

RR Cancer - CRCHUM banks

Thank you for your interest in participating in the research program of the RR Cancer- CRCHUM banks. The objective of these banks is to accelerate breakthroughs in cancer research by addressing important issues dealing with cancer diagnosis and management. The banks has collected specimens from thousands of patients with cancer or from individual with either an increased risk of developing cancer or healthy controls. These specimens include blood derivatives (eg. serum, plasma, DNA from buffy coat), urine, microbiota (feces/vaginal) and frozen or formalin fixed paraffin embedded (FFPE) tissues. Tissue microarrays (TMAs) are also available for some cancer and have been constructed from FFPE tissues. Specimens are associated with diagnosis, treatment, and clinical outcome data where appropriate.

To access the bank resources, you must complete this Material and Data Request Form. The access committee associated with the bank you are interested in will review your request. Member of this committee will decide if your proposal will be accepted. It is important that you provide sufficient details to ensure proper evaluation of your proposal.

Safeguarding the privacy of patients who participate in the research program is of primary importance for the RR Cancer – CRCHUM banks. Thus, to protect sensitive and personal information, the banks requires that you, as well as any associate (e.g. employee, student, collaborator) may have access to confidential information, sign the Confidentiality Disclosure Agreement (http://www.rrcancer.ca/medias/files/pdf/form_30.pdf) if this person is not guided by a professional ethical code of conduct. To familiarize yourself with privacy issues; we strongly encourage you to complete the Education Researcher Module 1 of the CTRNet online training (http://banking.org/webs/signup_options/ca_academic). This module provides information on principles, standards and procedures that are required for banks and access to samples. Please note that this training is mandatory for your employees or students to gain access to human biological materials and personal health-related information. Indicate the email address of each person from your team who will need to complete this training in section 8 of this form.

The bank materials (including information) should be used only for the research proposed in the Material Request Form and used only by the principal investigator or employees/students working under his/her direct supervision. Bank materials should not be transferred to anyone else without the prior written consent of the Bank Director. Should your research lead to publication, you will be asked to acknowledge the banks: ***Banking was done in collaboration with the Réseau de Recherche sur le cancer (Fonds de la Recherche du Québec- Santé) that is affiliated with the Canadian Tumor Repository Network (CTRNet).*** Please note that specific acknowledgment might also be required and you are encouraged to check with the bank before publication.

In the case of collaboration with the bank, appropriate authorship should be included. The policy of the banks is that results obtained from the materials provided must return to the Bank (images, raw data, etc.) within a prescribed time after the release of materials. The results may be used for internal research and educational purposes, and will be made available to other researchers for meta-analyses. Authorship is not automatic for subsequent studies. The team that initiated the first study will have priority for publication purposes. If other researchers request data access before your results become public, we will inform all parties of any potential overlap. As per our publication policy, the first to press becomes the cited reference for subsequent publications. To avoid conflict, we encourage cross co-authorships between collaborations in the event of manuscript submissions that coincide with one another.

Should you have any questions/comments please send an email to the following address and indicate the name of the bank into the subject to facilitate the management biobanquerrcancer.chum@ssss.gouv.qc.ca

Regards,
The RRCancer - CRCHUM banks

DATE:

ATiM STUDY/PROJECT ID (Bank use only):

Section 1: APPLICANT'S INFORMATION	
A) Principal investigator (PI)	Name: Complete address: Email: Phone:
B) Resource/Contact person	Name: Email: Phone:

Section 2: SHIPPING INFORMATION	
Pick up in person , no shipping needed	
Shipping needed	
Transporter: Transporter account number:	
Shipping Address:	
Same as Principal Investigator	
Address different from Principal Investigator	
Name: Complete address: Email: Phone:	

Section 3: RESEARCH PROJECT DESCRIPTION	
A) Title:	
B) Description of your study and rationale for the use of bank material:	
C) Estimated time for study completion (if no publications are made, a report will be requested)	months

Section 4: FUNDING AND ETHIC COMMITTEE APPROVAL

A) Funding source

- Study is funded by:
 - Organization/Company
 - Total amount
 - Funding period
- Pilot study without specific grant agency

B) Ethics committee approval

- Approval received** (please send out a copy) Study Number
- Study under review** (please send out a copy when available) Study Number
- Collaborative study, ethics approval of the bank director** Study Number

Section 5: COHORT SPECIFICATION

A) Number of specimen(s) requested and justification:

B) Inclusion criteria:

C) Exclusion criteria:

