



## Australian Prostate Cancer Collaboration

# BioResource Tissue Access Policy

## Tissue Availability and Tissue Access Policy Statements

### Tissue Availability

The aim of the Australian Prostate Cancer Collaboration BioResource (BioResource) is to provide access to quality tissue samples for all Australian prostate cancer researchers. Tissue collection for the BioResource began in late 2005 at the hospitals affiliated with the 4 collection sites (nodes): Hanson Institute of Medical Research (Adelaide), Queensland University of Technology (Brisbane), Monash Institute of Medical Research (Melbourne), Garvan Institute of Medical Research (Sydney).

#### *Tissue/clinical data collection*

Samples of fresh frozen prostate cancer and normal prostate tissue, archival formalin-fixed paraffin-embedded prostate cancer, and blood products are banked at each node. Clinical and pathological data at patient diagnosis, immediately post surgery, and sequential follow up data over a number of years is also collected at each node, and a minimum dataset will be downloaded to a central database accessible from the BioResource website [www.apccbioresource.org.au](http://www.apccbioresource.org.au) during 2007.

#### *Timing for release of tissues*

**Fresh Frozen Prostate:** Because of the importance to research of clinically annotated tissue samples, a limit has been placed on the quantity of fresh frozen prostate to be released to researchers between 2006-2010. A maximum of 50% of any single patient's tissue samples will be released prior to 2010. To compensate for this the BioResource (via the Project Manager) will continue to facilitate collaboration between researchers who need access to fresh frozen prostate and research institutions which have tissue collections that predate the BioResource. The tissues supplied by both avenues will be clinically annotated to the extent that follow up data permits. Ultimately it is planned that DNA/RNA will be produced from prostate tissue by the BioResource for distribution to researchers.

**Tissue Micro-Arrays:** A number of TMA sets are being constructed from paraffin-blocked tissues held in pathology archives. TMAs from these retrospective collections will be progressively released from mid 2006. Currently available are:

- a Gleason array (n= ~150 patients with annotation at clinical diagnosis only),
- human pilot array, for preliminary testing and optimisation of probes, containing cores of non-malignant and malignant tissue from 10 men only with prostate cancer (without clinical annotation)
- transgenic mouse (TRAMP) prostate pilot tissue array, for similar usage to above
- TRAMP prostate tissue array (in progress) from mice bearing either hormone sensitive or resistant tumours.

Further arrays proposed include progression from PIN to early stage cancer, and progression from androgen-sensitive to castrate-resistant disease.

For further information, or if you have a specific requirement please contact the Project Manager.

**Blood Products:** Guthrie blots, frozen serum, plasma, and buffy coat cells are available under the same 50% release restrictions to conserve the resource during the clinical follow up period for each patient. Clinical annotation will be provided with supplied materials to the extent that follow up data permits. Ultimately it is planned that DNA will be produced from buffy coat cells by the BioResource for distribution to researchers.

### **Tissue Access Policy**

The BioResource welcomes requests for prostate cancer tissues from all Australian researchers. Tissues will only be released, however, to researchers who can provide a statement of ethics approval from the Clinical Investigation / Human Research Ethics Committee of their host institution. This applies to researchers who request even a single sample for testing, in order to safeguard patient rights. In order to conserve the limited tissue resources during the first 5 years (2006-2010), frozen prostate tissue and blood products will only be released to highly rated projects, and there will be no access for commercial/Pharmaceutical/Biotechnology companies.

All projects, unless funded by a National (eg NHMRC) or State body (eg Cancer Council or Government Cancer Initiative), whether previously reviewed or not by National Peer Review Committees, will undergo a peer review for the *BioResource Tissue Access Committee* (TAC) in order to determine the standard of the proposed research project, the likelihood of successful outcomes and the quantity and types of tissue(s) requested. The TAC will accept copies of the NHMRC and State body reviews. The committee retains the right to prioritise and will not necessarily support all funded or fundable projects to protect the longevity of this limited resource. This ruling applies irrespective of the types or numbers of specimens sought from the BioResource.

Where access has been denied or insufficient tissue numbers provided, researchers can appeal the decision of the TAC via the independent *Tissue Access Appeals Ombudsman*.

### **Guidelines for Applications for Tissue and Data Access**

**Timing:** A *Letter of Intent* may be submitted at any time. *Full Applications* must be submitted one month prior to a TAC meeting for applications already approved for funding by peer review from a National or State funding body. If peer review is sought from the TAC or peer review is pending from a National or State funding body the application must be received two months beforehand. The schedule for TAC meetings can be obtained from the BioResource National Project Manager, at 0421-098-384 or [david.horsfall@imvs.sa.gov.au](mailto:david.horsfall@imvs.sa.gov.au). Alternatively, applications can be reviewed out of session if the next TAC meeting is more than 4 months from the time of submission. Meetings are normally scheduled 4-monthly, ie during March, July and November.

