**QUANTUM Biobank – Project Application Form**

*By submitting an application form for review, you are agreeing to the terms and conditions outlined at the foot of this form.*

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| --- | --- | --- | --- | --- | --- |
| **Application type***(Underline one of each row)* | Prostate | Kidney | Urothelial (Bladder) | Testicular/Penile | ProMPT Legacy |
| Retrospective request(request to access existing samples in biobank) | Prospective collection(request to recruit new patients/obtain new samples) |
| Internal academic | External academic | Commercial partner |

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| Section 1: Applicant details |
| Research group / department |  |
| Lead applicant *(e.g. Head of Department or Group, or clinical trial PI)* | **Name** |  |
| **Job Title** |  |
| **Address** |  |
| **Email** |  |
| Contact person*(i.e. the person who will coordinate the request)* | **Name** |  |
| **Job Title** |  |
| **Address** |  |
| **Email** |  |
| Shipping details*(if different address from above)* | **Name & full address** |  |
| Section 2: Funding Details |
| Funding source and duration of funding(*e.g. commercial company, NHS or University)* |  |
| Section 3: Approval details |
| Research Ethics Approval details *Applications to access QUANTUM biobank samples and/or data can be either through REC approval specified by the applicant* (A)*OR* *Applicants can request inclusion under QUANTUM ethics* (B) | **A** | **APPLICATIONS under ethics specified by the applicant(s)** |
| **NRES / REC approval number:** |  |
| **Approval** **Date:** | DD/MM/YYYY | **Expected End of Study:** | DD/MM/YYYY |
| *N.B. A copy of the following documents will be required on submitting the application: REC approval letter, Consent forms and Patient Information Sheet (PIS). A copy of the study protocol may also be requested.* |
| **B** | **APPLICATIONS under QUANTUM ethics: 22/NS/0004** |
| Are you requesting inclusion under QUANTUM ethics? **YES / NO** (delete as appropriate) |
| Section 4: Project details |
| Research project title |  |
| Planned Study Period  |  |
| Follow-up Duration*(If known, please provide details (including time-frames) of any intended requirements for follow up samples and/or data)*  |  |
| Summary of Project*(Max 500 words to include background, research question, preliminary data, aims/objectives and experimental design – this can be extracted from an abstract of funding application, as long as succinct)* |  |
| Brief summary of the project in layman’s terms*(Max 100 words – to be included in activity reports of the biobank)* |  |
| Section 5: Samples, Service and Data |
| Recruitment of new subjects required (prospective collections):*(Please specify details: expected number of participants, selection criteria, time-frame for recruitment)* | **YES / NO** (delete as appropriate)  |
| Samples required and numbers:*(Specify origin and sample type(s); total number of samples required from total number of participants, including volume of material required, if known)* |  |
| Will samples be used to extinction? *(If no, please indicate arrangements for destruction of unused samples)* | **YES / NO** (delete as appropriate) |
| Full details of histopathology services:* *will you be requiring histopathology services from OCHRe?*
* *number of sections required, staining, processing*
* *If no, please indicate arrangements for sample processing*
 | **YES / NO** (delete as appropriate) |
| How will you use the samples requested in this application?*(i.e. what specific techniques, to justify the amount of sample being requested)?* *For trials only: describe what is being used for each category that is relevant: screening (eligibility assessment), primary or secondary outcome measures, and/ or exploratory objectives* |  |
| Please specify if you intend to use any of the samples requested in research which involves animals and provide details.*(N.B. This is important information as some individuals who have donated samples to QUANTUM have provided consent only on the provision that their donated samples are NOT used in research involving animals)*  | **YES / NO** (delete as appropriate) |
| Will you be providing samples to other institutions in the UK or abroad?*(If Yes, please give details. A Material Transfer Agreement (MTA) will be needed prior to any samples being shipped. If you are aware of any agreement already in place for this project, please provide details, as this can expedite the preparation of a new MTA for the particular samples requested in this application)**Please provide details of any collaborator below* | **YES / NO** (delete as appropriate) |
| Data requirements *(Specify any accompanying data you require e.g. copy of pathology reports, imaging reports, MRI image files)* |  |
| For Office Use only |
| QUANTUM TA number (QUID): | **Q-YY-NNNN\_XXX** |
| Checklist of required documents for applicants wishing to use study specific ethics:  | **REC approval letter? □ Consent form? □ PIS? □****Study protocol? □** |
| Is an MTA required? If yes, please provide details. (An MTA is required for samples sent outside of Oxford University, but may be covered by an existing 3rd party agreement.  | **Y/N****Details:**  |
| Collaborator details\*  | Name & full address  | **Complete if applicable** |
| Institutions Involved\* | Name & full address | **Complete if applicable** |
| *\*N.B. Only certain applications may reference collaborators and associated institutions. Details of such should be recorded here. If this is not relevant, mark as NOT APPLICABLE* |
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**QUANTUM Biobank**

**Tissue Access Application Terms & Conditions**

**By submitting an application form for review, you are agreeing to the following terms and conditions.**

1. **Human tissue research training**

*(N.B. Points 1.1 and 1.2 are directly applicable to University of Oxford staff. External staff working with human tissue* ***should*** *have equivalent training but this is outside of the governance of the QUANTUM Biobank).*

1.1 All University of Oxford staff must undergo training before working with human tissue, including human tissue issued through QUANTUM.

