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|  |  |  | **BB-GEN022-FO01** |  | **01** |

# Biobank Registry Access Request Form

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| **Mandatory Investigator Information** | | | |
| PI name: |  | Department & group/lab: |  |
| PI email: |  | PI phone: |  |
| Institution |  | Address: |  |
| Contact person name: |  | Contact person email: |  |
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| **Mandatory Study/Collection Information**  Please provide the necessary information for the studies/collections for which you need access to the registry | | | | | | |
| **S-number** | **Biobank Approval**\***$** | **EC**  **approval**\* | **Current location for long-term sample storage** | **Intended storage location for active samples** | **Indicate timepoints for sample collection, if applicable (eg visit 1-n; baseline - follow-up, timepoint 3m - 12m, …)**  (these will be configured into the registry for selection) | **Completed by biobank?**  (dt, initials, pf) |
| S- | Yes  No | Yes  No |  |  |  |  |
| S- | Yes  No | Yes  No |  |  |  |  |
| S- | Yes  No | Yes  No |  |  |  |  |
| S- | Yes  No | Yes  No |  |  |  |  |
| S- | Yes  No | Yes  No |  |  |  |  |
| \*: Only studies approved by the biobank board (BBB) and ethical committee (EC) are eligible for access to the registry. Please add a copy of the EC and BBB approval for each study  **$**: If biobank approval has not been obtained, access will only be activated after regularisation of the study by the biobank/after reception of necessary documents to start the approval procedure | | | | | | |

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| **Access Information**  Please provide the necessary information regarding the users who will be registering data on incoming (collected/stored) and outgoing (used) samples (typically, only a few dedicated persons will be registering data into the registry). | | | | | | | |
| **Full name**  **(+ UZ Leuven login, if available -** **eg jdifoo1)** | **Department & unit/group/laboratory**  (if different from above) | **Already has UZ Leuven account?**  (eg for KWS) \* | **If user has no UZ Leuven account, please also complete the fields below** | | | | **Completed by biobank?**  (dt, initials, pf) |
| **Job title** | **Social security number** | **Birth date** | **Birth place** |
|  | UZL  KUL  other:  Name: | Yes  No |  |  |  |  |  |
|  | UZL  KUL  other:  Name: | Yes  No |  |  |  |  |  |
|  | UZL  KUL  other:  Name: | Yes  No |  |  |  |  |  |
|  | UZL  KUL  other:  Name: | Yes  No |  |  |  |  |  |
|  | UZL  KUL  other:  Name: | Yes  No |  |  |  |  |  |
| \*: An account will be requested at the UZ Leuven IT department by the biobank coordinator based on the information provided. As soon as available, login details will be provided. The account is strictly personal and can only be used by the person him/herself. | | | | | | | |

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| **Approval** | |
| **Failure to comply with the conditions above can result in withdrawal of access to the biobank registry.** | |
| Biobank Coordinator (Name, Signature, Date) | PI (Name, Signature, Date) |