**Collaborator Annual Confirmation Form**

Every year, the Lead Collaborator at each Collaborator Institution for a UK Biobank Research Project is required to provide some information regarding their project and confirmation that they are complying with the terms of the Material Transfer Agreement (MTA). Please complete and upload this form template to the Access Management System (AMS). For help, please see our AMS User Guide on the UK Biobank website. (Failure to provide this form will result in additional data not being available for the project, and continued failure to comply could lead to the project being terminated and future applications declined.)

|  |  |
| --- | --- |
| **Research Project Number:** |  |
| **Collaborator Institution:** |  |
| **Date form completed:** |  |

1. **Please provide the names of any Affiliates[[1]](#footnote-1) who have access to UK Biobank data for this Research Project. If none, please say so:**

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| --- |
| **Affiliates:** |

1. **Please provide the names of any Third Party Processors who process UK Biobank data as a sub-contractor for this Research Project and provide details of the tasks the Third Party Processor conducts on your behalf. If none, please say so:**

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| --- |
| **Third Party Processors:** |
| **Third Party Processor tasks:** |

|  |  |
| --- | --- |
| 1. **I confirm that:** | *Please mark with an ‘x’:* |
| * I am the Lead Collaborator at the Collaborator Institution and of the Research Project identified above; |  |
| * The research conducted by the Collaborator Institution is within the parameters of the Research Project’s approved scope and the progress of the research is consistent with the Applicant PI’s project update; and |  |
| * The provisions of the Material Transfer Agreement (including but not limited to the Annexes) are being complied with. |  |
|  |  |

**Note: please save as a .pdf document and upload in AMS**

1. An Affiliate means any company or other entity that is directly or indirectly Controlling, Controlled by or under common Control with a Collaborator (which includes if such Collaborator is a company, a subsidiary or parent or holding company of such Collaborator, or a subsidiary of such parent or holding company) for so long as such Control exists. Please see the definition of ‘Control’ in the MTA for further information. [↑](#footnote-ref-1)