



SAMPLE REQUEST FOR RESEARCH PROJECTS

Hospital Universitario Vall d'Hebron University Biobank

TO BE COMPLETED BY HUVH BIOBANK

Applicant nº	
Request nº	
Entry date	
Date of assessment of Scientific Committee	
Date of assessment of Ethical Committee	
Resolution date	
Date of sample shipment	

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Applicant information

Research project title:

Principal Investigator

Name and surname:

Position:

Department:

Institution:

Postal address:

Phone number:

Fax number:

e-mail address:

Cite funding to conduct research project:

Research project information

Research project summary (250 words max.):

Specific objectives to be achieved with the analysis of the requested samples:

Samples requested
Population/Pathology: Number of samples: Type of samples: Selection criteria: Other information relevant for sample selection:]

Documentation attached to this request (please mark "X")	
Ethical approval to conduct research project	[]
Documentation of project funding	[]
Research memory (optional)	[]

Billing information	
Institution: Principal Investigator: Billing contact person: Postal address: Tax Identification Number: Purchase Order Number:	
Shipping information (to fill in only if different from applicant address)	
Name and surname: Department: Institution: Postal address: Telephone: Fax: e-mail:	
Signature of principal investigator that request the samples Signature: Date:	Send to: Isabel Novoa, Ph D. Biobanco Hospital Universitario Vall d'Hebron Vall d'Hebron Institut de Recerca Hospital Universitario Vall d'Hebron Psg. Vall d'Hebron 119-129 08035 Barcelona, Spain biobanc@vhir.org
HUVH Biobank approval	

SAMPLE REQUEST INFORMATION

1. Samples stored in the biobank will be transferred free of charge to third parties when they are to be used for biomedical research purposes. Samples will be transferred only for requests that come from research projects that have been scientifically approved.
2. The cost for the Material Transfer Service, that the research applicant assumes, is based on the costs derived from the collection, maintenance, and the handling and shipping of the biobank samples. The amount of sample transferred shall be the minimum necessary for the project.
3. The material transfer should be approved by the external scientific and ethical committees and by the Director of the biobank.
4. The sample request could be denied by either the scientific or ethical committees, or by the Director of the biobank, or when the principal investigator that request the samples has previously requested samples and has not fulfilled their obligations as detailed in previous points. The material transfer denial should be justified and communicated to the research applicant.
5. The Material Transfer Service could have some clinical data associated in which case the data will be protected following the Spanish Law regarding Patient Autonomy and Personal Data Protection rights.
6. The samples and associated data will be transfer either in an anonymous or a dissociated manner.
7. The annual memory of the biobank will provide information about the Material Transfer Services fulfilled, which will include a mention of the principal investigators, research centers and research project titles.

RESEARCH APPLICANT'S COMMITMENT

The researcher who applies for the HUVH Biobank samples is committed to:

1. Using the requested samples exclusively for the scientific purposes specified in this request.
2. Not distributing the samples and data to third parties not specified in the corresponding research project.
3. Ensuring the traceability of the samples.
4. Assuming full responsibility for the handling and manipulation of the samples with the best and most appropriate security measures for potentially infectious samples since all human samples are potentially infective and biohazardous.
5. Assuming full responsibility for the information and training of research personnel regarding the hazards and safety measures to be followed in the handling of samples of human origin.
6. Returning or destroying unused samples upon completion of the research project.
7. Acknowledging the source of the material in any publication or disclosures reporting use of the Hospital Universitari Vall d'Hebron Biobank samples with the following sentence: *"The samples used in this project were provided by the Vall d'Hebron University Hospital Biobank with appropriate ethics approval."*
8. Sending to Vall d'Hebron University Hospital Biobank a copy of any scientific publication resulting from the research project or a report with the results.
9. Ensuring the availability of validated and relevant health or genetic information obtained from the samples analysis.