

SCAN-B Material and Data Application Form

1. Applicant information		
Name main responsible applicant/PI	Contact person (if other than main applicant)	
E-mail address	Mobile phone number	
Institution/Department	University/Organization	
Co-applicants name and affiliation		
2. Project description <input type="checkbox"/> New project <input type="checkbox"/> Amendment to existing project. No of existing project: _____		
Title of project		
Brief description of the aims, including a motivation for requested material/data (<i>maximum 450 characters</i>)		
3. Legal/Regulatory		
Swedish Ethical Review Authority (EPM) ethical review application approved <input type="checkbox"/> Yes <input type="checkbox"/> No		
Dnr, Date of approval, and Principal investigator of the approved EPM ethical review application		
Will you need an MTA (yes/no)? (<i>If no, explain why not. If yes, specify person in charge.</i>)		
Will you need an PUBA or DTA (yes/no)? (<i>If no, explain why not. If yes, specify person in charge.</i>)		
4. Applying for biomaterial <input type="checkbox"/> Yes <input type="checkbox"/> No		
Sample/Cohort selection criteria		
<i>Indicate the criteria for the samples/cohort applied for</i>		
Specification for samples at diagnosis		
<i>Example of types: whole blood, serum, plasma, tumor tissue, TMA sections*, other (specify in appendix)</i>		
<i>*specify the relevant TMA</i>		
Type of sample	Number of samples	Amount per sample
Specification for follow-up samples		
<i>Example of types: serum, plasma, other (specify in appendix)</i>		
Type of sample	Number of samples	Amount per sample

Analyses to be done with the biomaterial <i>Specify in appendix</i>			
Type of material	Type of analysis	Location where analysis is done	Responsible researcher
If not regulated in separate MTA, specify disposing/deleting/returning of material			
5. Applying for clinical data for samples <input type="checkbox"/> Yes <input type="checkbox"/> No			
If not regulated in separate PUBA/DTA, specify disposing/deleting/returning of data			
6. Applying for personal identifier for samples <input type="checkbox"/> Yes <input type="checkbox"/> No			
<i>Example or personal identifier is personal number, PAD number</i>			
Will you need a PUBA (yes/no)? (If no, explain why not. If yes, specify person in charge.)			
Will you need a KVB (yes/no)? (If no, explain why not. If yes, specify person in charge.)			
Person responsible for journal review (when applicable)			
Person responsible for reporting journal review data back to NKBC (when applicable)			
7. Applying for molecular data <input type="checkbox"/> Yes <input type="checkbox"/> No			
<i>Summarized gene expression (GEX) data from RNAseq</i>			
If not regulated in separate PUBA/DTA, specify disposing/deleting/returning of data			
Sample cohort selection criteria (Specify cohort size, sample characteristics and clinical characteristics)			
8. Applying for other molecular data types, higher level, FASQ etc <input type="checkbox"/> Yes <input type="checkbox"/> No			
<i>Other molecular data types, including raw RNAseq FASTQ files, do not have a standardized access process. They may be available, but any application for access should be preceded by a consultation to discuss feasibility and requirements for data sharing.</i>			
If not regulated in separate PUBA/DTA, specify disposing/deleting/returning of data			
9. Appendices			
<input type="checkbox"/>	Appendix 1, complete description of the research project (<i>maximum 2 pages</i>)		
<input type="checkbox"/>	Appendix 2, application and decision from the Ethical Review Authority (<i>to be submitted as soon as decision has been learned</i>)		
<input type="checkbox"/>	Appendix 3, specification of requested material and/or data		
10. Cost of sample retrieval and data management			
Starting fee: 5000 SEK +OH			
Price per hour: 600 SEK +OH			
Invoice address including 'Kostnadsställe' and reference			
11. Signatures			
I hereby certify that I have taken part of and approve of the general terms in section 13			
Date	Signature of the applicant		

12. SCAN-B Steering Committee Decision**Material and Data Access Committee decision**

Approved Approved with conditions Rejected Publication of RNAseq data will require a new approval

Comments and conditions for approval**Date for decision****Signature, Head of Steering Committee SCAN-B****Name, Head of Steering Committee SCAN-B****13. General terms and conditions for transfer of material and data**

The following general terms and conditions prevail between applicants/co-applicants (jointly referred to as “applicants” below) and SCAN-B for transfer of material and/or data. By signing this contract, the applicants acknowledge that they agree to and accept the following conditions for the transfer of material and/or data from SCAN-B:

1. The applicants may only use the material/data for the purposes listed in the description of the research project in this application.
2. The applicants will be charged for costs related to retrieval of samples and information. These costs cover sample and data retrieval, aliquoting, maintenance of the Biobank, and data management. The receiver of samples will also bear any cost of handling and transport (including returned samples) in addition to the costs above.
3. The applicants agree to return all material and unused portions of material, including extracted DNA, to SCAN-B within 6 months after the completion of the research project.
4. If consent is withdrawn for issued material, applicants will be informed of the relevant sample numbers and asked to destroy them. Results obtained from material that have already been used for research need not be destroyed.
5. The applicants agree to provide SCAN-B with any new biological and/or patient-related data generated and/or collected from the use of the material and/or data.
6. The applicants agree not to transfer material and/or data to any third party not approved by SCAN-B. Any transfer to third party requires a new application.
7. The applicants are forbidden to transfer their rights or obligations according to this contract without prior, written approval from SCAN-B.
8. Projects leading to potential patent applications must comply with Region Skåne (Southern Healthcare Region) regulations (please see <http://www.rbc Syd.se> for further details) and should be reported to the SCAN-B Steering Committee immediately.
9. The applicants hereby warrants that all work in relation to the samples will be carried out in compliance with all applicable laws, regulations, guidelines and any approval from an Ethics Review Board.
10. The provided material and/or data are encoded, and applicants will not attempt to identify any individual from the material and/or data provided. Should the applicant inadvertently identify any individual, they will neither record this fact nor share the identification of that individual with any other person, and nor will they attempt to contact the individual themselves.
11. The applicants are responsible for taking the necessary technical and organizational measures to protect the material and/or data from unauthorized access. Any user should be bound by professional secrecy.
12. The applicants will ensure that any publication or presentation that is based (in whole or in part) on any material and/or data obtained from SCAN-B will include an acknowledgement of the SCAN-B community, the South Sweden Breast Cancer Group and The Kamprad Foundation. Co-authorship should be discussed with the SCAN-B Steering Committee.
13. All approved projects must be reported back to the SCAN-B Steering Committee. A progress report (maximum 1 page) is requested every 12 months after release of samples and/or data. A final report (upon completion of the project) should include information about analyses performed, results, publication/s and/or other outputs.
14. This contract falls under Swedish law. Conflicts arising from this contract will be settled in a Swedish court of law.