Now that your application has been approved, you may proceed with your study when convenient. Please note:

CONFIDENTIALITY PLEDGE (**FRED HUTCH ONLY REQUIREMENT** FOR REQUESTS FOR FRED HUTCH DATA & SPECIMENS)

The FHCC IRB-requires the PI of CFR approved applications requesting FHCC data sign and return this pledge.

* Promptly sign and return the signed FHCC Confidentiality Pledge to Renae Lydum at rlydum@fredhutch.org

IRB APPROVAL (REQUIRED FOR ALL APPROVED APPLICATIONS)

IRB approval (or an exempt designation from your IRO) must be obtained before data or biospecimens can be released. **We recommend that you initiate the IRB approval process right away** as proof of IRB approval will be required for initiating Data Use Agreements and Material Transfer Agreements.

* Obtain IRB approval or exemption and send documentation to Allyson at [atemplet@fredhutch.org](mailto:atemplet@fredhutch.org)

DATA USE AGREEMENTS (REQUIRED FOR ACCESS TO CCFR DATA)

Researchers seeking access to CCFR data and their employing institutions must agree to the terms of a **Data Use Agreement (DUA)** as drafted by the University of Melbourne (UoM) acting on behalf of the Colon CFR. The DUA stipulates the use and protection of the data you will receive. Please note that the DUA is the result of significant negotiations between all CCFR site institutions **and is not further negotiable**. The UoM will initiate a DUA upon notification of project’s approval. The Applicant PI will be asked to provide project-specific information on Schedule 1 and route the DUA to the appropriate office for review and signature.

* Complete Schedule 1 of the DUA (Agreement Details) and route for institutional signature
* Ensure the DUA is signed and returned to UoM (Michelle King at cge-dua@lists.unimelb.edu.au)

MATERIAL TRANSFER AGREEMENTS (REQUIRED FOR ACCESS TO CCFR BIOSPECIMENS)

Researchers requesting CCFR Biospecimens must agree to the terms of site-specific **Material Transfer Agreement(s) (MTA)** with **each** CCFR Center providing biospecimens. CCFR centers will initiate MTAs once IRB documentation and a completed Data and Biospecimen Request Form (DRF, see below) has been received.

* Complete the DRF and send it to Allyson at [atemplet@fredhutch.org](mailto:atemplet@fredhutch.org)
* Follow-up as necessary to ensure all MTAs are signed and returned to the CCFR center(s) providing samples

DATA AND BIOSPECIMEN REQUEST FORM (REQUIRED FOR ALL APPROVED APPLICATIONS)

All researchers seeking access to CCFR data and/or biospecimens must complete a **CCFR Data and Biospecimen Request Form (DRF).** The information requested on the DRF is used by sites in initiating MTAs and in selecting and preparing biospecimens for shipment, and by the informatics center in preparing analytic datasets.

* Download the DRF at [www.coloncfr.org/collaboration](http://www.coloncfr.org/collaboration) and send completed form to [atemplet@fredhutch.org](mailto:atemplet@fredhutch.org)

KICK-OFF TELECONFERENCE (SCHEDULED BY THE CCFR INFORMATICS MANAGER AS NECESSARY)

A teleconference between the applicant research team, CCFR Informatics team, Program Manager and Biospecimen Working Group Chair (if biospecimens are requested) *may* be scheduled to discuss the request and clarify details.

CCFR PRICE LIST (FOR BIOSPECIMENS)

The cost of acquisition and limited processing of biospecimens from the CCFR collections has mostly been covered by NIH grants active at time of collection. However, costs for maintaining and dispatching biospecimens to researchers are not covered by current NIH grants and generates additional costs that must be paid for by the requesting researcher. Price lists can be found at [www.coloncfr.org/collaboration](http://www.coloncfr.org/collaboration). All prices are in US dollars (US$), inflated annually and subject to change without notice. The prices charged will correspond to the date the biospecimens are requested for delivery and all necessary assurance documentation has been received. CCFR centers will invoice investigators for payment. Payment may be required before biospecimens are shipped.

* Promptly submit payment to CCFR center(s) as invoices are received.