**Reprogramming request form**

**MaSC facility**

**REVISIONS**

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| Date | Nom | Commentaires |
| 20/01/2020 | Broucqsault | Ajout « si différents » pour demandeur et coordinateur |
| 27/1/20 | Broucqsault | Nommage cartouche |
| 09/01/2024 | Broucqsault | Modification texte |

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| **Reserved for the MaSC facility**Receipt of the application on: / /By: Request code : |

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| **Full project title**:  |
| Disease(s) concerned : |

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| **Project Manager** |
| Name : First name :Function :Phone :Email :**Organism**Name :Adress :Department/Unit Research : |

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| **Project background** |
| Project summary :Research objectives : |

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| **Team involved** |
| **Project coordinator** (if different from the project manager)Name :First name :Function :Phone :Email :Department/Unit Research  : |
| **Sample user** (if different from the project manager or coordinator)Name :First name :Function :Phone :Email :Department/Unit Research  : |

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| IPS line name (if different from MaSC nomenclature) |  |
| Name of the starting cell line  |  |
| Cell type starting cell line | [ ] Fibroblasts [ ] PBMC[ ]  Other (Specify) :  |
| Reprogrammation type | [ ] Episomes transfection (only for fibroblast) [ ]  Sendaï Transduction (recommanded) |
| Cell culture medium  | [ ]  mTesR1 (Stemcell technologies [ ]  PSC Brew (Miltenyi Biotech) |
| Passage at the reprogramming Reserved facility |  |
| Donor age |  |
| Donor sex |  |
| Donor Pathology, if known (Optional) |  |
| Mycoplasma Status |  |
| Serological status | [ ] Available [ ]  Non available |
| Serological status (HPV16, HTLV-1, HTLV-2, EBV, CMV, BKV, JCV, SV40, HBV, HCV, HHV-1, HHV-7, HIV-1, HIV-2, HAdV C) |  |
| Type of selection (clone/population) | [ ]  Population [ ]  Individual clones |
| Number of selected clones  |  |
| Number of characterized clones |  |
| Storage / Provision of cryotubes | [ ] Storage  [ ]  10 cryovials per characterized clones during 6 months (free)  [ ] 10 cryovials per characterized clones during 12 months (100€/clones) [ ] 10 cryovials per characterized clones during 60 months (450€ par clone) [ ]  Provision of all frozen vials (10 cryotubes) [ ]  Provision of part of frozen cells. Desired number of cryotubes :  |
| Characterization | (By default):[ ] Pluripotency markers [ ] FACS pluripotency markers[ ] Embryoid bodies differentiation [ ] Alkaline phosphatase labelling [ ] Genotypage 560k SNP, outsourced OncoDNA(Supplementary services) :[ ] Highly recommanded; Cell line Authentication (test STR, outsourced StemGenomics (200€ per clone)[ ] TaqMan hPSC ScoreCard (900€ per clone) |
| Estimated delivery dateReserved facility |  |
| Estimated passage at delivery Reserved facility |  |
| Comments for the applicant |  |

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| **Conditions for Reprogramming Somatic Cells into Induced Pluripotent Stem Cells by the MaSC facility, U1251, Marseille Medical Genetics**Acceptance of the service is effective upon transmission and acceptance of the 'REPROGRAMMING REQUEST' by the facility manager, who undertakes to respond within 10 days of receipt. This response will be accompanied by a quote describing the financial terms for the service's execution.When the project leader is part of AMU (Aix-Marseille University), the signature of this document serves as a contract stipulating the requirements and commitments of the parties as specified in these conditions. When the project leader is external to AMU, a contractual document between the MaSC facility and the concerned organization will be established beforehand. This contract will define the commitments of the interested parties.**Commitments of the Parties****The MaSC facility employs trained personnel and undertakes to:*** Implement monitoring of stored resources.
* Evaluate the quality of the reprogrammed material.
* Inform the project leader of any dysfunctions occurring during reprogramming or sample preservation that may impact the quality of biological resources.
* Respect the terms of use for the cell lines.
* Inform users of health risks associated with any sample as soon as it becomes known.
* Evaluate the satisfaction of interested parties.
* Cannot be held responsible for any transport damage. In the event that cell lines do not arrive or arrive at the applicant's address under conditions such that they are unusable, the MaSC facility undertakes to resend the cell lines to the applicant. Shipping costs will be included, if applicable, in the financial terms provided in this agreement.
* Understand the requirements and constraints of the parties and adhere to the defined and signed commitments.
* Contact the project leader to propose an alternative reprogramming method, should the requested method prove impossible.

**The project leader undertakes to:*** Comply with the current legislation of the recipient country for the use of biological material within the framework of the defined project.
* Declare the cell lines to the competent authorities.
* Use the cell lines provided exclusively within the scope of the project defined in the request.
* In case of commercial use of the cell line, to discharge the [Sendai-CytoTune](https://www.iromgroup.co.jp/en/) license and/or the [IPS Academia Japan license](https://ips-cell.net/e/license/policy.html).
* Not transfer the material to a third party, except for express collaboration within the framework of the project defined in the request.
* **Mention the cell reprogramming and differentiation facility, Marseille Stem Cell (MaSC) using this wording in the "Materials and Methods" chapter of any publication resulting from the project, in the acknowledgements and/or by involving the facility personnel in charge of the project as co-authors according to their level of involvement in the project.**
* Inform the facility of publications resulting from the project.
* Be responsible for any risks that may result from the manipulation of cell lines, particularly in case of injury, material damage, or any other loss or harm.
* In the event that the results obtained are likely to lead to the filing of an industrial property application, the parties will mutually decide on the strategy to be implemented regarding the protection and exploitation of these results and, where applicable, the persons authorized to proceed with such filing and/or exploitation. For the facility, this will be done in conjunction with the competent services of AMU and SATT Sud Est.
* Understand the requirements and constraints of the parties and adhere to the defined and signed commitments.

This agreement shall be terminated by right by either party in case of non-performance by the other of one or more of the obligations contained in this document. This termination will only become effective three months after dispatch by the complaining party of a registered letter with acknowledgment of receipt, stating the grounds for the complaint, unless, within this period, the complaining party has fulfilled its obligations or has provided proof of an impediment resulting from a case of force majeure.  |

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| **Response from the MaSC facility** |
| Your reprogramming request has been carefully reviewed |
| [ ]  Acceptance[ ] Acceptance subject to conditions. The following reservations have been made:[ ] Refusal (see attached letter) |

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| The applicantName :Date :Signature | MaSC facility manager Name :Date :Signature |