**MATERIAL AND DATA REQUEST FORM *BIOBANQUE QUEBECOISE DE LA COVID-19***

The mission of The *Biobanque Québécoise de la COVID-19* (BQC19) is to ensure that the scientific community has access to the biological material and data necessary for their research efforts on COVID-19 and its associated diseases. The scientific community can, therefore, effectively respond to public health challenges represented by the pandemic, in a context of solid scientific bases within an appropriate ethical and legal framework. The notion of sharing research results is also at the heart of the BQC19’s mission.

The Québec COVID - Pandemic Network (QCPN) is the body identified to guarantee equality and impartiality throughout the access process. The QCPN will ensure that its chair, the members of the access committee, as well as the access process are free of any conflict of interest.

**Eligibility criteria for requesting access:**

The requesting party must be one of the following:

* Canadian academic researchers
* International academic researchers
* Researchers from a private entity

**Evaluation criteria:**

* Scientific contribution of the research project on COVID-19 and its associated diseases in accordance with the mission of the BQC19.
* Originality of the research question in relation to projects already in progress or projects that are the subject of a valid peer-reviewed publication.
* Value of the data returned to the BQC19.
* Robustness of the project.
* Feasibility of the project (validation of techniques in the applicants’ laboratories, adequate financial support to achieve the objectives). Samples should not be used as development material apart from exceptional cases directly related to the mission of the BQC19.
* Expertise of the team in the specific field.
* Potential impact of access to sample on their risk of depletion.
* The requesting party must have practices in place ensuring:
* Accurate data protection: all data must be kept confidential and secure with minimal risk of re-identification.
* The respect of the terms of the consents given by the Study Subjects (available on BQC19 website): access must respect the rights, interests and expectations of participants of the BQC19.
* Proper training of investigators and personnel, that would be required under the rules and policies regarding the research use of human biological data. Particular attention will be paid to the expertise of the teams in handling data, without risk of re-identification, particularly in the context of artificial intelligence approach projects.

It is important that you provide sufficient detail to ensure a proper evaluation of your study.

Once the request is approved, you will be asked to sign a Data Transfer Agreement with the BQC19.

If you have any questions, please email our Access Officer at access@rqcp.ca

*All sections must be filled out.*

Date:

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| **SECTION 1** | **APPLICANTS’ INFORMATION** |
| Principal investigator (PI)\*\*Please provide your **CV** in the format of a **NIH biographical sketch**. | Name |       |
|  | Institution |       |
|  | Address |       |
|  | Email |       |
|  | Phone |       |
| Co-investigator | Name |       |
|  | Institution |       |
|  | Address |       |
|  | Email |       |
|  | Phone |       |
| Co-investigator | Name |       |
|  | Institution |       |
|  | Address |       |
|  | Email |       |
|  | Phone |       |
| Co-investigator | Name |       |
|  | Institution |       |
|  | Address |       |
|  | Email |       |
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| Co-investigator | Name |       |
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| **SECTION 2** | **RESEARCH PROJECT DESCRIPTION** |
| Title |       |
| Lay Title *(for our website)* |       |
| Lay summary (100 words)*(for our website)* |       |
| Scientific summary (250 words) |       |
|  **Summary of your proposal** (limited to One page, Arial font 10, single spacing).References can be added using additional pages.  |
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| **SECTION 3** | **CONFIDENTIALITY AND SECURITY** |
| Specify what safeguards will be put in place to ensure clinical data safety and that a participant will not be re-identified using the data. (ex: Are computers protected by passwords? Who has access? Are they under a deontology code or did they sign a confidentiality agreement?) (1/2 page) |
|       |

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| **SECTION 4** | **SCIENTIFIC REVIEW**  |
| [ ]  This project is approved by a peer reviewed committee – Please provide the confirmation letter |
|  Organization: |       |
|  Number of the grant: |       |
|  Funding period: |       |
| [ ] This project is funded by a non-peer reviewed source - Please provide the confirmation letter |
|  Organization/Company: |       |
|  Funding period: |       |

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| **SECTION 5** | **COHORT\*** |
| COVID status | COVID (+) n=      | COVID (-) n=      |
| Age range | [ ]  Unspecified | [ ]  <18 (n=     ) | [ ]  >18 (n=     ) | [ ]  Specify:       (n=     ) |
| Sex at birth | Male n=      | Female n=      |
| Pregnant | Yes (n=     ) | No (n=     ) |
| Hospitalization (±2 Days) | D0 | [ ]  D2 | [ ]  D7 | [ ]  D14 | [ ]  D30 |
| Specify any other clinical parameter that you would like to base your studied population on (*i.e: diabetes, coronary artery disease…*)\*\*Specify the *n* required for each population. |       |
| Follow-up post discharge | [ ]  30D | [ ]  90D | [ ]  130D |
| Follow-up post diagnostic | [ ]  30D | [ ]  90D | [ ]  130D |

