**REQUIREMENTS FOR SENDING BIO SPECIMENS OVERSEAS**

1. Approval letter of the research from the Institutional Review Board.
2. A written request from the principal investigator to the Institutional Review Board mentioning:

(a) details of specimens to be shipped (types and quantities) and the tests needed with a statement that equivalent tests are not available in Saudi Arabia.

(b) The Institute to which the specimens are to be shipped including the name of the receiving researcher who shall have custody of the specimens.

1. A Research Material Transfer Agreement signed by the principal researcher and the corresponding researcher in the foreign institute. The agreement is also co-signed by the hospital laboratory and the Institutional Review Board.
2. A National Commission on Bioethics form for shipping bio specimens overseas with all details completed by the principal investigator and signed by the Chairman of the Institutional Review Board who shall certify that the research project was approved and provide the date and number of the meeting at which it was approved.
3. A letter addressed to the principal investigator from the Institutional Review Board specifically approving export of the bio specimens mentioning the type and quantities as well as the duration of the validity of the permit in months. The letter shall mention that the permit is for tests specifically mentioned in the approved study protocol and that no further tests are allowed. It will also mention that unused extra specimens shall be destroyed or returned to Saudi Arabia.