

Directions given under the Human Fertilisation and Embryology Act 1990 as amended

Recording and providing information to the Human Fertilisation and Embryology Authority under a research licence

Ref: 0002
Version: 2

These Directions are:	GENERAL DIRECTIONS
Sections of the Act providing for these Directions:	Section 15 (2); 12 (1) (d) and (g)
These Directions come into force on:	1 October 2009
These Directions remain in force:	Until revoked
This version issued on:	6 April 2010

1. Centres operating under a research licence granted by the Human Fertilisation and Embryology Authority (HFEA) must maintain a record, in any format, of:
 - (a) the total number of embryos created, used or disposed of during that project of research;
 - (b) the results of the project of research for which the licence was granted; and
 - (c) the conclusions drawn from that project of research.
2. Licensed centres holding any of the records referred to in paragraph 1(a), 1(b) and 1(c) above must be able to produce hard copies of those records upon request from an HFEA member or employee.
3. Centres operating under a research licence granted by the HFEA must provide the HFEA with:
 - (a) a provisional report setting out the results and conclusions of the research, no later than 3 months from the end of the project of research for which the licence was granted; and
 - (b) a fully referenced final report with results, conclusions and references to any publications arising from the research project, 12 months from the end of the project for which the licence was granted.
4. Persons responsible for centres licensed by the Authority to carry out research must complete and submit to the Authority the Research Information and Data Sheet, set out in the Schedule to these Directions and published on the Authority's website, no later than 31 January each year. Before submitting the Research and Information Data Sheet

persons responsible must confirm that the information they have provided in the document is true and accurate.

5. Where a member of the Authority requires in writing that the person responsible should submit a further Research Information and Data Sheet in addition to that required by paragraph 4 above, the person responsible must submit the further Research and Information and Data Sheet to the Authority no later than 14 days after the date of the written request.

Ruth Fasht

Ruth Fasht OBE

25 February 2010

Chair of the Compliance Committee in accordance with delegated powers granted by the Human Fertilisation and Embryology Authority on 17 December 2008.

Version control	
Directions name:	Recording and providing information to the HFEA under a research licence
Reference number:	0002
Date version 1 issued:	1 October 2009
Date version 2 issued:	6 April 2010
Chair's letter reference:	CH(10)03

Research Information and Data Sheet



Centre name:

Centre No.:

Research Licence No:

Lay Summary of research Undertaken

Please provide a summary in lay terms of the work you have undertaken so far and any further work yet to be carried out.

Publications

Please list any publications which have arisen from work under the licence.

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Use of Embryos

Number of Embryos received / used	Source of Embryos	
	Fresh	Frozen
Total number donated:		
Total number received or thawed for research:		
Total number used for research:		
Total number disposed of:		

Yes No

Does the project involve the creation of embryos?

If yes, please provide the following information:

Embryos	Created	Used
Total number created		

Please detail the source of sperm, if applicable, used to create the embryos:

Use of Eggs

Yes No

Does the project involve the use eggs (including failed to fertilised eggs)?

If yes, please provide the following information:

Number of eggs received / used	Source of eggs		
	Fresh	Failed to Fertilised	Frozen
Total number donated:			
Total number submitted or thawed for licensed research			
Total number used for licensed research:			
Total number disposed of:			

Projects involving the derivation of human embryonic stem cell lines

Please state the number of stem cell lines derived: