0925-0744-NEW_DASH_ATTACHMENTA.2-5_BIOSPECIMEN REQUEST FORM

Request for Biospecimens from Study "Study Title (ABBREVIATION)"

NOTE: All fields marked with an asterisk (*) are required.

General

Study Information

Selected Biospecimens

Generate Package

Upload Package

Review and Submit

REQUEST NAME *

Request Name *

Please enter Request Name

REQUESTER INFORMATION

Please review your account information below. If you need to make any updates, please "save" your current request form progress and go to **Update My Profile** to make any updates.

Email Address	*doe_jane@nih.com*	School/Division/Center	*National Institute of Child Health and Human Development*
Name	*Jane Doe*		
Job Title/Position	*Researcher*	Address	*1 Center Dr, Bethesda, MD 20892 United States of America*
Institution	*National Institute of Child Health and Human Development*		
Institution Type	*Not For Profit*		
Phone	*123-456-7890*		
Address	*1 Center Dr, Bethesda, MD 20892 United States of America*		

SAVE   NEXT ⟩

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General ✓

Study Information ···

Research Team ✕

Selected Biospecimens ✕

Generate Package ✕

Upload Package ✕

Review and Submit ✕

Request for Biospecimens from Study "Study Title (ABBREVIATION)"

NOTE: All fields marked with an asterisk (*) are required.

STUDY INFORMATION

Request Project Title

Please enter a value containing no more than 128 characters including spaces for the Project Title *

> Please enter a Project Title

Research Plan

Please enter a value containing no more than 512 characters including spaces for Research Plan *

> Please enter your Research Plan

Design and Analysis Plan

Required for Study PI/Steering committee approvals. Not Required for DASH Biospecimen Access Committee

Please enter a value containing no more than 512 characters including spaces for Design and Analysis Plan *

> Please enter your Design and Analysis Plan

FUNDING INFORMATION

Funding Status *

☐ I Have Funding to Pay for Biospecimens Shipping and Handling

☐ I Am Applying for Funding for This Biospecimen Request

Funding Source *

☐ NIH Intramural   ☐ NIH Extramural   ☐ Other

Select one or more institution. Hold Ctrl key for selecting multiple institutions *

> National Cancer Institute
>
> National Center for Advancing Translational Sciences
>
> National Center for Complementary and Integrative Health
>
> National Eye Institute
>
> National Heart, Lung, and Blood Institute

Funding Type *

☐ Grant   ☐ Contract   ☐ Other

Identifying Number. Put "N/A" if Unknown *

Please enter Identifying Number

Add Funding Information +

PRINCIPAL INVESTIGATOR

☐ Use information from my registered account *

Select a User from Your Institution *

Please Select a User from Your Institution ⌄

AUTHORIZED REPRESENTATIVE (INSTITUTION BUSINESS OFFICIAL)

Email Address *

Please enter Email Address

Title   First Name *   Last Name *

⌄   Please enter First Name   Please enter Last Name

Job Title/Position *   Phone

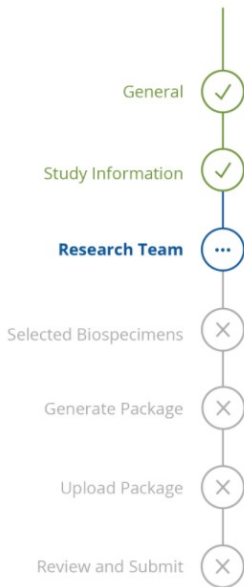Please enter Job Title/Position   Please enter Phone Number (xxx-xxxx-xxxx)

Division *

Please enter Division ⌄

Don't see your division in the dropdown list? Click here to add your division

⟨ PREVIOUS   SAVE   NEXT ⟩

Request for Biospecimens from Study "Study Title (ABBREVIATION)"

NOTE: All fields marked with an asterisk (*) are required.

