**Sample Access**

**Application Form**

**Before completing this application, please note:**

* Samples (or derivatives) cannot be sent to another laboratory for testing/processing unless detailed in this application
* Samples (or derivatives) cannot be transferred to anyone else within the Applicant’s Organisation or another third party without prior written consent of the VC2 Co-ordinating Principal Investigator

**Please complete sections 1 – 6:**

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| --- | --- |
| Section 1: Project Details | |
| Study Title |  |
| Principal Investigator(s) Details  Include:  Name  Address  Contact details |  |
| Associate Investigator Name(s) |  |
| Ethics Approval Details  Include:  Name of Ethics Committee  HREC ID |  |
| *Note that for projects that require longitudinal access to samples, ongoing annual reports will be required* | |
| Section 2: Research Plan and Project Goal | |
| Include:   * Background and rationale; * Objectives; * Laboratory Testing Details: give information on the assays to be performed on VC2 samples, including analysis plan; * Outcome measure(s): Primary and secondary endpoints, including relevant definitions. * Statistical Analysis/sample size calculations: Detail the statistical methods that will be used (e.g., logistic regression); * Reference list (include only essential references) | |
|  | |
| Plain language summary:   * Summarise your project for a non-specialist audience | |
|  | |
| Section 3: Biosample and Data Requirements | |
| Biosample requirements:  Describe requirements as accurately as possible (preferably in a table format). Include vaccination status, vaccination type, biosample type, amount or volume of sample, timepoints. Please indicate what sample types/time points are essential for your work, and which are desirable. | |
|  | |
| Biosample Storage Protocols:  Storage protocols should be provided if residual material is to be stored.  Please note: generally, all residual material must be destroyed or returned to the biobank unless otherwise defined in the specific MTA/Collaborative agreement | |
|  | |
| Data requirements:  Please outline any clinical or other information you require with each sample (i.e., sex, age, vaccination details) | |
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| Section 4: Governance Aspects | |
| Is there a possibility of any samples being sent internationally for processing? | Yes Specify where:  No |
| Will a student work on the project? | Yes Specify name (if known):  No |
| Any commercial interests funding the project? | Yes  No |
| MTA details  Include:  Organisation name  Organisation address  Contact name  Contact email | *A digital MTA will be created once your application is approved. Details provided here will enable the process to be initiated.* |
| Contact Person for Specimen Deliveries:  Include:  Name  Address  Contact details |  |
| Section 5: Support Documentation | |
| Signed and dated CV of PI  Copy of the HREC approval letter. *For projects where HREC approval is more than 1 year old, a copy of the latest annual report and approval letter is required.* | |
| Section 6: Principal Investigator statement | |
| As Principal Investigator:   * I confirm that all information provided in this application is correct and complete * I agree to use any VC2 samples provided in accordance with the research plan outlined in this application. * I agree that the participants and research team of VC2 are acknowledged as a source of biosample and/or data in any publication or presentations of the research at any scientific meetings. * I will forward a copy of any publication or presentation to the VC2 Biobank Co-ordinator when available.   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Principal Investigator’s signature Date (DD-MMM-YYYY)* | |
| Section 7: Authorship for publications | |
| The VC2 investigators and team involved in the provision of significant intellectual input, data and biological samples may like the opportunity to be involved in any dissemination of data via manuscript preparation and offered authorship. Consideration for authorship for VC2 investigators and team should be according to ICMJE recommendation: <http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>  The following acknowledgement must be included in all manuscripts and presentations:  This research has been conducted using samples and data from the Victorian COVID-19 Vaccinees Collection (VC2). We acknowledge VC2 investigators and sites, the support of the Victorian Government, and thank all participants involved. | |
| Section 8: Reporting | |
| Investigators should report back to the biobank regarding the quality of the samples provided. For PBMC samples this will include the viability (percentage of cells recovered that are live) and yield (total amount of cells recovered). Additionally, if any VC2 samples are used in any publication or presentations, please provide the VC2 Biobank with the details for reporting purposes. | |

Email a copy of this completed form and supporting documents to the VC2 Biobank Co-ordinator at vc2-biobank@unimelb.edu.au.