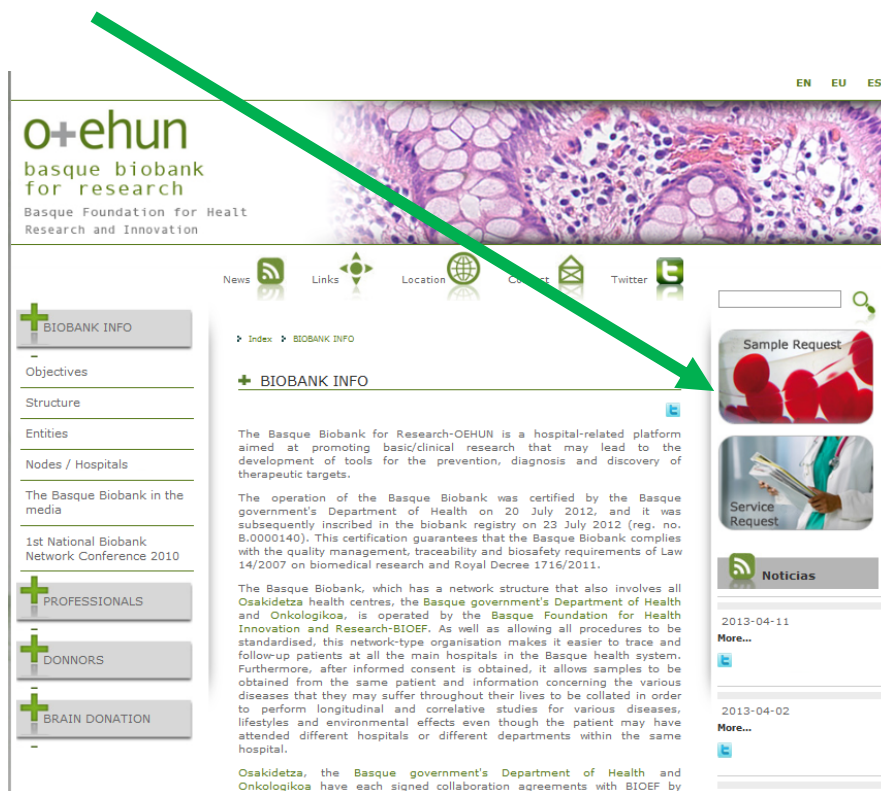


SAMPLE REQUEST

The sample request form must be completed via web, (www.biobancovasco.org), clicking in “Sample Request”

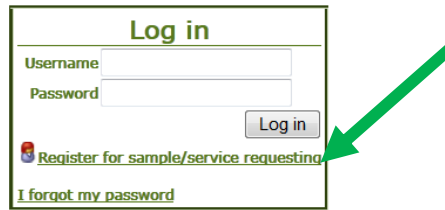


- 1- Web Registration: In the pop-up window, please select English “EN” in the language toolbar at the top of the web page



- 2.1 If this is the first time you request samples, please register by selecting “Register for sample/service requesting”, and complete your personal information, the user and password you want to use and the billing data.

HOW TO FILL IN THE SAMPLE REQUEST FORM



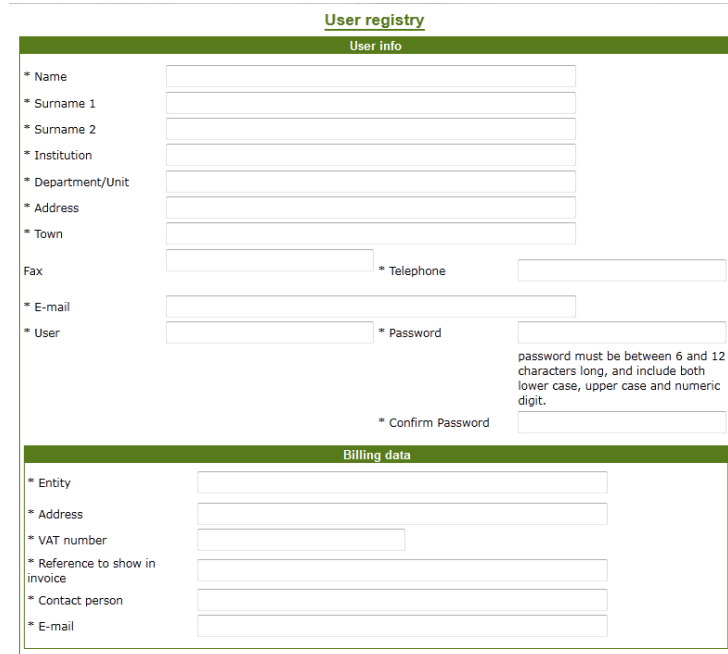
Log in

Username

Password

[Register for sample/service requesting](#)

[I forgot my password](#)



User registry

User info

* Name

* Surname 1

* Surname 2

* Institution

* Department/Unit

* Address

* Town

Fax * Telephone

* E-mail

* User * Password

* Confirm Password

password must be between 6 and 12 characters long, and include both lower case, upper case and numeric digit.

