**University of Saskatchewan Biobank**

**Material and Data Request Form**

We would like to thank you for your interest in using the materials and data from the University of Saskatchewan Biobank. The objective of the biobank is to accelerate breakthroughs in cancer research by addressing important issues dealing with presumed malignancy diagnosis and management. The biobank has collected specimens from patients with cancer or from individuals with an increased risk of developing cancer. The samples are generally associated with clinical data regarding diagnosis, treatment and follow-up.

In order to access this biobank, you will need to complete the following form and return it to the address indicated on the form. The Scientific Committee responsible for allocating the samples in the biobank will review your application and decide whether your proposal will be accepted. It is important that you provide sufficient detail to ensure a proper evaluation of your study. Once the study is approved, you will be asked to sign the Material Transfer Agreement. To familiarize yourself with privacy issues; we strongly encourage you to complete the Education Researcher Module 1 of the CTRNet online training (https://biobanking.org/ webs/signup\_options/ca\_academic).

Please note that materials and data from the biobank are to be used only by the Principal Investigator or employees/students working under his or her direct supervision and exclusively for the research proposed in this form. Material and data from the biobank may not be transferred to a third party without the written consent of the biobank manager who provided it to you. If your research leads to a publication, you must acknowledge the biobank by indicating this: Banking was done by University of Saskatchewan Biobank founded by the Ovarian Cancer Canada and supported by University of Saskatchewan Pathology and Laboratory Medicine that is affiliated with the Canadian Tumor Repository Network (CTRNet).

If you have any questions or comments, please email the leader of the biobank Dr Mary Kinloch (mary.kinloch@saskhealthauthority.ca) or the biobank coordinator Dr Sylvie Clairefond (sylvie.clairefond@usask.ca)

**Section 1: Applicant’s Information**

|  |  |  |
| --- | --- | --- |
| Principal Investigator | Name |       |
| Complete Address |       |
| Email |       |
| Phone |       |
| Co-Investigators | Name |  |
| Name |       |
| Name |       |
| Resource Person | Name |       |
| Email |       |
| Phone |       |

**Section 2: Research Project Description**

|  |  |
| --- | --- |
| Title |       |
| Description of your study and rational for the use of bank material      |
| Research hypothesis      |
| Impact the proposed project will have on cancer research      |
| Experimental approach      |
| Expected start date for sample use |       |
| Estimated time for project completion |       |

**Section 3: Ethical Committee Approval**

|  |
| --- |
| Approval by the Ethics Committee |
| [ ]  Approval received (please send a copy) | Project number |       |
| [ ]  Project is under revision (copy to be forwarded when available) | Project number |       |
| [ ]  Project is not yet submitted |

**Section 4: Details on the Material Requested**

|  |  |  |  |
| --- | --- | --- | --- |
| Type of cancer | [ ]  Gynecological[ ]  Pancreatic | [ ]  Breast[ ]  Other: |  |
| Type of material | [ ]  Biopsy[ ]  Tissue | [ ]  Ascites[ ]  Blood |
| Specific the format and quantity of samples      |
| Type of clinical data needed      |
| Other comments / requests      |

**Section 5: Security and Confidentiality**

|  |
| --- |
| Proposed physical measures for sample security (e.g. Cupboard or Refrigerator locked?)      |
| Proposed electronic measures for clinical data safety (e.g. Computers protected by passwords? Need to sign a confidentiality agreement?)      |
| Will outsourced personnel carry out tissue and/or data treatment and analysis? |
| [ ]  Yes (please explain)       | [ ]  No |

**Section 6: Shipping Information**

|  |  |  |
| --- | --- | --- |
| Pick up in person (no shipping needed) | [ ]  Yes | [ ] No |
| Shipping | Transporter |       |
| Transporter account number |       |
| Shipping Address | [ ]  Same as Principal Investigator |
| Principal Investigator | Name |       |
| Complete Address |       |
| Email |       |
| Phone |       |