General ✓

Study Information ✓

Research Team ⋯

Selected Biospecimens ✕

Generate Package ✕

Upload Package ✕

Review and Submit ✕

AFFILIATES

Affiliates are other researchers from your institution who will access the biospecimens. Will the biospecimens be handled by any other researchers from your institution? *

Note: All listed affiliates must be registered DASH users.

■ Yes   ☐ No

Please select your affiliates from the dropdown list and click the "Add an Affiliate" button. This list includes registered DASH users from your institution. If you do not see your affiliates in the list, please ask them to register and activate an account in DASH. When their accounts are active, you will be able to see them in the list and add them to your list of affiliates. Please do not proceed to the next step until you have added all of your affiliates who will have access to the requested biospecimen.

Added Affiliate(s)

Jane Doe (doe_jane@bah.com)   ✕

Michael Johnson (johnson_michael@bah.com)   ✕

Add User as an Affiliate *

Please Select a User from Your Institution   ⌄

ASSOCIATES

Will you have Associates as part of this Material Transfer Agreement? Associates are individuals employed by other institutions that will be allowed to access biospecimen and will be covered under your institution's Material Transfer Agreement *

■ Yes   ☐ No

If you have a lot of associates and would prefer to enter their information in a spreadsheet, please contact supportdash@mail.nih.gov.

Associate 1

Associate's Institution *

Please select associate's institution   ⌄

Cannot find the Associate's institution in the dropdown list? Click here to input the institution name manually

Title	First Name *	Last Name *	M.I.
⌄	First Name	Last Name	M.I.

Job Title/Position *

Please enter associate's job title/position

Project Role *

    Please enter associate's project role

Email

    Please enter associate's email

    Add Associate +

COLLABORATORS

Will the biospecimen be handled by other individuals at other institution under the supervision of other Principal Investigators working collaboratively on the same research plan? *

    ■ Yes   ☐ No

Collaborator 1

Collaborating Institution *

    Please select collaborating institution   ⌄

Cannot find the collaborating institution in the dropdown list? Click here to add an institution

Institution Division *

    Please select institution division   ⌄

Don't see the collaborating division in the dropdown list? Click here to add a division

Please provide information about the Principal Investigator (PI) from Collaborating institution *

PI Title	PI First Name *	PI Last Name *	PI M.I.
⌄	First Name	Last Name	M.I.

PI Job Title/Position *

    Please enter collaborator's job title/position

PI Email

    Please enter collaborator's email

    Add Collaborator +

    ‹ **PREVIOUS**   **SAVE**   **NEXT** ›

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Explore DASH Catalog   Find Study Data   Submissions ⌄   Resources ⌄   Admin ⌄   Curator ⌄

Request for Biospecimens from Study "Study Title (ABBREVIATION)"

NOTE: All fields marked with an asterisk (*) are required.

General ✓

Study Information ✓

Research Team ✓

Selected Biospecimens ⋯

Generate Package ✕

Upload Package ✕

Review and Submit ✕

⚠ **NOTE**   ✕

The information in the Biospecimen Inventory is based on information provided to NICHD DASH. NICHD DASH has not verified type, quality, or amount of biospecimens available in the NICHD Biorepository. Once your biospecimen request is approved by the DASH Biospecimen Access Committee, the NICHD Biorepository will contact you to fulfill your request.

⚠ **NOTE**   ✕

Prices shown in NICHD DASH for the biospecimens are estimates only and include costs for retrieving, shipping and handling. Exact totals will be finalized by the NICHD Biorepository after your biospecimen request has been approved by the DASH Biospecimen Access Committee. All transactions for fulfilling your request will be made directly by the NICHD Biorepository.

BIOSPECIMEN AMOUNTS TO BE REQUESTED *

Select the minimum amount for each biospecimen you are requesting. You may also auto-populate all of the fields by selecting minimum amount at the top of the section and clicking on "Apply." If you auto-populate all of the fields this way, you may still change amounts for individual biospecimens.