Billing data

* Entity

* Address

* VAT number

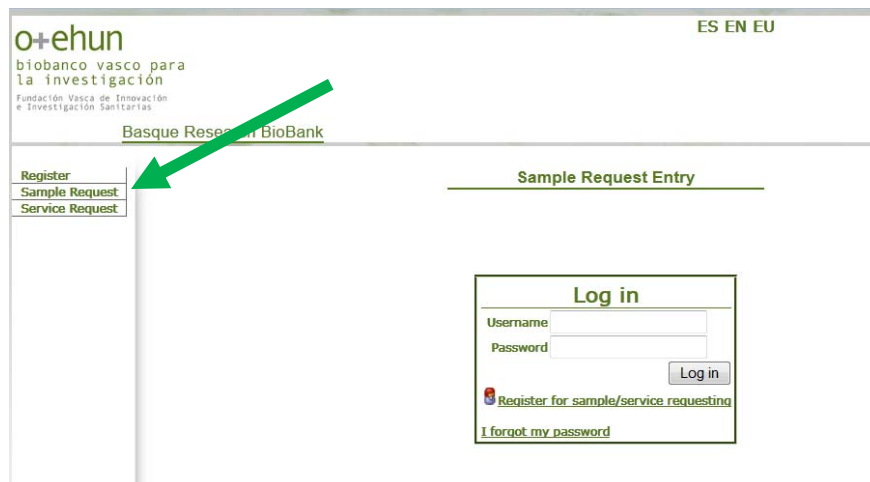
* Reference to show in invoice

* Contact person

* E-mail

2.2 If you are already registered, please log in with your username and your password

2- Sample Request: Once you are logged in, you must select “Sample Request”, located in the menu at the left side of the webpage



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la investigación
Fundación Vasca de Innovación
e Investigación Sanitarias

Basque Research BioBank

Register
Sample Request
Service Request

Sample Request Entry

Log in

Username

Password

[Register for sample/service requesting](#)

[I forgot my password](#)

- 3- A pop-up window with the Sample Request form will open.
- a) Your personal and billing data will be completed.
 - b) You must complete project's data:

Data of the project samples are requested for

Does the project samples are requested for have competitive financing? * Yes No

Funding Body
Funding Body Code

Project Title *

Additional information

Project complete memory *

Project start date
Project end date

CREC (Clinical Research Ethics Committee) Approval / IRB (Internal Review Board) Approval

Has the project you are requesting samples for, been approved by an accredited CREC / IRB? * Yes No

Name of the accredited CREC / IRB

Approval date

Attach Approval

1. Uploading:
 - I. Project's Memory
 - II. Ethical Committee Approval (only if the Project has an ethical committee approval)
2. Specify if the Project has competitive funding
3. Complete a brief indication of the objective of the project, reasons for the sample size range...

HOW TO FILL IN THE SAMPLE REQUEST FORM

Data on the adequacy of sample request

Describe briefly the objective you expect to achieve through the study of the requested samples. *

1000 characters max.

Explain briefly the need of the specific criteria associated to the requested samples *

1000 characters max.

Briefly reason out requested sample size range *

1000 characters max.

Describe the specific measures that will be implemented to guarantee the confidentiality of the personal data that may accompany the transfer of samples. *

1000 characters max.

Observations

200 characters max.

4. Specify the sample type you are asking for (DNA or RNA – concentration that you need, Plasma – volume that you need, fresh tissue or paraffin sections or OCT sections – number and thickness of the slides), number of total samples (nº of donors/patients, and/or visits of each patient), type of clinical data (basic data is Sex, Age and Pathology).

Sample data

Please indicate the number of samples, the sample types, associated information and other relevant information (deadline...) *

1000 characters max.

In accordance with the provisions of Law 15/1999 of 13th December, of Data Protection, we inform you that the personal information voluntarily provided by you through this form will be incorporated into files belonging to the Basque Foundation for Health Innovation and Research in order to facilitate the provision of services requested to the Basque Biobank for Research and to manage basic administrative tasks.

Basque Foundation for Health Innovation and Research is committed to fulfilling its obligation of confidentiality of personal data and its duty to keep them confidential, and assumes, for these purposes, technical, organizational and security measures to prevent alteration, loss or unauthorised access, in accordance with the provisions of the Organic Law of Protection of Personal Data.

