

Letter of Intent for Tissue Microarrays

To receive tissue from the resource, you must first send a Letter of Intent (LOI) that contains:

- A. Your name, surface mail and email address, and telephone number.
- B. Scientific rationale: This section of the LOI (usually one page in length) should include the following:
 1. Concise introduction to the project concluding with a brief statement of the hypothesis of the proposed research. (Note that these tissue microarrays are designed for comparisons across stage groups: nevi, primary melanoma, node metastases and visceral metastases. These TMAs should not be used to test hypotheses concerning patient outcomes such as survival, because this information is not available for these specimens.
 2. Specific aims of the work to be carried out with the TMAs.
 3. Information about the marker(s) to be evaluated - briefly describe each marker and why it was selected for testing including:
 - A. Evidence that the marker(s) is relevant to melanoma - describe preliminary data and cite published references suggesting the importance of each marker.
 - B. If more than one marker will be included in the analysis, describe how the markers are related to each other.
- C. Technical approach: This section of the LOI (usually about 1 page in length) should include the following:
 1. A brief description of the technical approach, the measurement technique(s) and reagent(s)
 2. Evidence that the specific techniques and reagents have been used in paraffin-embedded sections. Photographs or figures generated in your own laboratory are preferred. We can provide test TMA to optimize assay conditions.
 3. A description of the scoring system. For example, if results will be reported as “positive” or “negative,” how will these be defined? What is the basis (preliminary data) for using this scoring system?
 4. Positive and negative controls to be used.
- D. Total number of slides requested

This section of the LOI (usually about 0.5 page in length) should provide a specific accounting and justification for the number of sections requested. For example, how many sections will be used for each assay, and how many sections will be used for positive and negative controls.

It is recommended by the Research Evaluation Panel (REP) that each assay should be performed using a minimum tissue microarray sections.

E. A Brief Biosketch (Please send as an attachment)

You may email your LOI and relevant attachments to Cindy Mattingly, email: tissueresources@imsweb.com , but if you do so please be sure to send it in the same format as the electronic form and include all the required information. Incomplete LOIs will be returned for completion resulting in a delay in the evaluation and review of your request.