



## Prize Announcement for New Chordoma Cell Lines

Currently, access to valid chordoma cell lines is a major barrier for chordoma research and treatment development. To overcome this barrier, the Chordoma Foundation seeks to create a collection well-characterized chordoma cell lines, each of which faithfully represents the biology of the tumor from which it was derived. The Foundation has partnered with ATCC, world's largest non-profit cell line repository, to establish a Chordoma Cell Line Collection in their catalog.

In order to help establish the Chordoma Cell Line Collection at ATCC ("Collection"), the Chordoma Foundation offers \$10,000 prizes for each cell line that is approved by the Chordoma Foundation and deposited into the Collection at ATCC as described below. A \$25,000 prize will be awarded for the first two (2) cell lines derived from pediatric chordomas. This award is meant to encourage novel and creative approaches to establishing new cell lines. It is also intended to promote biological diversity and avoid homogeneity among the set of cell lines in the panel.

### **SUBMISSION PROCESS**

Any investigator who has created an immortalized cell line derived from a chordoma tumor is invited to submit the cell line for validation and inclusion in the Collection. Creators are encouraged to submit cell lines as soon as possible. To achieve standardization among the entire Collection, all validation experiments will be carried out in a laboratory designated by the Chordoma Foundation. As of the date of this Prize Announcement, the Chordoma Foundation has contracted with Vala Sciences Inc, 6370 Nancy Ridge Drive #106, San Diego CA 92121 to conduct cell line validation experiments. Cell lines provided for validation will not be further distributed without the permission of the creator.

Submission of cell lines for inclusion in the Collection will proceed as follows:

- 1) Sign the accompanying Letter of Intent (Appendix A) indicating your acceptance of the terms and conditions outlined in this Prize Announcement and email it to [patty@chordoma.org](mailto:patty@chordoma.org). Alternatively you may mail the letter to:  

Patty Cogswell  
Chordoma Foundation  
PO Box 2127  
Durham, NC 27702
- 2) A Chordoma Foundation representative will contact you to coordinate transfer of the cell line to a lab designated by the Chordoma Foundation for characterization and validation. If necessary, the Chordoma Foundation will help arrange a material transfer agreement between your institution and the designated laboratory governing the use of your cell line.
- 3) Submit cell line(s) that have undergone at least 50 population doublings and any relevant data, tissue, or tissue derivatives to the laboratory designated by the Chordoma Foundation. See Inclusion Criteria below for list of required materials and data.
- 4) Analysis of the cell line will be performed using some or all of the following approaches: gene expression analysis, array CHG and/or high density genotyping arrays, western blot, and potentially others. The cell line will also be checked for mycoplasma contamination. Data generated for the purpose of validating the cell line will be shared with you.
- 5) If the cell line has characteristics consistent with chordoma, then it will be considered for inclusion in the Collection. You will be notified in writing by the Chordoma Foundation whether or not your cell line(s) were selected for inclusion in the Collection.
- 6) Once your cell line is selected for inclusion in the Collection, the next step is for you or your institution to execute the ATCC Chordoma Cell Line Collection Material Deposit Agreement or another agreement

approved in writing by the Chordoma Foundation to deposit your cell line with ATCC (the "Deposit Agreement").

- 7) Upon finalizing the Deposit Agreement with ATCC and depositing the cell line into the Collection, the Chordoma Foundation will issue an award letter and payment form offering you an unrestricted prize for scientific and educational purposes in the amount of \$10,000 for the cell line deposited into the Collection (or \$25,000 for the first two pediatric chordoma cell lines).
- 8) Once you complete and return the payment form, the Chordoma Foundation will mail a check to the "Fiscal Officer" address indicated on the payment form.