You may exercise your rights of access, rectification, cancellation and opposition of your personal data through the email address biobancovasco@bioef.org or writing to the Basque Foundation for Health Innovation and Research, Plaza Asua s/n, 48150, Sondika – Vizcaya.

Please, verify that your browser does not block pop-ups from this website

- 4- Send the sample request form signed by e-mail: once you complete the form and press the button “Send” a pdf will come out. You must print the pdf, sign it and send it by post or e-mail (biobancovasco@bioef.org) to the Basque Biobank
- 5- Confirmation: The Basque Biobank will contact you back to explain the next steps in the samples request process and to send you the price quot for sample collection and management for you approval.

A) SAMPLE REQUEST:

After receiving a sample request form, the Basque Biobank will contact with clinicians that have collected or are going to collect the samples of interest. We will present them the research project for which are requesting samples and request their acceptance or denial of participation in this project. If clinicians accept to participate the Basque Biobank will continue with the process of the samples request. If clinicians do not accept to participate, the Basque Biobank will not give any sample to the project and the sample request will be closed.

B) MANAGEMENT OF THE ETHICAL COMMITTEE APPROVAL

The Basque Biobank will present the project and sample request to its external ethical committee, the Clinical Research Ethical Committee of Euskadi (CEIC-E). The procedure depends on

- If samples are already deposited in the Basque Biobank we will only ask for the approval to the transfer of the samples to the project.
- If samples are not placed in the Basque Biobank and need to be collected prospectively we will ask for the approval of the new collection and the transfer of the samples to the project.
- If samples are placed in the anatomopathology files or belong to a collection, but they were collected with no informed consent, we request the addition of the samples to the Basque Biobank and subsequent transfer to the project.

C) MATERIAL TRANSFER AGREEMENT

Once the Ethical Committee approves the Project and the simple transfer, a Material Transfer Agreement (MTA) must be signed between researchers and institutions responsible. This MTA sets:

HOW TO FILL IN THE SAMPLE REQUEST FORM

- That samples will be used only for research purposes.
- The cooperation framework established between both parties for the project. It describes various scenarios, and indicates which one is the one proceeding in this case:
 - Reciprocity with joint Authorship of publications: In this case, the number of samples and/or amount of clinical information supplied is substantial and for this reason the Provider is included as a co-author on associated articles. If the request is for tissues samples and a pathologist has had to review cases or add new information to the records associated with the samples, he/she is also added to the list of authors. In such publications, the text provided in model 1 below (in this Appendix) should be used.
 - Reciprocity without joint Authorship of publications: In this case, the number of samples and/or amount of associated data provided is relatively small, and accordingly the contribution of the Provider is reflected only in the Materials and Methods and Acknowledgements sections of the articles. In such publications, the text provided in model 2 below (in this Appendix) should be used.
 - Subcontracting: In this case, the supply of samples and associated data is regarded as a service, payment being made to cover the costs of the time dedicated by the Provider to the selection of patients and collection of samples and associated data. In this context, the Provider is not mentioned in publications derived from analysis of the samples supplied. In such publications, the text provided model 1 below (in this Appendix) should be used.
 - Cooperation: in which the Applicant and the Provider actively collaborate recognising that the other offers a range of skills or capacities which are complementary or supplementary for the carrying out of the project: formulation of the research question, study design, supply or collection of biological material, attracting funding, analysis of the results, writing of publications, etc. (as indicated in Appendix 4). In this case, the intellectual property of the results in publications produced in relation to the carrying out of the Project will be shared between the Applicant and the Provider. In such publications, the text provided in model 1 below (in this Appendix) should be used.

HOW TO FILL IN THE SAMPLE REQUEST FORM

Once the MTA is signed between the Provider and the Applicant, and each institution, samples can be sent to the Applicant.

D) COST OF THE SAMPLE COLLECTION

If the samples requested are deposited in the Basque Biobank or are going to be collected prospectively, the Basque Biobanks invoices for the costs of the sample collection. These costs are only due to consumables and technical staff involved in said collection, and corresponding to the amount of sample delivered, that is, if 30 sections can be obtained from a paraffin block, the total cost of the block is splitted in 30 and that is the cost that is charged. The rates applied are as follows:

- Rate 1: Companies with profit. The costs charged are the consumables + personnel costs + equipment amortization
- Rate 2: Business and non-profit centers. The costs charged are those of fungible + personnel costs
- Rate 3: Osakidetza Staff. Only the consumable is charged in those cases where it was necessary for the collection.

If the samples requested are of a **retrospective collection**, ie using anatomopathology samples, is the pathologist who establishes the compensation for their work searching the samples. They decide if this compensation is a financial compensation, compensation with authorship of publications, or if it is a small work and choose not to receive compensation.