**EPIC-NORFOLK SAMPLE REQUEST FORM**

The EPIC-Norfolk study team aims to encourage and facilitate sample access for *bone fide* researchers to maximise the value of the study resource for the public benefit. This form should be completed after your initial expression of interest and will enable the EPIC-Norfolk Management Committee to formally consider your request.

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| **APPLICANT DETAILS** | | |
| **Principal Investigator details:** | | |
| Name | Institution | Institutional email address |
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| **Collaborators: Will any collaborators (outside of the PI’s institution) also require access to the samples?** Yes [ ] No [ ]  If yes, please provide details below so that the MTA can be set up appropriately | | |
| Name | Institution | Institutional email address |
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| **RESEARCH PROPOSAL DETAILS**  We require a brief synopsis of your plans, not the full scientific proposal. Please therefore adhere to the word counts indicated. | | | |
| Title of proposed research (40 words): | | | |
| Research question and aims (200 words): | | | |
| Background and scientific rational of the proposed research project (300 words): | | | |
| Rationale as to why EPIC-Norfolk is the appropriate resource in which to conduct the research (100 words): | | | |
| The expected value and potential implications of the research, including public health impact (100 words): | | | |
| Analytical methods to be used, including details of the assays to be carried out, the laboratory that will conduct the assay(s), evidence of assay validation and QA/QC processes (300 words): | | | |
| Analytical data and derived variables that you expect to return to the EPIC-Norfolk study (100 words): | | | |
| Lay summary of your research project in plain English (100 words): | | | |
| Proposed research start date: |  | Proposed research end date: |  |
| Is funding in place for the proposed research?  Yes [ ] No [ ]  If No, provide information on when you expect to be able to confirm funding: | | | |
| Has the proposed research received ethical approval (if required)?  Yes [ ] No [ ] Not applicable [ ]  If No, provide information on when you expect ethical approval to be in place: | | | |
| Outline of any other dependencies or risks to successful completion of the proposed research (100 words): | | | |

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| **RESOURCES REQUESTED**  A range of sample types (plasma citrate, serum, red cells, buffy coat, whole blood, plasma heparin, DNA, urine) are available from Health Checks 1, 2, 3. |
| Please provide details of the sample type, time point, volume (and concentration, for DNA only) and number required. |
| Can you use previously thawed samples for your proposed analysis? |
| Under what conditions will the samples be stored? |

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| **ADDITONAL DETAILS AND SIGNATURE** |
| The following space can be used to provide any additional details or information relevant to your application (100 words): |
| **By signing I confirm that all information provided in this application is accurate and complete and that I agree to abide by the Terms and Conditions of Sample Release as detailed below.**  Name:  Signature of applicant:  Date of application:  Completed forms should be submitted to [epic-norfolk@mrc-epid.cam.ac.uk](mailto:epic-norfolk@mrc-epid.cam.ac.uk) |

**Terms and Conditions of Sample Release**

# The proposed research is for public benefit and is not being carried out for solely personal or commercial gain.

* Applicants are expected to publish (or make publicly available) the results from any analysis of EPIC-Norfolk biological samples:

## All publications must be published in line with the [UKRI Open Access Policy](https://www.ukri.org/publications/ukri-open-access-policy/).

## All publications must include the following acknowledgement: “The EPIC-Norfolk study (DOI 10.22025/2019.10.105.00004) has received funding from the Medical Research Council (MR/N003284/1 MC-UU\_12015/1 and MC\_UU\_00006/1) and Cancer Research UK (C864/A14136). The genetics work in the EPIC-Norfolk study was funded by the Medical Research Council (MC\_PC\_13048). We are grateful to all the participants who have been part of the project and to the many members of the study teams at the University of Cambridge who have enabled this research.”

## The EPIC-Norfolk team ([epic-norfolk@mrc-epid.cam.ac.uk](mailto:epic-norfolk@mrc-epid.cam.ac.uk)) should be provided with a copy of any papers published on EPIC-Norfolk data and any press releases related to publications.

# Results generated from all analyses of biological samples and any derived variables created through the research project must be provided to the EPIC-Norfolk study to be added to the main resource and made available to other researchers for approved data requests. This must be provided within 6 months of publication or within 12 months of the project end date, whichever is sooner. Appropriate documentation detailing methods, how the variables were created and associated syntax / code should also be provided.

# Samples will not be released until a Material Transfer Agreement has been signed by the recipient institution(s) and the University of Cambridge. The MTA will include the restriction that samples can only be analysed for the approved purpose(s) and that the samples and any data generated from the samples must not be shared with other researchers.

# Samples are provided on a cost-recovery basis. Costs will be provided on a case by case basis and will include costs for the retrieval of samples and any shipping costs (outward transfer and any required return). Costs may be subject to VAT and are non-negotiable. Samples will be provided after the invoice has been settled or a purchase order number received.

# If a participant withdraws consent, researchers will be asked to destroy relevant samples and provide evidence that this has been completed. The cost of supplying the samples cannot be refunded in this case.

# Once the sample request has been approved, the EPIC-Norfolk Management Committee will publish the title, names and affiliation of the Principal Investigator and the lay summary on the EPIC-Norfolk website.

# The Principal Investigator is responsible for ensuring that the proposed research is conducted in compliance with all applicable legislation, rules, regulations, guidelines and ethical requirements and obtaining all relevant approvals.