If you have questions about any aspect of this prize please email [patty@chordoma.org](mailto:patty@chordoma.org)

## **SUBMISSION REQUIREMENTS**

For a cell line to be considered for inclusion in the Collection, the following must be submitted:

1. At least two tissue culture flasks or frozen vials containing the cell line shipped to:  
Lily Feng  
Vala Sciences Inc  
6370 Nancy Ridge Drive #106  
San Diego CA 92121.
2. A completely deidentified pathology report from the tumor of origin
3. A copy of the informed consent form used to collect the tumor from which the cell line was derived. The informed consent must allow for the use, storage and distribution of the cell line for all research and development purposes and be clear that no profit from any commercial products derived from the cell line will be returned to the patient.
4. A description of cell line including
  - a. initial tumor dissociation and culture method
  - b. approximate number of passages
  - c. time period over which cells were passaged
  - d. any significant changes in phenotype or emergence of subpopulations during passage
  - e. history of microbial contamination
5. Instructions for culturing the cell line including product information for media and any other reagents.
6. Information about the tumor from which the cell line was derived
  - a. Anatomic location of the chordoma
  - b. Whether the tumor was primary, recurrent, or metastatic
  - c. Date tumor was resected
  - d. Tumor size
  - e. Histological subtype (conventional, chondroid, dedifferentiated)
  - f. Biochemical, cytogenetic, and immunophenotypic data from the tumor, if available
  - g. Indicate if a portion of the tumor was also preserved
7. Information about the patient from which the cell line was derived
  - a. Demographics: gender, age at diagnosis, race
    - i. A cell line will be considered "pediatric chordoma" if the patient was 14 years or younger at the time of initial diagnosis, regardless of the patient's age when the tumor was resected. Verification of the patient's age at diagnosis (e.g. via deidentified radiology report or case note) is required to qualify for the pediatric cell line prize.
  - b. Treatment history, including prior surgery, chemotherapy, or radiation (if available)
  - c. Patient outcome if known
  - d. Is the patient alive or deceased?

The following items are requested but not required

1. Several unstained slides from the tumor from which the cell line was derived
2. A frozen and/or paraffin embedded tissue sample from the tumor of origin and/or nucleic acids derived from the tumor of origin
3. Normal tissue, peripheral blood mononuclear cells and/or DNA from the patient from which the tumor was derived is strongly encouraged to discern somatic from inherited mutations.
4. Any data regarding phenotype (e.g. growth in soft agar or xenografts), genotype, copy number changes, gene expression, protein expression, or other validation experiments conducted on the purported chordoma cell line.

**INCLUSION CRITERIA**

The cell line will be evaluated for inclusion in the Collection based on the following criteria:

<b>Criteria</b>	<b>Assay</b>
<b>All required</b>	
<b>Confirmed chordoma diagnosis</b>	Original tumor is brachyury and cytokeratin or EMA positive by IHC
<b>Human species</b>	Karyotype, human-specific PCR product, or hybridization to human oligonucleotide array
<b>Has rearranged genome</b>	Karyotype, CGH, aCGH, or SNP array
<b>Genotype does not match known cell lines</b>	STR profiling and verification against ATCC database
<b>Cell line is immortal</b>	At least 50 population doublings in culture
<b>--plus--</b>	
<b>At least two required</b>	
<b>Genomic rearrangements match original tumor</b>	Karyotype, CGH, aCGH, or SNP array
<b>Expresses T</b>	PCR, gene expression array, immunofluorescence, or immunoblot
<b>Expresses CD24, Cytokeratin 19, and Col2a1</b>	PCR, gene expression array, immunofluorescence, or immunoblot
<b>Physaliferous morphology</b>	In-vitro light microscopy

**PRIZE GUIDELINES AND EXPECTATIONS**

In addition to satisfaction of the scientific criteria described above, the Chordoma Foundation has the following guidelines and expectations for cell lines to be included in the Collection.

