Better treatments...
Better lives.

Application for Biospecimens from the ALLG Biobank

1. RESEARCHER INFORMATION

Name	
Position	
Department	
Institution	
Address	
Email	
Phone	
Are you an ALLG member? YES or NO *please circle*	
Please attach your CV (brief 1-2 page)	

2. ETHICS AND RESEARCH INFORMATION

All researchers requesting access to biospecimens from the ALLG Biobank are required to have Human Research Ethics Committee (HREC) approval for their proposed research.	
All biospecimens have been donated by participants who have consented to the ALLG Participant and Information Consent Form (PICF), on the basis; *'If research findings are made that could be of significance to you or your family, the researcher will submit a report to the ALLG as well as the local HREC. If meaningful information has been obtained from the research that may influence your health, or that of your family, the ALLG will attempt to contact you through your doctor'*, exert from PICF. The ALLG has a standard operating procedure for the 'Return of medically significant research findings'.	
Name of HREC Approval Institution/Site	
HREC Approval Number	
HREC Approval Date	
HREC Expiration Date	
HREC Research Project Title	
Principal Investigator name	
Name of institution or site where project will be undertaken:	
Please attach a copy of the HREC approved research project protocol and HREC approval letter.	

3. BIOSPECIMEN REQUEST DESCRIPTION

Sample request 1 (*Add more boxes for other sample requests as required)*		
Disease WHO Classification		
Disease and timepoint required	☐ AML- Diagnosis ☐ AML- Post induction ☐ AML- Post consolidation ☐ AML- Relapse	☐ ALL- Diagnosis ☐ ALL- End of induction ☐ ALL- Relapse ☐ UL- Diagnosis
Tissue source	☐ Peripheral blood ☐ Bone marrow ☐ Tissue biopsy	
Sample type	☐ DMSO ☐ Cell pellet ☐ Trizol ☐ Other, *specify*	☐ Plasma ☐ Serum ☐ DNA extraction
Number of samples requested		
If you require correlating data please complete the 'National Blood Cancer Registry Data' application form.		

4. RESEARCH PROJECT FUNDING

Do you have funding to undertake this project?	☐ Yes ☐ No
Funding status of the project	☐ Fully funded ☐ Pending grant application
Funding source	☐ NHMRC grant ☐ internal funding/grant ☐ other
Funding source details	

5. BILLING INFORMATION FOR INVOICE

Institution account name	
Address	
ABN number	
Contact person name	
Phone	
Email	

6. COURIER DETAILS FOR DELIVERY OF BIOSPECIMENS

Name of site contact person	
Phone	
Level of Service required	☐ Same day service ☐ Overnight, delivery within 24hours ☐ Other, *specify*
Days of week and hours of operation available for courier delivery	
Address for delivery	
ALLG will organise Biospecimens for dispatch and facilitate the courier arrangements. ALLG will then invoice the researcher for Biospecimens and couriering charges.	

7. How to submit the application form

Email a scanned copy to the:

ALLG Biobank Coordinator
Email: naomi.sprigg@allg.org.au
Please type in subject line: 'Application for Biospecimens from the ALLG Biobank'

Your application will be reviewed and the outcome communicated to you as soon as possible. If approved Biospecimen sample details and courier costs will be provided to you within 10 business days. Biospecimens will be dispatched within 10 business days of the agreement to release.

8. CHECKLIST

- ☐ Complete application form
- ☐ Investigator brief CV attached
- ☐ HREC approved research protocol attached
- ☐ HREC approval letter attached
- ☐ Read and understand conditions of use section 9
- ☐ Signed section 10

9. Conditions of biospecimen use

Please ensure you have read and understand the conditions of use of samples before submitting your application.

Biospecimens from the ALLG Biobank are provided with the intention of facilitating research into haematologic malignancies. The biospecimens provided are for the exclusive purpose of research according to the ethical approval and must be used in the manner described in this application. Any change in the research project plan must be communicated in writing to the ALLG as soon as possible; ALLG reserves the right to withdraw support. Biospecimens must not be gifted, given or sold to other parties, researchers, investigators

Biospecimens provided to researchers are de-identified. No attempts should be made by the Investigator to identify the participant or to determine other information. If annotated data is required, it should be requested through the ALLG National Blood Cancer Registry (NBCR) trial coordinator who will communicate with the Biobank Coordinator. There may be a charge associated with the retrieval of clinical data.

