

CRC for Mental Health Biobank Parkinson's disease

APPLICATION AND ACCESS AGREEMENT FORM

The CRC for Mental Health (CRCMH) Biobank Scientific Advisory Committee (BSAC) is responsible for approving all research applications requesting access to biological samples and / or data (the material) stored in the CRCMH Biobank. The BSAC aims to protect the interests of research participants and the integrity of the stored material, and at the same time assist investigators involved in research.

1. Application forms and associated documents can be obtained from:

CRCMH Biobank Committee Secretary
Level 2, 161 Barry Street
Carlton South VIC 3053
+61 3 8344 1652
enquiries@mentalhealthcrc.com

2. The BSAC reviews and processes all applications to access material. Completed application forms and their attached documents should be forwarded to the CRCMH Biobank Committee Secretary at the above address.

The Scientific Chair of the Committee is a member of the CRCMH Biobanks Committee. Other BSAC members include movement disorder specialists and scientists.

3. No material will be released from the CRCMH Biobank until approval has been granted by a Human Research Ethics Committee from the applicants' institution or an acceptable third party institution.
4. As part of the review process, investigators may be required to modify their applications before the project is finally approved. Investigators should therefore note the time likely to be associated with this review process and make adequate provision for this in their research timetable.
5. Once the BSAC has reviewed the application, investigators will be informed of the Committee's decision in writing. If approved, the CRCMH Biobank Committee Secretary will make arrangements with the investigator for access to the requested material.
6. There will be a cost to access the requested material that will represent the cost to the CRCMH for collecting, phenotyping, processing, storing, maintaining and retrieving samples and data.

7. The CRCMH Biobank does not seek a share in intellectual property created by researchers who are granted access to the material. Instead, all accessing researchers will be required to contribute back to the biobank the data they generated from the accessed material within a defined period.
8. Samples distributed to academics granted access will remain blinded until their resultant data is returned to the CRCMH Biobank.
9. A data dictionary and, if applicable, the RNA Integrity Number (RIN) are to be included with the resultant data returned to the CRCMH Biobank by academics granted access to samples. This will ensure quality control and aid in data management.
10. To maintain sample integrity, the CRCMH Biobank will not accept the return of excess samples from researchers to whom they have been distributed. Researchers must include in their application, specific details regarding the storage, use and destruction of samples.
11. Recipients of samples and / or data from the CRCMH Biobank will not be permitted to forward these on to other individuals or organisations without the express permission of the CRCMH.
12. As research findings using the material may have important implications for the participants, it is vital that investigators accessing material assist the CRCMH Biobank by providing regular progress reports.
13. Publication or documents arising from studies using the materials from the CRCMH Biobank should acknowledge the CRC for Mental Health and the CRCMH Biobank. The following statement is provided as an example:

The authors thank the CRC for Mental Health and the CRCMH Biobank, for providing the <insert material provided> used in this research.

It is appropriate that the Chair of the Parkinson's disease BSAC advise whether specific scientific members should also be acknowledged as authors.

The CRCMH Biobank requests that a PDF file of all resulting publications be forwarded to the CRCMH Biobank Committee Secretary at the above address.

**CRC for Mental Health Biobank
Access Agreement**

I, _____
(print name)

have read, understood, and agree with the above conditions of use associated with
the **CRC for Mental Health Biobank**.

Signature of
Chief Investigator: _____ Date: _____

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

Signature of
Institutional Head: _____ Date: _____

Full Name: _____

Institution Name: _____

Address: _____

Application Form

Chief investigator or project supervisor (include title, name, position, qualifications):	
Other investigator(s) (include title, name, position, qualifications):	
Administering department and institution:	
Contact details (include name of contact person, mailing address, telephone, facsimile and e-mail details):	

RESEARCH PROJECT:

Short title of project:	
Brief summary of project including background, aims, methodology and significance of project:	

DETAILS OF BIOLOGICAL SAMPLES AND / OR DATA BEING REQUESTED:

<p>Provide details of the biological samples and / or data being requested and any other specific information as necessary.</p> <p><i>Samples are strictly limited and only in rare circumstances will requests over 200 µl be accepted.</i></p>	
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PROTOCOL INFORMATION:

List the type(s) of analysis you will be performing on the material(s).	
Outline how you will store the material(s) for the duration of the project.	
Outline how you will destroy the samples at the completion of your project.	

PLEASE ATTACH THE FOLLOWING DOCUMENTS:

Evidence (if any) of funding support available for project Attached <input type="checkbox"/>
Ethics Approval document Attached <input type="checkbox"/>

SIGNATURES:

I certify that the above information is correct and that the proposed research will not vary from that outlined above without prior approval from the CRCMH Biobanks Scientific Advisory Committee. The proposed research conforms to the general principles set out by the NHMRC National Statement on Ethical Conduct in Human Research (2007).

Chief Investigator: _____ **Date:** _____

Please e-mail or post this Access Application to:

CRCMH Biobank Committee Secretary
 Level 2, 161 Barry Street
 Carlton South VIC 3053
enquiries@mentalhealthcrc.com

Approved by Biobank Scientific Advisory Committee ☐ **Date:** _____