**Section 7: Attestation by the Applicant**

|  |
| --- |
| [ ]  I confirm that all the information provided in this request, as well as any other information that I may subsequently provide, is true |
| [ ]  I confirm that my laboratory has the necessary biosafety permits to obtain these materials and data. |
| [ ]  I have read the biobank service fees (Appendix A) and I am aware that every 3 months (time depending on the number of samples released) I will receive an invoice and at your choice you can include the CFOPAL to be used so that the biobank proceeds directly to the payment: CFOPAL: |
| [ ]  I agree to sign the Material Transfer Agreement form before the requested material is forwarded to me |
| [ ]  Each year at the time of renewal of the approval of the ethics committee, I undertake to transmit a summary of the research which was carried out with the samples coming from the University of Saskatchewan Biobank. |
| [ ]  I am committed to acknowledging the bank in future publications by using the following sentence: *Banking was done by University of Saskatchewan Biobank founded by the Ovarian Cancer Canada and supported University of Saskatchewan Pathology and Laboratory Medicine that is affiliated with the Canadian Tumor Repository Network (CTRNet).* |
| [ ]  I acknowledge that I have read and understood this document in its entirety and will abide by the terms and conditions. |
| Other specifications  |       |

**Name**

**Date**

**Signature**

**Application checklist**

[ ]  Completed and signed form

[ ]  Copy of your ethic application and ethic review board approval for your project

[ ]  Principal investigator CV (short version)

Please send the complete application to the Biobank Coordinator: sylvie.clairefond@usask.ca

**APPENDIX A – Sample Release Fees**

The services of the University of Saskatchewan Biobank are applicable depending on the source of applications (Internal Academic USask, External Academic and Industry). The biobank takes care of tissue, blood, fluids samples and can support the storage and shipping of samples. It should be noted that for all sample release and other services, it is necessary to add the hourly rate ($54.00) of the biobank staff.

1. **Tissue sample**

The biobank can release fresh samples. The biobank stores tissue samples for a quantity greater than 100 mg in cryotubes preserved in liquid nitrogen. More precisely, the biobank has samples of Fresh Frozen (FF) without solution and tissues placed in OCT. Also, the biobank has available blocks of FFPE with the corresponding H&E slide and digital image.

|  |  |  |  |
| --- | --- | --- | --- |
| **Service Items**  | **Internal Academic**  | **External Academic**  | **Industry**  |
| **Fresh Tissue**  | $25   | $60   | $85   |
| **Frozen Tissue (FF / OCT)**  | $30   | $73   | $104   |
| **FFPE**  | $45   | $105   | $150   |
| **Cut and Staining (H&E)**  | $35  | $80   | $115   |
| **Slide Scanning (20X)**  | $19 | $45   | $64   |
| **Construction of TMA** | $54 | $69 | $86 |
| **Unstained slides of TMA** | $80 | $185 | $265 |

1. **Blood sample**

The biobank collects blood tubes (EDTA and SST tubes) and does the processing to obtain aliquots of plasma (1.8 mL), buffy coat (minimum 0.3 mL), serum (1 mL). All cryotubes are kept at –80C. There is a possibility of storing PBMC (minimum 5x106 cells/mL) which are stored in liquid nitrogen.

|  |  |  |  |
| --- | --- | --- | --- |
| **Service Items**  | **Internal Academic**  | **External Academic**  | **Industry**  |
| **Plasma**  | $31   | $72   | $104   |
| **Buffy Coat**  | $31   | $72   | $104   |
| **Serum**  | $31   | $72   | $104   |
| **PBMC**  | $47   | $56   | $80   |

1. **Ascites sample**

The biobank collects ascites fluids and processes them into separate aliquots. The biobank stores the supernatant obtained after centrifugation at –80C. And the cell pellets are half frozen without solution at –80C and the other half is suspended with freezing medium and stored in liquid nitrogen.

|  |  |  |  |
| --- | --- | --- | --- |
| **Service Items**  | **Internal Academic**  | **External Academic**  | **Industry**  |
| **Ascites cells – Cell Pellet**  | $27   | $63   | $90   |
| **Supernatant**  | $27   | $63   | $90   |
| **Ascites cells in Freezing medium**  | $32   | $75   | $107   |

1. **Other services**

Biobank can support the storage and shipping of samples. Storage can be done at -20C, -80C and in liquid nitrogen.

|  |  |  |  |
| --- | --- | --- | --- |
| **Service Items**  | **Internal Academic**  | **External Academic**  | **Industry**  |
| **Storage location rental –20C (per box and per month)**  | $23   | $54   | $77   |
| **Storage location rental –80C (per box and per month)** | $25   | $60   | $85   |
| **Storage location rental liquid nitrogen (per box and per month)**  | $27   | $63   | $90   |
| **Shipping (depends on shipping conditions)**  | To be determined   | To be determined   | To be determined   |