MELANOMA TMA APPLICATION PROCESS

The melanoma TMA is available for research judged meritorious by the Research Evaluation Panel (REP), an independent scientific review group assembled by CDP. The TMA is particularly well-suited for evaluation of progression markers since it includes tissues from different stages of melanoma progression. Although, many researchers are well acquainted with the use of TMAs in research they are not routinely used in all laboratories. Because this resource is limited, applications for the melanoma progression array should include supporting evidence (e.g., publication) that the proposed measurement technique(s) can be used on paraffin-embedded specimens. Alternatively, a test TMA consisting of small number of primary and metastatic melanoma lesions can be provided by the CDP to evaluate technical aspects of the assay performed in the researcher's laboratory. The results should be made available to the REP before the final decision to approve the request is made. The TMA is available to investigators affiliated with academic institutions *only*.

Charges: Once your application has been approved by the REP, your requested tissue will be prepared and shipped. There will be a standard "per case" charge for the preparation of sections which will include $150/series of 4 slides. Additional slides (e.g., additional slides from metastatic melanoma TMA) will be charged $40/slide. A test TMA is provided free of charge. There is also a charge for shipping.

Material Transfer Agreement (MTA): MTA with the original signatures from both the requestor and authorizing official at your institution is required by NCI. Completed MTA for the material ordered should be enclosed with the Letter of Intent (LOI) unless a current MTA is already on file for the same item(s). MTAs are valid for a period of three years. Faxed MTA's cannot be accepted.

The application process:

1. You should submit a letter of intent (LOI) for the resource. This letter should specify your research plan to help us determine whether progression array slides are appropriate to answer the question you are posing, including assurance that the proposed measurement technique(s) can be used on paraffin-embedded specimens.
2. The REP will review your LOI as rapidly as possible. If they have any questions about your letter we will contact you directly (via e-mail or telephone) to discuss their concerns.
3. A test TMA consisting of a small number of primary and metastatic melanoma lesions can be provided to investigators who do not have experience and who can not document that their assay is working on FFPE before it is applied to the melanoma progression TMA. The test results should be sent to the REP before the final decision to approve the request is made.
4. Once the request is reviewed and approved by the REP, you will be informed when you can expect to receive the slides you requested.

Letter of Intent:

The Letter of Intent should contain:

1. Your name, surface mail and email address, and telephone number.
2. A statement of the aims/hypothesis of the proposed research.
3. The number of slides required.
4. A brief description of the technical approach.
5. Assurance that the proposed measurement assay(s) can be used on paraffin-embedded specimens (e.g., previously published study).

Additional information:

You can submit your LOI electronically, or you can mail the letter and MTA to:

Cindy Mattingly
Information Management Services, Inc.
12501 Prosperity Drive, Suite 200
Silver Spring, MD 20904
telephone:(301) 680-9770
e-mail: tissueresources@imsweb.com