



MWAC/UNSW Biorepository

How to apply for specimens from the UNSW Biorepository

1. HOW TO APPLY

- a. Applications are made using the UNSW 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 Third Party Researcher/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 Users 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 UNSW 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 UNSW 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 User acknowledge either the PI or UNSW Biorepository (depending on the agreement reached during the application process) in any published work that results from accessing UNSW Biorepository materials.
- e. The UNSW Biorepository reserves the right to withhold the supply of further material if the rate of progress is unacceptable.
- f. Any specimens provided by the UNSW 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 SAC.

3. COST RECOVERY

- a. The UNSW Biorepository will charge the researcher 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.