

**IARC BIOBANK**

**Request for Biobank services**

*To be submitted to* *ibb@iarc.fr*

**IARC reference:** Click here to enter text.[provided by IBB]

*Please use the above reference in all future correspondence in relation to your request.*

**Principal Investigator (PI):**  Click here to enter text.

**Institution/organization:** Click here to enter text.

**Title of the project:** Click here to enter text.

1. **Request for biospecimens**

Your project application to the IARC Biobank (IBB) has been accepted and approved by the IARC Biobank Steering Committee/Biobank Application sub-Committee or the relevant Steering Committee (e.g. EPIC). You must now submit your project application to the IARC Ethics Committee (IEC), using the IARC Ethics Questionnaire.

Once you receive ethical approval from the IEC, you are required to provide the following information/documents (sections 1 to 7) before IBB may proceed with shipment of the biospecimens you have requested.

1. **Request for Biobank services**

You are requesting services from IBB. You are required to provide the following information/documents (sections 2, 4, 5 and 6).

# Description of the project, protocol and expected outcome:

*Please attach up-to-date abstract of the research project, including details on how the biospecimens will be used. This abstract will serve as “Annex 2 - Research Project” to the Material Transfer Agreement.*

# Funding of the project or payment details:

Click here to enter text.

1. **Ethical approval:**

*Please attach copy of the IEC approval notification.*

IEC approval date: Click here to enter text.

IEC approval reference: Click here to enter text.

# A- Details of biospecimens requested:

*Please confirm the nature and the total number of specimens (cases/controls) requested and exact quantity of samples (mg, µg, ml, µl, etc.) requested per specimen. Attach detailed list if available.*

Click here to enter text.

# Details of services requested:

*Please confirm all services requested. Attach detailed list if available.*

Click here to enter text.

# Description of final product requested:

*Please provide a clear description of the final product you wish to receive.*

Click here to enter text.

#  *If you use particular acronyms/abbreviations/names for your plates, please explain them here.*

Click here to enter text.

# 6. Shipping instructions:

*Please provide detailed information for shipment of the biospecimens including exact recipient name, address, etc.*

Click here to enter text.

# 7. Billing instructions:

# *In applicable, please provide detailed billing information including exact contact name, address and email address, etc.*

Click here to enter text.

# 8. Material Transfer Agreement (MTA):

*Please provide the name and title of the official/legal representative who will be signing the MTA on behalf of your institution/organization.*

Name of representative: Click here to enter text.

Title of representative:

Click here to enter text.

On receipt of the completed Biobank Request Form and the required supporting documentation, IBB\* will prepare the Material Transfer Agreement (MTA) and send it to you for signature by the project PI and the legal representative of your institution/organization.

Upon receipt of the signed MTA, and payment of sample shipment/preparation charges when applicable, IBB will proceed with shipment of the requested biospecimens.

\*Note: MTA is processed directly by the IARC PI for requests originating from IARC research Groups.