RCC Syd Cancer Sample Collections

Application for prioritization of access to samples

including: plasma, serum, blood and tissue.

Requests for Biological Samples and Clinical Data

The Steering Committees of the RCC Syd cancer sample collections welcome applications from all researchers. Applications can be written in either Swedish or English. The Steering Committees will make a prioritization of the application based on the scientific merits of the project in relation to feasibility and amount of samples requested considering what is available in the sample collections. Thereafter a formal application to Regionalt Biobankscentrum for sample retrieval is necessary.

To avoid unnecessary delays the following should be attached to the completed *Request for Biobank Samples from RCC Syd Cancer Collection* form:

1. A brief project description (see APPENDIX 1) in English or Swedish.
2. Ethics Committee application and approval.
3. A list containing: number of samples and amount of sample requested. Please note that the amount of tissue requested **must be** minimized.

Please Note:

The Ethics Committee application does not have to be approved for this application to be submitted and approved. Samples will, however, **not** be given out until the Ethics Committee approval has been received.

The applicant/-s will be charged for costs related to Biobank and data retrieval. Please ask for a preliminary estimate.

For further information, please see the RCC Syd Biobank website for contact information and other issues regarding specific cancers.

Criteria for Approval of Applications

The Steering Committees will use the following criteria when considering an application:

- In cases where the patient is still alive, the use of **all** the frozen tissue will **not** be approved.
- The applicant needs to show that answering the scientific question with the requested material and the chosen methodology is feasible.
- Analyses have to be novel (not already done). If other researchers have already done the analyses suggested, the applicant will be advised to contact them.
- Access to a sample included in a clinical trial or in a specific cohort will only be given under special circumstances.
- Projects involving methodology development will rarely be approved. In certain circumstances samples where an abundance of tissue is available may be approved for use in methodology development.
- A health care provider that needs a sample for the care of the patient can obtain a sample without application.

Procedure

1. Submit an application, using the form *Request for Samples from RCC Syd sample collections* with all necessary information and attachments, to the relevant Steering Committee chairperson.
2. Shortly after the next scheduled committee meeting a decision (possibly requesting additional information) will be communicated to the applicant. A final list of approved samples will also be provided.
3. Once the application has been approved retrieval of samples will be initiated. All discussions regarding an application should be communicated via the chairperson. If the project is not covered by the ethical permit obtained for establishing the sample collection an additional application must be submitted to RBC Syd.
4. All approved projects must be reported back to the relevant Steering Committee. A progress report is requested **within 12 months after release of samples.** A final report should include information about analyses performed, results, publication/s and/or other outputs upon completion of the project.
5. The sample collection must be acknowledged in all publications based on samples from the biobank.
6. For retrieval of clinical data it is necessary to submit applications to KVB for data from Region Skåne. If data are to be retrieved from a clinical quality registry an application has to be submitted to the health care region in charge of the registry.

APPENDIX 1

Instructions for project descriptions

The project description must be brief but succinct and clear enough for the Steering Committee to be able to evaluate the request. Instructions have to be followed or the application may not be considered. The project description can be written in Swedish or English.

Scientific question to be addressed

Briefly specify the scientific question to be addressed. Provide a short background and explain the hypothesis to be tested. Possible links or correlations to other projects where the same material has been used should also be described.

Type of analyses to be done

Specify which analyses will be done. Describe the methodology and provide evidence that resources and knowledge necessary for the work are available.

Number and amount of samples

Specify which samples are requested and how much tissue is needed.

Provide a motivation for the selection of individuals as well as type and amount of sample.

Specify if the requested tumors are included in any clinical trial or in a specific cohort. A special motivation will be needed for these tumors.

Clinical data

Specify which clinical data will be needed for the study and from which sources they will be retrieved. Provide a reason for the need of the specified data.

Statistics

Provide evidence that it is possible, with the requested samples, data and suggested methodology, to perform adequate statistical analyses that will conceivably answer the question that is addressed.