



INFORMATION ON HOW TO APPLY FOR SPECIMENS FROM THE LOWY BIOREPOSITORY

1. HOW TO APPLY

- a. Applications are made using the Lowy Biorepository Specimen Application Form.
- b. All applications must be covered by Human Research Ethics Committee (HREC) approval submitted in the original application. Any adjustment which requires new HREC approval will be considered a new application.
- c. Completed applications are to be forwarded to the Biorepository Manager (BM) at the address listed on the application form.
- d. The Primary Investigator responsible for the specimens will be contacted by the BM and put in touch with the User. If the PI and User are unable to reach an agreement, the User can appeal to the Specimen Access Committee (SAC).
- e. In the absence of an available primary investigator responsible for the requested specimens the BM will forward the User's request to the SAC.
- f. Once a Material Transfer Agreement (MTA) has been signed the project can proceed according to the agreed protocol.

2. CONDITIONS OF USE & REPORTING REQUIREMENTS

- a. The Lowy Biorepository requires that an MTA be signed by all Users receiving specimens. These specimens can only be used for the purposes described in the MTA.
- b. Annual progress reports are required by the Lowy Biorepository, to the Biorepository Management Committee meeting that occurs closest to January each year. The BM will notify all investigators when progress reports are due.
- c. At a minimum the annual progress report should contain:
 - i. The number of specimens remaining
 - ii. A list of publications/presentations resulting from the use of the specimens
 - iii. An estimated timeline for the completion of the project.
- d. It is a mandatory requirement that Users acknowledge either the PI or Lowy Biorepository (depending on the agreement reached during the application process) in any published work that results from accessing Lowy Biorepository materials.
- e. The Lowy Biorepository reserves the right to withhold the supply of further material if the rate of progress is unacceptable.



- f. Any specimens provided by the Lowy Biorepository may not be given or sold to other investigators, nor used for commercial purposes or any other purposes unless prior written approval has been obtained from the Lowy SAC.

3. COST RECOVERY

- a. The Lowy Biorepository will charge the User for the preparation and shipping of biological materials.
- b. The cost recovery schedule accurately reflects the research costs associated with specimen collection, processing, costs of consumables, and storage. The User will be advised of these charges on a case by case basis.