\*n represents the minimum number of participants required for your study; D = days

\*\*Please refer to the list of parameters available [here](https://www.bqc19.ca/en/study-design)

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| **SECTION 6** | **MATERIAL REQUESTED†** |
|  | **Type of sample** | **Volume/patient (ul)** |
| 1. **Adult patients**
 | [ ]  RNA extract (from PAXgene tube) |       |
| [ ]  DNA extract (from whole blood on ACD) |       |
| [ ]  Plasma (from ACD tubes) |       |
| [ ]  PMBC (in very limited supply) |       |
| [ ]  Serum |       |
| 1. **Pediatric patients**
 | [ ]  RNA extract (from PAXgene tube) |       |
| [ ]  DNA extract (from whole blood on ACD) |       |
| [ ]  Plasma (from ACD tubes) |       |
| [ ]  PMBC (in very limited supply) |       |
| [ ]  Serum |       |
| [ ]  Feces |       |
| [ ]  Urine (to come) |       |
| [ ]  Nasal swab (to come) |       |
| 1. **Pregnant patients (to come)**
 | [ ]  Vaginal swabs |       |
| [ ]  Amniotic fluid sample |       |
| [ ]  Cord blood sample |       |
| [ ]  Breast milk sample |       |

†Please refer to the list of samples for available quantities [here](https://www.bqc19.ca/en/study-design)

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| **SECTION 7** | **DATA REQUESTED** |
| **CLINICAL DATA‡** |
| 1. **General participant information**
 | [ ]  Participant  |  |
| [ ]  Demographic data |  |
| [ ]  Pediatric Participant |  |
| [ ]  Obstetrics (if applicable) |  |
| [ ]  Type of participant |  |
| 1. **COVID diagnosis and pathogen tests**
 | [ ]  COVID diagnosis |  |
| [ ]  Other pathogen tests |  |
| 1. **Clinical parameters**
 | [ ]  Smoking and drug use |  |
| Vital signs and daily assessment form (within the previous 24 hours) | [ ]  Temperature[ ]  Respiratory rate[ ]  Heart rate [ ]  O2 saturation at room air[ ]  Oxygen administered [ ]  O2 saturation with oxygen therapy[ ]  FiO2[ ]  Systolic / Diastolic blood pressure[ ]  AVPU scale[ ]  Glasgow score (GCS/15)[ ]  Urine output over 24h |
| [ ]  Documented symptoms |  |
| [ ]  Medical history |  |
| [ ]  Home medication |  |
| 1. **Laboratory analyses**
 | Laboratory analyses | [ ]  White blood cells count[ ]  Neutrophils count[ ]  Lymphocytes count[ ]  Monocytes count[ ]  Eosinophils count[ ]  Basophils count[ ]  Platelet count[ ]  Hemoglobin measurement[ ]  Urea[ ]  Creatinine[ ]  NT-proBNP[ ]  BNP[ ]  Sodium Na+[ ]  Potassium K+[ ]  C-reactive protein (CRP)[ ]  Lactate dehydrogenase (LDH or LD)[ ]  Creatine Phosphokinase (CPK)[ ]  Albumin[ ]  AST[ ]  ALT[ ]  Procalcitonine (PCT)[ ]  Troponine T hs (high sensitivity)[ ]  Troponine I hs (high sensitivity)[ ]  Troponine T[ ]  Troponine I[ ]  APTT[ ]  International Normalized Ratio (INR)[ ]  Triglycerides[ ]  Total Bilirubin[ ]  Direct bilirubin (conjugated)[ ]  Glucose[ ]  Venous lactate[ ]  D-Dimer[ ]  Fibrinogen[ ]  Ferritin[ ]  IL-6[ ]  CD4[ ]  CD8 |
| 1. **Hospitalization**
 | [ ]  Ventilatory support (and its parameters) |  |
| [ ]  Adjuvant therapy |  |
| [ ]  Frailty |  |
| Hospitalization summary | [ ]  Date and time of arrival at this hospital[ ]  Emergency visit only[ ]  Is it a transfer from another establishment?[ ]  Facility name[ ]  If transferred from other facility, date of initial admission[ ]  Date of ICU admission (if applicable)[ ]  Date of ICU discharge (if applicable)[ ]  Date of hospital discharge[ ]  Disposition[ ]  Discharge status[ ]  If COVID positive, what is the most severe degree of severity reached? (according to the WHO)[ ]  Ability to self-care at discharge vs pre-COVID[ ]  Level of care (last status) |
| [ ]  Complications at any time during hospitalization |  |
| [ ]  Other tests performed during hospital stay | No results are listed for these tests. Only the tests performed are listed. You will however have the possibility to ask for specific test results if your request is approved. |
| [ ]  Medication (at any time during hospitalization) |  |
| 1. **Follow up**
 | [ ]  Follow up data and symptoms |  |
| [ ]  Functional status |  |
| **ANALYTICAL DATA** |
| [ ]  Genome-Wide Association Study (GWAS) |
| [ ]  Additional analytical data¥ |

