

Procedure for reviewing the release of material

Procedure for reviewing the release of relevant material to other organizations for research.

The bank is open to UK and international researchers. The following is the procedure followed for the review of the release of material from CEHRB. Application forms are available on the website; <https://bwc.nhs.uk/central-england-haemato-oncology-and-oncology-research-bioba>

The application procedure applies to potential external and internal (i.e. WMRGL and CEHRB staff) users of material.

- **Sample Request:** Prior to completing an application form it is recommended that the researcher e-mails both the director and manager of the bank to ensure that the samples that they wish to request are available, or could become available within a suitable time scale. Once it has been established that the samples are available then the researcher will be invited to submit an application.
Timescale target: 2 weeks
- **Application:** The application should be submitted via e-mail to both the director and manager of CEHRB. An application for samples will be reviewed once a tissue request form has been completed and a material transfer agreement has been signed. If the applicant is unable to sign the material transfer agreement then the application will be deemed unsuccessful.
- **Application review:** Once an application is received by the manager and director, the project is allocated a number and the application is distributed to at least two of the steering committee for review, on a rolling rota, unless the steering committee member is involved in the project. Each reviewer will be required to complete and return (via e-mail) the application review form to the CEHRB manager. The review of the steering committee will consider,
 - The scientific merit.
 - The feasibility.
 - The clinical relevance.The review by the manager or director of CEHRB will also ensure the following,
 - That sufficient funding is available.
 - The sample number and amount requested is not excessive.
 - The research project is supported by the institution or organisation in which it will take place.
 - The proposed research is covered by the scope of the donor consent covering the uses of the samples.
 - The specific research plans are approved by an appropriate Research Ethics Committee a copy of the approval letter has been received and a MREC/LREC number for the study has been provided, or, the project meets the criteria required for CEHRB to release samples as stated under the terms of the banks ethical approval
 - The Material Transfer Agreement has been signed.

Timescale target: 4 weeks

- **Approval:** When the application review forms have been collated and accessed by the manager, the manager shall e-mail the researcher and the chair of the Steering committee with the outcome of the application. If a majority decision is not obtained then the
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application will be reviewed by all members of the steering committee, and if necessary a meeting may be held to discuss the application.

- The samples will be sent according to the researchers needs. The researcher is responsible for the cost and organization of transport. The researcher may also be responsible for the cost of the collection and release.

Completion of study

- The researcher agrees to acknowledge the contributions of the Central England Haemato-Oncology and Oncology Research BioBank in all publications resulting from the use of these tissues and provide a copy of the research paper to the CEHRB upon publication.
- If after 12 months from the release of the tissue the BioBank has not received any communication regarding the project then the researcher will be contacted to provide feedback on the use of the tissue and progress of the study. If no report is received then the Biobank shall prohibit the release of any further tissue samples to the researcher.