Section 6: MATERIAL REQUESTED

Complete the appropriate sub-section (A-E)

A) TISSUE BLOCK

- a) **Preservation type:** Formalin fixed paraffin embedded tissue (FFPE) OCT
- b) **Material:**
 - Core(s) per specimen Number Size mm
 - Section(s) per specimen Number Thickness um
- c) **Specific processing specification (ex. adjacent coloration, specific type of slide, etc.):**
- d) **Other comments:**

B) TISSUE MICROARRAY

a) **TMA ID*:**

*A bank research assistant will contact you to select the best TMA to answer your specific research question

b) **Number of section(s)** **Thickness** um

c) **Specific processing specification** (ex. adjacent coloration, specific type of slide, etc.):

d) **Other comments:**

C) BODY FLUIDS AND THEIR DERIVATIVES

- Plasma** (blood) Volume per sample uL
- Serum** (blood) Volume per sample uL
- DNA** (blood) Amount per sample ug Minimal quality
- Ascites** Volume per sample uL
- DNA** (Ascites) Amount per sample ug Minimal quality
- Other:**

Comments:

D) TUMOR TISSUES AND THEIR DERIVATIVES

- Live cultured cells** Flask Frozen tube
- Frozen tissue** Frozen (-80C) OCT Flash Frozen Any type
- DNA from cultured cells** Amount per sample ug Minimal quality (Ratio)
- DNA from frozen tissue** Amount per sample ug Minimal quality (Ratio)
- RNA from cultured cells** Amount per sample ug Minimal quality (RIN)
- RNA from frozen tissue** Amount per sample ug Minimal quality (RIN)

Other:

Comments:

E) CLINICAL DATA

- Histopathology only
- Clinico-pathological data used for survival analyses

Other specifications:

Section 7: SECURITY AND CONFIDENTIALITY

a) Proposed physical measures for sample security (ex: cupboard or refrigerator locked?):

b) Proposed electronic measures for clinical data safety: (ex: Are computers protected by passwords? Who has access? Are they under a deontology code or did they sign a confidentiality agreement?):

c) Will outsourced personnel carry out tissue and/or data treatment and analysis?

If yes, please explain:

Section 8: CTRNet EDUCATIONAL MODULES

Completed by PI, please send the pdf certificate

Completed by staff/student, please send the pdf certificate

Not completed

Please go to: http://banking.org/webs/signup_options/ca_academic and sign up for Education Researcher

Option to complete Module 1.

Section 9: RESEARCHER ATTESTATION

I am committed to acknowledging the bank in future publications by using the following sentence:

Banking was done in collaboration with the Réseau de Recherche sur le cancer (Fonds de la Recherche du Québec-Santé) that is affiliated with the Canadian Tumor Repository Network (CTRNet).

I will contact the bank prior to publication to ensure that all appropriate acknowledgements are provided.

I have read and understand the full document, and I will respect the conditions it sets out.

Please send out this completed request form along with requested documents (ERB approval, confidentiality agreement, CTRNet module completion) when they will be available to

biobanquercancer.chum@ssss.gouv.qc.ca.

Please indicate the name of the **bank in the subject of your email** to facilitate management.

Thank you for your interest in our banks.

CHECKLIST FOR BANK USE ONLY
INFORMATION TO BE COMPLETED IN ATiM

The project is in line with the goals and objectives of the bank	Yes	No	
There is sufficient preliminary data to support the use of bank material	Yes	No	
Number of specimen requested is appropriate	Yes	No	
The project obtained a research ethic board (REB) approval from PI's Institution	Yes	No	
The project can be covered by the Bank REB to test a biomarker	Yes	No	
Legal agreement/contract required (contact contrats.chum@ssss.gouv.qc.ca)	Yes	No	
Legal agreement/contract sent for signature		Date	
Signed legal agreement/contract received		Date	
Confidentiality agreement needed (RRCancer)	Yes	No	
Signed confidentiality agreement received		Date	
Module 1 (CTRNet banking) required	Yes	No	
Module 1 completion proof received	Yes	No	Date

Files to archive

Location : I:\Inter_Equipe\MesMasson_AnneMarie\Nom de votre banque

- Material request form
- Ethic review board approval
- Confidentiality agreement
- Legal agreement
- Education Module 1

ATiM STUDY/PROJECT ID:

The project is approved by the Tissue Access Committee of the RR Cancer – CRCHUM Banks

Approval (indicate who gave and who received the approval, and the circumstances (meeting in person, email, Other))

Date:

Comments:

In person pick up by:

Date: