

Guidelines for Researcher Applications

PURPOSE & SCOPE

The purpose of Guidelines for Researcher Applications SOP is to assist researchers in applying to access biospecimens and/or data from Illawarra-Shoalhaven Cancer Biobank.

DESCRIPTION

This standard operating procedure (SOP) outlines the correct protocol to be followed when applying to access biospecimens and/or data from Illawarra-Shoalhaven Cancer Biobank.

PROCEDURE

Biospecimens collected by Illawarra-Shoalhaven Cancer Biobank are made available to local and Australia-wide researchers for use in scientifically valid and ethically approved research projects.

1. Prior to applying to the Illawarra-Shoalhaven Cancer Biobank, the investigator must be approved, or undergoing the approval process, by their Human Research Ethics Committee to access and use samples from Illawarra-Shoalhaven Cancer Biobank.
2. The Investigator will submit a completed Illawarra-Shoalhaven Cancer Biobank Researcher application form, along with their ethics application, approval letter, CV of Principal Investigator and Materials Transfer Agreement (MTA), to the Oncology Biobank Manager.
3. The Oncology Biobank Manager will forward the application to the Scientific Advisory Committee, who will assess the application.
4. If the application is approved, the Oncology Biobank Manager will notify the researcher and forward an MTA to be signed and returned (if not already submitted).
5. Once the MTA has been received, the Oncology Biobank Manager will forward to the ISLHD Executive Director of Research for execution and invoice the researcher for any fees and charges that may apply.
6. The Oncology Biobank Manager will organise with the researcher the shipment of samples, at the cost to the researcher.

As documented in the Illawarra-Shoalhaven Cancer Biobank Researcher Application form, a small cost recovery fee may be charged to offset the costs of collecting, processing, storing, retrieving and disseminating samples, as well as for data extraction services.

Conditions of Use and Reporting

1. A signed MTA must be supplied before biospecimens and/or data are disseminated.
2. Specimens and data can only be used for purposes as outlined in the MTA.
3. It is a requirement that researcher's acknowledge the biobank in any publication using an agreed upon acknowledgement statement. Please refer to 'Acknowledgement Guidelines for Illawarra-Shoalhaven Cancer Biobank' SOP.
4. All publications arriving from the use of the biospecimens, are to be forwarded to Oncology Biobank Manager for reporting purposes.