

# ANATOMY BEQUEST PROGRAM ACCESS PROPOSAL

## ANATOMY/ CONTINUING MEDICAL EDUCATION COURSE REQUEST

Name of requester	
Office telephone Mobile telephone Email address	
Organization	
Sponsor (if other than requesting organization)	
Course faculty	
Course Title	
Course Location	
Date(s) of Course	Each proposal is valid for a three year timeframe.
Course Participants	Nature: Number:
Quantity	
Required donor attributes (List info which is minimally required for a successful course)	Sex: Contraindicated pathology:
Other requests	List any other needs such as preparation requirements, supplies, equipment, staffing, or laboratory space.
Does this request require the acquisition of images such as videography or photography to document scientific methodology?	If yes, please describe the reason for the acquisition of the images and how the images will be stored:

**Accounting contact with whom we will work with for invoicing and reimbursement**  
(Leave blank if the information is the same as the requestor)

Name	
Address	
Institution Name	
Office Phone #	
Email address	
Account reference number/PO number	

The University of Minnesota's Anatomy Bequest Program (ABP) provides human anatomical tissue to internal and external stakeholders who are working to advance medical education and practice in order to meet the healthcare needs of Minnesotans.

In order for the ABP to maintain the public's trust and support this mission, several policies have been established, and include the following:

- Requestors are responsible for ensuring policy compliance within their institutions or organizations. This includes restricting access to human tissue while in the requestor's custody and requiring each student to view the ABP Orientation video and sign the ABP orientation disclosure form in advance of the start of each course.
- Requests to document the donor, donated tissue, or study methodology involving the donor, which include acquiring photos or videos, must be approved in advance. Capturing donor images using cell phones is strictly prohibited.
- Tissue received from the ABP is being loaned to the requestor. All tissue, including tissue removed during dissection must be returned to the ABP within the allotted study timeframe. All tissue must be sufficiently labelled and tracked while in the requestor's custody.
- Requestors cannot transfer the tissue or allow access to another user without the approval of the ABP.
- The ABP must perform an organization audit and approve of all donor transportation, storage, and use locations in advance of a course.
- Access to donated tissue is limited to the scope of the approved proposal.
- The requestor shall reimburse the ABP for the ABP's costs to provide human tissue. Cancellations within 7 days of a confirmed course will be assigned a cancellation fee. The ABP does not provide refunds.
- The ABP makes no warranty as to the fitness or sufficiency of the human tissue. Additionally, ABP makes no assurances as to the availability of human tissue. Efforts will be made to assign the most suitable donor for each request.
- Publications and presentations reporting findings as the result of access to human tissue provided by the ABP must include the following acknowledgement statement. "The authors wish to thank the individuals who donated their bodies to the University of Minnesota's Anatomy Bequest Program for the advancement of education and research."

<b>SIGNATURE OF REQUESTOR</b>	<b>DATE</b>

BY SIGNING THIS DOCUMENT, YOU ARE ACKNOWLEDGING THAT YOU HAVE READ AND UNDERSTAND THE REQUIREMENTS ASSOCIATED WITH TISSUE ACCESS.

AN ELECTRONIC SIGNATURE IN THE FORM OF YOUR TYPED NAME AND/OR ATTACHED DIGITAL SIGNATURE WILL BE AS VALID AS AN ORIGINALLY SIGNED CONSENT