Urine

Auto-populate Amounts for all Biospecimens in URINE group with:

	Optimal	Minimum	Unit	
			mL ▲▼	**Apply**

Show Only: Has Inventory Amount ☐

[Remove]   [Clear Filter]

☐	Sample ID	Subject ID	Visit Name	Collected Amount	Inventory Amount	Optimal Amount	Minimum Amount	
☐	15931	A034001	Delivery	180 mL	100 mL	mL	mL	✕
☐	17295	A034002	Delivery	90 µL	--	µL	µL	✕

Subtotal (2 Items): **$35.00**

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Blood

Auto-populate Amounts for all Biospecimens in BLOOD group with:

Optimal	Minimum	Unit
		uL ⇕

Apply

Show Only: Has Inventory Amount ☐

Remove   Clear Filter

☐	Sample ID	Subject ID	Visit Name	Collected Amount	Inventory Amount	Optimal Amount	Minimum Amount	
☐	15932	A034001	Delivery	90 mL	90 mL	mL	mL	✕

Subtotal (1 Items): $25.00

Item Total (3 Items): $60.00

Note: Prices are estimates only and do not include shipping, handling, and taxes. Exact totals will be finalized by the Biorepository after your sample request has been approved.

General ✓
Study Information ✓
Research Team ✓
Selected Biospecimens ⋯
Generate Package ✕
Upload Package ✕
Review and Submit ✕

‹ PREVIOUS   SAVE   NEXT ›

DASH Data and Specimen Hub

Explore DASH Catalog   Find Study Data   Submissions ∨   Resources ∨   Admin ∨   Curator ∨

General ✓

Study Information ✓

Research Team ✓

Selected Biospecimens ✓

Generate Package ⋯

Upload Package ✕

Review and Submit ✕

Request for Biospecimens from Study "Study Title (ABBREVIATION)"

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GENERATE PACKAGE

All of the documentation required for your biospecimen request will be automatically generated when you click on "Confirm and Generate Package." Please review your entries and make any necessary changes before you click on "Confirm and Generate Package".

You will receive the Biospecimen Request Package by Email - please review all documents before you obtain the necessary signatures. The Requester is responsible for coordinating with all parties involved to collect all required signatures to complete the biospecimen request.

If you need to edit your biospecimen request after your biospecimen request package has been generated, you must log back into the system, go to "My Cart," click on the "Edit Request" button of the particular request, make your edits, and then generate your request package again. You must make these changes by using the DASH system request process; it is not sufficient to edit your Biospecimen Request Form and Material Transfer Agreement word documents after the biospecimen request package has been generated.

[Confirm and Generate Package]

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DASH Data and Specimen Hub

Explore DASH Catalog   Find Study Data   Submissions ⌄   Resources ⌄   Admin ⌄   Curator ⌄

Request for Biospecimens from Study "Study Title (ABBREVIATION)"

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UPLOAD PACKAGE

Upload Booz Allen Hamilton Biospecimen Request Package

After obtaining all of the necessary signatures, upload the document for your biospecimen request in the areas below.

Biospecimen Request Form *

| ⌂ Upload File | biospecimen_request_form.docx | ✕ |

Material Transfer Agreement *

| ⌂ Upload File | material_transfer_agreement.docx | ✕ |

Additional Document 1 *

| ⌂ Upload File | additional_document.docx | ✕ | **Add Additional Document +**

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DASH Data and Specimen Hub

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- General ✓
- Study Information ✓
- Research Team ✓
- Selected Biospecimens ✓
- Generate Package ✓
- Upload Package ✓
- **Review and Submit** ...

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BIOSPECIMEN REQUEST SUBMISSION

Your biospecimen request will be reviewed by the NICHD DASH Biospecimen Access Committee and possibly by a study-specific approval entity such as the Steering Committee of the study you requested. You will be notified via email if any updates or additional information are needed for your request. You will be notified by email if your request is approved or not approved. You may also check on the status of your biospecimen request at any point from your cart.

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