1.2. Relevant training course(s) are signposted on the Human Tissue Governance team section of the University of Oxford Clinical Trials and Research Governance website: [https://researchsupport.admin.ox.ac.uk/governance/human-tissue](https://researchsupport.admin.ox.ac.uk/governance/human-tissue%20)

**2. Access to QUANTUM Samples**

2.1. Depending upon the origin of the material, requestors may be required to have approval from a Research Ethics Committee for the work requested and details of this should be supplied with the application. If ethical approval is not required the service requestor should provide details in their application.

2.2. QUANTUM does not accept responsibility for material provided for research where it may be lost or damaged in transit.

2.3. Requestors are required to pay a fee to cover the cost of the services provided by QUANTUM. A quotation will be provided and no work will be undertaken until a Purchase Order or written confirmation of payment is received. (*see section 4.).*

**3. Terms and Conditions of Sample Access**

3.1. The requestor agrees that the samples provided by QUANTUM will be used only for the purposes specified in their application. Further use of the same material for subsequent research must be sought independently of the original application.

3.2. Samples supplied may only be transferred to collaborators named at the time of the original application or in subsequent applications and specified in the Material Transfer Agreement or later amendments. This includes derivatives of the material (e.g. protein, RNA or DNA).

3.3. Samples will be supplied with a minimum dataset, unless additional data is available and requested. All samples are coded-linked and no donor identifiable data will be provided. The requestor agrees not to attempt to identify any individual from the materials supplied.

3.4. The requestor assumes all responsibility for ensuring that samples are used in accordance with:

3.4.1. the ethical approval and host organisation / sponsor approvals, including appropriate handling of material when approvals expire; and

3.4.2. the current requirements of the Human Tissue Authority or applicable regulations if outside England, Wales and Northern Ireland.

3.5. Requestors external to the University of Oxford and Oxford University Hospitals NHS Foundation Trust may be required to complete a Material Transfer Agreement before samples are released.

3.6. Requestors must notify QUANTUM Biobank once the project is completed and confirm sample status. Any surplus samples must either be destroyed (with a record made of the method, reason and date of disposal), returned to QUANTUM Biobank to be destroyed or returned for inclusion in holdings.

3.7. If participant consent is withdrawn for issued samples, requestors will be informed of the relevant numbers and asked to destroy any unused samples and certify that they have done so. Results obtained from samples that have already been used for research need not be destroyed unless informed otherwise. The fee is non-refundable if consent is withdrawn.

3.8. QUANTUM will attempt to avoid providing samples that are contaminated with highly infectious agents such as hepatitis and HIV, however all samples should be treated as potentially infectious. The requestor assumes all responsibility for training personnel in the procedures for safe handling of human samples.

3.10. The samples are provided as a service to the research community without warranty of merchantability or fitness for a particular purpose or use or any other warranty or representation, whether express or implied.

3.11. The requestor will ensure that any publication or presentation that is based (in whole or in part) on any materials obtained via QUANTUM will include the following standard acknowledgement: ““This research has been conducted with support from the QUANTUM (QUAlity biobanking iNvesTigating Urological Malignancies) Research Tissue Bank, which is operated by the University of Oxford and supported by the John Black Foundation ”.ⴕ1 Recipients will be advised if samples have been sourced from a specific collection that must also be acknowledged.

3.12. Recipients must provide a copy of any publications based on samples or data provided through QUANTUM, and ideally pathologists, sub-collection managers and members of QUANTUM who have contributed significantly to delivery of a project, should be named as co-authors in publications.

3.13. Study titles may be published on the QUANTUM website, together with lay summaries and the names of institutions where the work is taking place (unless agreed otherwise e.g. for confidentiality purposes).

**4. Terms of payment**

4.1. Services provided by QUANTUM will be charged according to the work involved.

4.2. An estimate will be provided upon approval of application. This estimate is valid for a period of 30 days and is exclusive of VAT.

4.3. The estimate price is approximate, and representative of the services requested in the application. If additional costs are anticipated once the estimate has been issued, this will be agreed with the requestor before further work is undertaken.

4.4. Depending upon the size and complexity of the request, QUANTUM or the requestor may request that a contract is put in place before work is undertaken.

4.5. Each application will incur a handling charge and this will be included on the quotation. Subsequent requests / amendments to the original application will usually incur a further handling charge.

4.6. No material will be provided until QUANTUM is in receipt of a Purchase Order to cover at least 50% of the estimate costs. Purchase orders should be addressed to University of Oxford, Nuffield Department of Surgical Sciences, Level 6, Rm 6607, John Radcliffe Hospital, Headington, Oxford, OX3 9DU.

4.7. Payment terms are strictly 30 days from receipt of invoice. Invoices will be issued by the University of Oxford

ⴕ1  *In certain circumstances applications to the QUANTUM Biobank which involve the collaboration with, or the contribution(s) of, third parties will be subject to the procedures for Gift-funded Intellectual Property (IP) in line with Terms and Conditions of the JOHN BLACK CHARITABLE FOUNDATION Gift Agreement. These will be covered by a separate collaboration agreement between the University of Oxford and the third party to cover any commercial use of, or granting to any third party any exploitation rights over the results of the research.*