**‡** Please refer to the complete list of parameters available [here](https://www.bqc19.ca/en/study-design)

**¥**The available data will be updated on the BQC19 website. If your request is approved, you will have to specify what variables you need. If you have checked the “additional data” options, your email address will be added to the BQC19 respective alerts for data release.

If this request is approved, the Data will be provided on the following **terms and conditions**:

1. The Materials and the Data are provided to the investigators requesting the them, hereinafter referred to as "the Receiving Party". The Receiving Party will ensure that the Materials and the Data will only come into the possession and control of those who are engaged in the above-mentioned Research under the supervision of the Receiving Party and who have accepted the same obligations and restrictions in respect of the Materials and the Data. The Materials and the Data shall not be transferred, sold, or otherwise used or made available to any person, and the Receiving Party must not offer to do so.
2. The Materials and the Data are provided to the Receiving Party exclusively and solely for use in the Research described in section 2 above ("the Purpose of Use"). The Receiving Party shall not use, and shall require any person having access to the Materials and the Data not to use said Materials and Data for any purpose other than the Purpose of Use. In case the Receiving Party would like to use the Materials and the Data for other research purposes, a new Material and Data Request Form should be submitted to the QCPN.
3. All publications shall acknowledge the use of Materials and Data from the *Biobanque Québécoise de la COVID-19*, as well as the support of *the Fonds de Recherche du Québec* (FRQ), the *Fonds de Recherche du Québec - Santé* (FRQ-S), *Génome Québec* and Public health Canada. No authorship is required.
4. On completion of the Research, and at the time of submitting the results obtained through the use of the Materials and Data for peer-review, the Receiving Party shall report the derived data to the BQC19 for broad sharing.
5. The receiving party shall not in any case attempt to re-identify individuals in the data set.
6. The Receiving Party will treat the Data as strictly confidential and will ensure that the Data will be retained using the adequate safeguards.
7. Access to the data will be subject to an access fee of $ 1500 for academic researchers and $ 10 000 for researchers from a private entity.
8. Access to the Materials will be subject to an additional access fee of $ 770 for academic researchers. The fees for researchers from a private entity remain to be determined.
9. The initial acceptance of the present request will be conditional. Final approval will be given upon receipt of approval of the project by a recognized research ethics board.

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| **ATTESTATION BY THE APPLICANT (PI)** |
| [ ]  I confirm that all the information provided in this request, as well as any other information that I may subsequently provide, is true to the best of my knowledge. |
| [ ]  I am committed to acknowledging the *Biobanque Québécoise de la COVID-19*, as well as the support of *the Fonds de Recherche du Québec* (FRQ), the *Fonds de Recherche du Québec - Santé* (FRQ-S), *Génome Québec* and Public health Canada. |
| [ ]  I agree to pay the access fee to the BQC19 once the request is approved |
| [ ]  I acknowledge that I have read and understood this document in its entirety and will abide by the terms and conditions. |
| [ ]  I agree to sign the Material and Data transfer agreements once the request is approved. |

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| Name:       | Date:       |

Signature:

**CHECKLIST:**

[ ]  The current form duly completed and signed

[ ]  CV of the Principal Investigator (NIH biographical sketch) in PDF format

[ ]  Proof of funding (confirmation letter)

[ ]  References for the summary of proposal, if applicable.

Please combine all your documents in a single **PDF file** titled as followed: “**Last name\_First name of PI”**; and

submit it via the [BQC19 web portal](https://www.bqc19.ca/en/access-data-samples).