The biospecimen provided is as far as possible representative of the entity requested. The ALLG accepts no responsibility for the inadvertent provision of incorrect tissue. In addition, while every effort is made to provide high quality material, sample transport prior to storage is an uncontrolled variable which may interfere with sample quality. Although every attempt is made to preserve the quality of biospecimens, the ALLG cannot guarantee that mRNA will be able to be obtained from all biospecimens.

While biospecimens are not stored from patients with known HIV, Hepatitis B or Hepatitis C, the screening of participants for the presence of such pathogens is not routine. ALLG recommends that the standard precautions for the handling of human tissue and fluid as recommended by the National Health and Medical Research Council (NHMRC) are followed to prevent infection with any pathogens present. No responsibility will be taken by the ALLG for injury or illness that may occur to persons handling the Biospecimen material.

There will be a cost for the provision of Biospecimens; ALLG will advise you of this cost. There will also be a cost for the despatch and couriering of the biospecmens to your nominated location. ALLG will invoice the nominated researcher account once receipt of the Biospecimens at your nominated location occurs. The Principal Investigator of the research project is required to provide feedback on the quality, usefulness and fitness of the Biospecimens for the research project (Appendix 1).

In addition the Principal Investigator is required to provide a research project report at the completion of the project; you will not be asked to reveal the results of the study in this report.

At completion of the research project any remaining Biospecimens are to be destroyed.

Depending upon the level of contribution of the ALLG, the Investigator will be required to either

(i) Acknowledge the ALLG in any publications or presentations resulting from the work. Wording of acknowledgment will be in the form of: “We would like to acknowledge the Australasian Leukaemia and Lymphoma Group for the provision of haematologic malignancy biospecimens provided for this project.; or

(ii) Enter into a collaboration with the appropriate ALLG member(s) who will be recognised as a co-author on any publications resulting from the work.

The type of recognition required will be decided on a case by case basis at the time of application approval process, and will follow the guidance as set out in the ALLG Policy and Procedure Manual. Failure to recognise the ALLG may render the individual and/or the institution ineligible for future applications.

Copies of all publications arising from the use of biospecimens provided by ALLG are to be forwarded to the Biobank Coordinator.

Biospecimens will not be provided until a signed copy of the Agreement (section 10 below) has been received by the ALLG Biobank Coordinator.

10. Agreement for biospecimen use

I, _____ (print name) have read, understood, and agree with the 'Conditions of Use of Biospecimens (Section 9 above).

Signature of Researcher applicant: _____Date:_____

Full name (printed): _____

I, the undersigned as Institutional Head, have the authority to execute this agreement on behalf of the institution detailed below.

Signature of Institution Head: _____

Full name (printed): _____

Institution Name: _____

Institution Address: _____

_____

Appendix 1 –FEEDBACK REPORT TO BE PROVIDED END OF RESEARCH COMPLETION

Project Title:	
Researcher name:	
Name of institution or site where project was undertaken:	
Disease and timepoint requested	☐ AML- Diagnosis ☐ ALL- Diagnosis ☐ AML- Post induction ☐ ALL- End of induction ☐ AML- Post consolidation ☐ ALL- Relapse ☐ AML- Relapse ☐ UL- Diagnosis
Tissue source	☐ Peripheral blood ☐ Bone marrow ☐ Tissue biopsy
Sample type	☐ DMSO ☐ Plasma ☐ Cell pellet ☐ Serum ☐ Trizol ☐ DNA extraction ☐ Other, *specify*
Number of samples	

1. Sample **delivery**, did the samples arrive as expected?

2. Was the **quantity** of sample requested as expected?

3. Was the **quality** of the sample adequate for downstream application?

4. Please attach a brief summary of the research completed, include if/any publications.

5. Additional comments

Please return to the ALLG Biobank Coordinator, email naomi.sprigg@allg.org.au.