- Proper consent from the patient must have been obtained to allow for the use, storage and distribution of the cell line for all research and development purposes. No profit from any commercial products derived from the cell line(s) shall be returned to the patient.
- Data generated in characterizing the cell line will be shared only with the creator and the Chordoma Foundation. This data will be kept confidential unless the creator waives this confidentiality. Upon inclusion in the Collection and acceptance of the prize, all data associated with the cell line provided to the Chordoma Foundation will be made public and distributed with the cell line.
- The Chordoma Foundation encourages creators to publish results of the research leading to the development and characterization of the new cell line(s), preferably in a peer-reviewed open access journal. Therefore, at the request of the creator, the Chordoma Foundation will embargo specific data generated in characterizing the cell line for up to six months to give the creator an opportunity to publish on the creation and characterization of the cell line.

- You or your institution must have entered into a Deposit Agreement with ATCC approved by the Chordoma Foundation for purposes of depositing your cell line into the Collection.
- Upon acceptance of the prize, the Chordoma Foundation will be permitted to publicize the name of the institution and/or creator, and the amount of the prize.

## **TERMS AND CONDITIONS OF PRIZE**

### **1. AWARDS PROCESS**

The decision to include a cell line in the Collection and to award a \$10,000 prize to the cell line's creator will be made by the Chordoma Foundation Board of Directors based on the recommendation of expert advisors, the availability of funding, and other pertinent factors. The Chordoma Foundation will consider the genetic and biological characteristics of the cell line, as well as accompanying data regarding the tumor from which the cell line was derived. Investigators will be notified in writing by the Chordoma Foundation whether or not cell line(s) are selected for inclusion in the Collection. Upon validation, selection for inclusion in the Collection, execution of the Deposit Agreement and deposit of the cell line with ATCC, the Chordoma Foundation will issue an award letter and payment form offering an unrestricted prize for scientific and educational application in the amount of \$10,000 for the cell line deposited into the Collection.

### **2. ACCEPTANCE OF AWARD**

A grantee indicates acceptance of an award and will become bound by the terms and conditions attached to the award notification letter by signing the award notification letter and depositing funds disbursed by the Chordoma Foundation. Each prize will be awarded on the terms and conditions outlined herein.

### **3. DISBURSEMENT POLICY**

This prize is made to reward the creator of a chordoma cell line for contributing that cell line to the Chordoma Foundation Cell Line Collection at ATCC. The prize is made as an unrestricted award to the creator's institution to be used at the sole discretion of the creator for scientific and educational application. Payment to the creator's institution will be made by check unless otherwise requested by an authorized institutional official. Checks will be mailed to the "Fiscal Officer" address indicated on the payment form.

### **4. LIABILITY**

Upon acceptance of this award, the creator and the creator's institution will indemnify and hold harmless the Chordoma Foundation, its Board, officers, agents, advisors and constituents from any claim, judgment, award, damage, settlement, liability, negligence or malpractice arising from research or investigation activities related to this award.

## Intent to Submit Cell Lines for Inclusion in Chordoma Foundation Cell Line Collection

I have read and agree to the terms and conditions of the Chordoma Foundation Cell Line Collection (“Collection”) set forth in the Prize Announcement and intend to submit the cell line(s) named \_\_\_\_\_ **[insert names of cell lines]** to be considered for inclusion in this Collection. I will make these cell line(s) available to the Chordoma Foundation for the purposes of characterization and validation. I understand that data generated on my cell line(s) will be shared with me and with the Chordoma Foundation to serve as a basis for the decision whether to accept my cell line(s) for inclusion in the Collection. I understand that inclusion in the Collection is not guaranteed and is determined by the Chordoma Foundation Board of Directors based on the characterization of the cell line, the availability of funding, and other pertinent factors.

If my cell line(s) are selected for inclusion in the Collection, then, as a condition to my receipt of any corresponding award from the Chordoma Foundation, I will deposit my cell line(s) with ATCC under Deposit Agreement approved by the Chordoma Foundation to use, store and distribute this cell line(s) for all research and development purposes.

Name \_\_\_\_\_

Job Title \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

Telephone # \_\_\_\_\_

Email Address \_\_\_\_\_

\_\_\_\_\_  
Investigator’s Full Name (typed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date