

## Research Biorepository Financial Plan and Sustainability Strategy, Resourcing Plan and Legacy Plan

This template is provided as an example to research biorepositories to help with planning the resource and defining the authorities, processes and procedures that are needed to guide key operational decisions. Relevant plans must become part of the resource's documents and be available if requested. Please see [Establishment of a Research Biorepository Procedure \(PR2017/100\)](#) and [Operational Arrangements Procedure \(PR2017/101\)](#) for more information.

|                                   |  |
|-----------------------------------|--|
| Principal Investigator/Custodian: |  |
| HREC/SSA/grant number:            |  |
| Research project title:           |  |
| Research project period:          |  |

Name of the research biorepository (if different than the research project):

|                                   |  |
|-----------------------------------|--|
| <i>A. Name of the Custodian:</i>  |  |
| <i>B. Summary of the project:</i> |  |

### *C. Governance structure of the project*

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| <ol style="list-style-type: none"> <li>1. Outline the research biorepository's management structure and discuss the roles and responsibilities of each management or oversight body.</li> <li>2. Outline the research biorepository's processes that guide its operations and discuss whether the processes are documented and approved or will be approved by the institutional Human Research Ethics Committee (HREC) and/or a project oversight committee.</li> </ol> |
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## *D. Integrity of biospecimens and data:*

1. Describe the research biorepository's process to ensure the physical integrity of collected biospecimens.
2. Describe the research biorepository's process to ensure the maintenance of privacy and integrity of the patients/participants' data that accompany the biospecimens.

## *E. Access to biospecimens and data:*

1. Outline the research biorepository's process and procedures for the distribution of biospecimens to researchers. Describe how the scientific merit, prioritisation of access requests, and proposed research use are assessed and by what review group.
2. Describe whether biospecimens will be accompanied by data and the type of data. Outline the safeguards that are in place to ensure that confidentiality of the data is not compromised.

## *F. Release of research results:*

1. Outline the processes that are in place for publication and dissemination of research results from biospecimen research. Describe the process for handling results that are potentially stigmatising to groups.
2. Outline any process to provide educational materials to the public such as brochures, literature, meetings, or public internet sites.

## *G. Legacy and contingency plans:*

1. Outline the research biorepository's plans for the handling and disposition of biospecimens and associated data when reaching any of the following points:
  - a) end of the budget period of the grant
  - b) loss of management or termination of funding
  - c) accomplishment of the specific research objectives of the research project
  - d) depletion of human biological materials
  - e) achievement of critical data end points.

## *H. Retention of biospecimens, data, and records:*

1. Outline the research biorepository's process for the handling and disposition of biospecimens and associated data sets following the discontinuation of participation by a patient/participant.
2. Outline the research biorepository's process for the retention of biospecimens, data, and records pertaining to informed consent and the identity of patients/participants.

## *I. Sharing of resources:*

1. Outline the research biorepository's process and procedures for the sharing of research data and tools generated from biospecimen research.
2. Outline the research biorepository's process for communicating information to patients/participants regarding the general type of research performed on biospecimens and the sharing of biospecimens with other researchers, when practicable.

## *J. Conflict of Interests (COIs):*

1. Describe the process for managing and limiting any potential COIs for the resource's staff.

## *K. Resourcing:*

2. Describe the process for managing resources for the research biorepository.