**Instructions:**

Applicants requesting use of existing CSS Research Platform and Biobank (RPB) data and /or biological samples or requesting collection of new data / samples are expected to provide information within each of the sections of this form. **Please submit fully completed form and signed agreement (page 7) via email to** [**css\_research@kcl.ac.uk**](mailto:css_research@kcl.ac.uk) **and annotate “CSS RPB Data Access Request” in the subject line. Incomplete and / or UNSIGNED forms will delay the request process.**

|  |  |  |
| --- | --- | --- |
| **Section 1 - Applicant Details & Affiliation** | | |
| **Request Number** (To be assigned by CSS RPB)**:** | | |
| 1.1 | **Applicant Details** | Title:  Position:  Name:  Email:  Telephone Number: |
| 1.2 | **Company / Institution Details** | Name:  Department:  Postal Address: |
| 1.3 | **Co-Applicant / Supervisor Details** | Title:  Position:  Name:  Email:  Telephone Number: |
| 1.4 | **Co-Applicant Company / Institution Details** (if different from above) | Name:  Department:  Postal Address: |
| 1.5 | **Date of Request** | Click here to enter a date. |
| 1.6 | **Have you requested data/samples from CSS Research Platform and Biobank before?** | Yes – Please provide project title of previous request:  No |

|  |  |  |
| --- | --- | --- |
| **Section 2 - Project Details** | | |
| 2.1 | **Project Title** |  |
| 2.2 | **Proposed Start Date** | Click here to enter a date. |
| 2.3 | **Proposed End Date** | Click here to enter a date. |

|  |  |  |
| --- | --- | --- |
| **Section 3 - Funding and Costs** | | |
| **Please note that applications for funding must be reviewed by CSS RPB prior to submission to a funding body and must be received at least three weeks before the funder submission deadline. All researchers accessing CSS Research Platform and Biobank data will be charged on a cost recovery basis; this cost will vary depending on the amount and type of data / samples requested.** | | |
| 3.1 | **Source of Funding** |  |
| 3.2 | **Has the costing been finalized?** | Yes (Please append a copy of the costing spreadsheet)  No (Please append a copy of the study protocol for costing) |

|  |  |  |
| --- | --- | --- |
| **Section 4 - Ethical Approval** | | |
| 4.1 | **Does the study supporting your project have ethical approval from an Ethics Committee or an Institutional Review Board?** | Yes (Please append a copy of the approval)  In Process (Please go to 4.2)  Not required (Please go to 4.3) |
| 4.2 | **Please specify arrangements for obtaining appropriate ethical approval** |  |
| 4.3 | **Please specify why ethical approval is not required** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Section 5 – Data / Samples Specifications** | | | |
| 5.1 | **Do you require access to:**  **Existing data**    **Collection of new data from clinical tests and / or questionnaires**  **Existing biological samples**  **New biological samples (e.g. serum, plasma)**  **Specific cohort for targeted study recruitment via CSS Research Platform** | | Go to 5.2  Go to 5.3  Go to 5.4  Go to 5.4  Go to 5.5 |
| **Existing Data** | | | |
| 5.2 | **Please indicate phenotype details required** (include them and rationale in your scientific outline) |  | |
| **Please indicate participants required** | All Existing CSS Biobank participants  Subset of CSS Biobank Participants  (Please provide full description in the scientific outline)  New CSS Biobank Participant  CSS Research Platform Participants | |
| **Will you require help from statisticians for data analysis?** | Choose an item. | |
| **If** Yes **to the above, please indicate the extent of help required** |  | |
| **New Data** | | | |
| 5.3 | **Questionnaire details** (please append questionnaire with this form) | Questionnaire Title:    Total number of questions: | |
| **Please indicate participants required for questionnaire** | All CSS Biobank participants  Subset of CSS Biobank Participants  (Please provide full description in the scientific outline)  New CSS Biobank Participant  CSS Research Platform Participants | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 5.3 | **Clinical visits** | | Phenotypes required: | |
| **Please indicate participants required for clinical visits** | | All CSS Biobank participants  Subset of CSS Biobank Participants  (Please provide full description in the scientific outline)  New CSS Biobank Participant  CSS Research Platform Participants | |
| **Will you require help from statisticians for data analysis?** | | Choose an item. | |
| **If** Yes **to the above, please indicate the extent of help required** | |  | |
| **Biological Samples** | | | | |
| 5.4 | **Please indicate samples required** | | **Existing**   **New** | |
| **Please indicate sample type** | | DNA  Serum  Plasma  Urine  Faecal  Other (please specify) | |
| **Specific cohort for targeted study recruitment** | | | | |
| 5.5 | | **Please indicate primary aim of study** | |  |
| **Please indicate inclusion criteria** | |  |
| **Please indicate exclusion criteria** | |  |
| **Please indicate number of participants required** | |  |

|  |  |
| --- | --- |
| **Section 6 - Scientific Outline** | |
| Please provide a 1-2 page outline of your proposal highlighting the specific project requirements for the CSS Research Platform and Biobank data specified above stating the rationale for using this data, including other study methods considered. Please be as precise as possible with regards to phenotype data required listing phenotypes of interest, either P (phenotype) or Q (questionnaire) or give a summary of variables. | |
|  | **Please sign on page 7** |

|  |  |
| --- | --- |
|  | **Please sign on page 7** |

|  |  |
| --- | --- |
| **Section 7 - Agreement** | |
|  | **By signing this form, I confirm that I understand and agree to comply with the conditions stipulated below.**  The CSS Research Platform and Biobank in accordance with King’s College London policy will not be permitted to release new and /or identifiable data/samples until a Material Transfer Agreement (MTA) has been finalized for identifiable material or a Data Transfer Agreement (DTA) has been finalized for new (non-identifiable) data. |
|  | 1. The data may only be used for non-commercial academic research. The data and the results of the research may not be used for commercial purposes unless a revenue-sharing agreement or commercial license is drafted and processed by King’s College London Business. 2. No data will be passed to third parties or journals without written permission from the CSS Biobank Management Committee. 3. The data remains the property of King’s College London and if any new variables are derived from the data and /or any changes are made to the data, these will be returned to the CCS Biobank via the Department of Twin Research upon acceptance for publication by a Journal or at the latest within six months from the end of the project, and any new variables derived from the data and/or changes made to the data shall be the property of King’s College London. 4. No attempt should be made to link or combine the data provided under this agreement to other information or archived data available for the data sets provided, even if access to that data has been formally granted to you, or it is freely available without restriction, unless specific permission to do so has been received from the relevant access committee(s) or sample custodians. 5. The CSS Biobank and its funder’s contribution to this project will be acknowledged in any resulting publications or dissemination material. 6. All manuscripts and drafts of oral presentations will be submitted to the CSS Biobank Management Committee for review and approval at least 15 days before submission or presentation. A final version of the manuscript and summary of any oral presentations will be sent to the department on final submission. 7. Authorship will be agreed by mutual consent. All publications will have to acknowledge the CSS Biobank. 8. The identity of the participants should be protected at all times and no contact or tracing attempts will be made. 9. The CSS Biobank conforms to GDPR standards. By signing this document, you confirm that your organisation conforms to GDPR standards and the data you receive from us will be regulated by the GDPR.   **Main Applicant’s/Supervisor’s signature and position:** (electronic signature acceptable)  *Please note that for students’ applications, main supervisor must countersign*  *Thank you*  **Date:** Click here to enter a date.  **Co-Applicant/ Student:**  **Date:** Click here to enter a date. |