



For your convenience, the CHTN has created a checklist of items to make sure you have completed everything on the CHTN Application before you submit it to the appropriate CHTN Division. This is not necessary to send in with the application, but is strictly for your use, if needed.

Make sure you downloaded the Application (Part 1) AND the Request Information Form (Part 2).

If you are requesting more than one anatomic site or disease, please complete separate copies of the Request Information Form (Part 2).

You must submit a copy of your approval or review documentation from the IRB. If you do not have IRB approval or review, please utilize the Human Subjects Agreement.

Make sure you have read and signed the Agreement for Use of Tissue and the Data Use Agreement. (These agreements CANNOT be altered).

*The Official Authorized to Sign for the Agency is the person who is legally responsible for the work of the PI.*

Reference page 2 of Application Part 1 to see where you need to email your completed application.

Make sure the Billing Contact email is NOT the Investigator's email. (If you have issues with this, please reach out to your primary division.)

When submitting a Purchase Order (PO), you must have a different PO for EACH CHTN division you will be receiving samples from.

Project Title and research summary are mandatory to fill out.