

**Notice of intention to engage Westmead Biobank services to support a research study / biobank**

*Westmead Biobank operates under approval of the Western Sydney Local Health District HREC, which requires that users intending to engage Westmead Biobank to support their study/biobank advise the HREC overseeing their project of that intention. This form serves as a Notice of Intention – Users should complete the fields below and submit to their HREC with the initial project application or as an amendment to a current HREC approval.*

**Applicant Name:**

**HREC Name:**

**Project Title:**

Westmead Biobank is a core scientific platform located within the Westmead Institute for Medical Research, which provides best-practice biobanking services and facilities to support biobanks, and biospecimen collection components of research projects and clinical trials. Westmead Biobank operates under a fee-for-service model as one of nine Westmead Research Hub core facilities.

We plan to engage Westmead Biobank services/staff support/facilities in the above project for the following (please tick):

- |                                                              |                                                                  |
|--------------------------------------------------------------|------------------------------------------------------------------|
| <input type="checkbox"/> Participant consent                 | <input type="checkbox"/> Sample storage and inventory management |
| <input type="checkbox"/> Sample collection                   | <input type="checkbox"/> Data collection and/or data entry       |
| <input type="checkbox"/> Sample processing                   | <input type="checkbox"/> Other data management                   |
| <input type="checkbox"/> Sample distribution and/or shipping |                                                                  |

Please provide a brief description of how you plan to engage Westmead Biobank services to support your project:

**Note to applicant:** *Once you have received HREC approval, please provide Westmead Biobank with a copy of this completed Notice of Intention and a copy of the HREC approval letter.*

## Declarations

### Co-ordinating Principal Investigator and/or Principal Investigator

Please tick:

- I understand it is my responsibility to maintain HREC approvals for biobanking activities supported by Westmead Biobank, including specific approval to sub-contract Westmead biobank as a service provider.
- I understand that it is my responsibility to ensure decisions for handling of samples and/or data requested to be carried out by Westmead Biobank on behalf of the project (e.g. sample retrieval, processing, shipping or disposal), are compliant with the approved project protocol.

Name:

Position:

Institution:

Signature and date:

### Westmead Biobank

Please tick:

- I have discussed the above project with the applicant and certify that the staff support and equipment are available for the work proposed.
- Westmead Biobank will provide biobanking services on behalf of the CPI/PI named above and in compliance with project approvals as instructed by members of the project team.
- Westmead Biobank staff have undergone privacy management training and will protect participant privacy when handling any identified samples and/or data as part of service provision.
- Westmead Biobank staff will not distribute or dispose of any samples and/or data unless by permission of the CPI and/or PI named above, or by instruction from the HREC named above in the case that the CPI and/or PI cannot be contacted.

Name:

Position:

Signature and date:

### For further information about Westmead Biobank:

<https://www.westmead.org.au/core-facilities/our-facilities/biobanking/>

E: [Westmead.biobank@wimr.org.au](mailto:Westmead.biobank@wimr.org.au) Ph: 0434 988 622

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