinical Staging and baseline	✓	✓	✓		
Data on case treatment	✓	✓			
Data on case outcome	✓	✓			

Footnotes

- 'A-D' are from tumor cases. 'N' are from normal cases (reduction mammoplasties)
- 'A' cases are associated with an established protocol (collection on ice, documentation of time from end of surgery to freezing of tissue) and multiple tissue samples (eg from normal breast from the surgical specimen, primary tumor, and axillary lymph nodes). Access to this category requires strong scientific justification and they are therefore not often provided.
- 'B, C, D' category cases are mostly primary tumor samples and differ only in the extent of clinical data collected or extent of tissue available. 'B' cases have followup data available. 'D' cases derive from very large tumors with additional tissue blocks available for larger scale
- Cases in all categories can be selected on the basis of histological criteria (normal, in-situ, invasive and stromal components) and pathological criteria (type, grade size, ER/PR status). Grade is uniformly scored by a single pathologist using the Nottingham system. ER/PR is uniformly acquired by the provincial laboratory using the ligand binding assay.