

**THE NATIONAL HUMAN GENOME RESEARCH INSTITUTE
MEDICAL SEQUENCING PROGRAM**

Sample Applicant Letter

Revised version 03142008

The Primary Contributing Investigator, all Major Co-investigators, and their respective institutions certify their agreement with the approved operating policies and procedures established by NHGRI and approved by the National Advisory Council for Human Genome Research, as fully described on the NHGRI Medical Sequencing Policies and Procedures page:

<http://www.genome.gov/Pages/Research/SequenceMapsBAC/MedicalSequencing/MEDSEQPOLICIES-03.12.2008.pdf>.

We understand and certify that:

- It is the responsibility of the Primary Contributing Investigator and Major Co-investigators to obtain approval for participation in MSP from the appropriate institutional officials and/or committees at all sites at which data and samples being submitted for sequencing were collected according to applicable federal, state, and local laws and regulations and any relevant institutional policies.

- The use of samples including data submission to the data repository (as described herein) is consistent with all applicable laws and regulations, as well as institutional policies;
- The appropriate research uses of the data and the uses that are specifically excluded by the informed consent documents are delineated;
- The identities of research participants will not be disclosed to the data repository;

and

- An IRB and/or Privacy Board, as applicable, reviewed and verified that:
 - The submission of data to the data repository and subsequent sharing for research purposes are consistent with the informed consent of study participants from whom the data were obtained;
 - The investigator's plan for de-identifying datasets is consistent with the standards outlined above;
 - It has considered the risks to individuals, their families, and groups or populations associated with data submitted to the data repository;
 - It has considered specific questions raised by the NHGRI staff, if any; and
 - The genotype and phenotype data to be submitted were collected in a manner consistent with 45 C.F.R. Part 46.

- Coded phenotype and exposure data (if any) associated with the DNA samples that are proposed for sequencing will be submitted to the MSP Database managers (NCBI's dbGaP) according to the requirements defined in the MSP Dataset Submission instructions. Sequencing work cannot begin until these data are submitted, without an explicit exception from NHGRI program staff. It is the responsibility of the Primary Contributing Investigator and his/her institution to ensure that all data are submitted in accordance with applicable federal, state, and local laws and regulations. In the event that an application is not approved or samples are not sequenced, MSP will destroy all data submitted (unless it was already available in dbGaP for another study).

- Should sequence data be produced from the submitted samples, it is understood that the MSP sequence data will be deposited into databases maintained at The National Center for Biotechnology Information (NCBI), as follows:
 - Phenotype data, and the information linking all fragmentary sequence data to a particular (anonymous or de-identified) individual, and linking sequence data to phenotype data, will be made available through a controlled-access database maintained by NCBI, beginning at the same time sequence depositions are made. This dataset will be made available to any researcher who, along with his/her institution, has certified agreement to the statements within the Data Use Certification and acknowledged the intent of the NHGRI that users of MSP Datasets follow the posted NHGRI policies on data access and intellectual property.

 - Where technically feasible and where consistent with the consent terms, fragmentary, sequence data may be made available in a publicly available database, in such a way that the sequence fragments originating from the same individual can not be linked to each other or to any identifying information. With most of the new sequencing technologies that produce very short reads, it is for practical technical reasons so far not possible store fragmentary data in a way that fragments cannot be linked to a single (still de-identified) individual. In this case, all sequence data, even fragmentary data, will be available only in a controlled-access database (a division of the NCBI Short Read Archive) accessible through dbGaP.

 - Links to the postings will be made available through the NHGRI Web Site. Depending on the program within the MSP, NHGRI may also post summary information such as allele frequencies and descriptive information such as variables measured and protocols used. Summary information may also be posted on dbSNP.

- Investigators contributing data and DNA samples to the MSP will access MSP Datasets through the same procedures and Data Use Certification document as other investigators. Because of the unique position of the investigators who retain the code to the data within a given MSP Project Dataset, Primary Contributing Investigators and Major Co-

investigators will additionally be responsible for compliance with any applicable federal, state, and local laws and regulations (e.g., 45 CFR Part 46) and any institutional policies relevant to their future research use of that particular MSP Project Dataset. For some MSP programs, it is possible that samples will be completely anonymous.

By signing and dating this Applicant Policy Agreement, the Primary Contributing Investigator and his/her Institutional Official represent and warrant their authority to submit for MSP participation the proposed phenotype dataset and DNA samples for sequencing, and certify their agreement to the NHGRI/MSP principles, policies and procedures as articulated in this document. The Institutional Business Official further acknowledges that he/she has shared this document and the relevant MSP policies and procedures with appropriate institutional organizations, such as the Office of Technology Transfer and the Office for Human Subjects Research.

Investigator:

Name: _____ Title: _____

Signature: _____ Date: _____

Institutional Business Official:

Name: _____ Title: _____

Signature: _____ Date: _____