### **Procedure:**

1. A *Letter of Intent* (LOI) must first be provided to the Project Manager, containing:
  - Your name , Institution, mailing and email addresses, and telephone / fax numbers
  - The types of cases required and approximate numbers for each type
  - Statistical justification for the number and types of cases required
  - A statement of the aims / hypotheses of the proposed research
  - A brief description of the technical approach
  - Evidence that the proposed measurement technique(s) can be used on the specimens requested, for example does the proposed antibody work for immunohistochemistry in paraffin-embedded specimens
  - Clinical and outcome data required
  - Funding available to project
  - Copy of ethics approval to conduct proposed research, or details of pending approval

A proforma for this LOI can be downloaded from the website [www.apccbioresource.org.au](http://www.apccbioresource.org.au) and you can submit your LOI to [david.horsfall@imvs.sa.gov.au](mailto:david.horsfall@imvs.sa.gov.au) or by mail to:

Assoc Prof David Horsfall  
National Project Manager, Australian Prostate Cancer Collaboration BioResource  
Dame Roma Mitchell Cancer Research Laboratories  
Hanson Institute, PO Box 14 Rundle Mall, South Australia 5000

This LOI will be reviewed on receipt, and if the Project Manager determines that the BioResource can meet your needs, you will be asked to submit a Full Application, subject to the above timing constraints. This application must be made within one year of submitting the LOI, otherwise a new LOI must be submitted prior to the full application.

2. *Pilot Projects* are subject to the same guidelines as Full Applications, excepting that the need for full peer review will be waived. In general however, pilot projects will involve limited numbers of specimens or data, for example 5 specimens of frozen tissue or 5 sections from a specific pilot TMA containing 1 core each of matched normal and malignant prostate tissues from 10 prostate cancer patients. These test specimens will be supplied *without* clinical annotation, and in the expectation that if the pilot is successful, a Full Application will be lodged later. Approval for pilot projects will be for one year only.

### 3. *Full Applications - Procedure:*

- I. Before making an application, researchers may wish to confer with the Project Manager to discuss the appropriateness of BioResource specimens for the proposed study.
- II. Guidelines and Application Forms can be obtained from the Project Manager via the website. At least 2 weeks before the application is submitted, applicants must send an LOI to the Project Manager. This LOI will be provided to the TAC for comment and in the case that DNA or RNA is to be produced from the requested materials the LOI may be circulated to BioResource members to identify other researchers who would like to use/share the same material, either independently of, or in collaboration with, the applicants. This provision is made to increase the longevity of the resource. For example, where RNA/DNA is extracted from frozen prostate or buffy coat cells by researchers, the amount produced is likely to far exceed the immediate requirements of the project for which tissues were provided. Excess materials must be returned to the BioResource by arrangement, on production. When resources permit, the BioResource will undertake production of DNA/RNA for release to researchers.
- III. Applications must be made on and according to the Application Form, attaching relevant documents. Completed applications may be sent by email, but a **hard copy** containing all documents and bearing the investigators' signatures **must be provided** to the Project Manager according to the above timing schedule.
- IV. Full applications that have not had prior peer review will be sent out by the TAC to appropriate referees. If a proposal is currently under peer review by a granting agency, the Project Manager can provide a letter stating that the samples requested are available, subject to approval by the TAC once funding is obtained. The TAC would appreciate receiving any available peer reviews for the project.
- V. Applications and referees' reports will be reviewed by the TAC, which will assess whether the application comprises a scientifically justifiable, feasible, and high priority use of the biological material currently available. The applicant may be asked to respond to the reviewers' comments in writing. The TAC may suggest some changes to the proposed application and will try to facilitate communication and collaboration between groups working on similar topics. Any member of the

TAC with a conflict of interest will be excluded from this review. Reasons will be given for refusal of all or part of the proposed use of material, and this may occur even if the overall grant proposal has approved funding. Conditions on, or restrictions of, use may be made. In the event of an unpopular decision, the researcher can approach the Appeals Ombudsman for an independent review of the assessment and decision.

- VI. Simultaneously, the application will be reviewed by the Project Manager so that a mechanism and timescale for the delivery of the requested specimens and data can be determined.
- VII. An acceptance letter will be provided to approved applicants, outlining the conditions on tissue provision as per this policy document. On receipt of a *Material Transfer Agreement* signed by the applicant(s), and evidence of ethical approval, the project can proceed according to the agreed protocol.
- VIII. Any significant deviations from the agreed protocol must be sent by the applicant(s) in writing for approval before proceeding.
- IX. Data and biological material will be supplied as soon as possible after a request is approved. The onus is on the investigator to re-submit the application at a later date as the BioResource collection grows, if additional material is required for the same project.
- X. The BioResource will levy a fee to the applicants for the preparation and shipping of biological materials.
- XI. The BioResource reserves the right to withhold the supply of further material if the rate of progress is unacceptable.
- XII. Annual progress reports must be sent to the Project Manager for presentation at the TAC meeting that occurs in July each year. The Project Manager will notify all investigators in May that progress reports are due by June 30th.
- XIII. At the conclusion of the project, residual materials must be returned or destroyed by agreement of the BioResource, all requested research data will be transferred to the BioResource database, and a final report prepared by the applicants.

#### **Responsibilities of Investigators who use BioResource material**

The Chief Investigator(s) of the project must agree:

- *To sign the BioResource Material Transfer Agreement* and not to distribute the material or data to investigators or institutions who are not named in the approved application.
- *To list The Australian Prostate Cancer Collaboration BioResource as an author* on any resulting publications, in addition to any BioResource members who fulfill authorship criteria for the study as it progresses. This is required as an outcome measure of BioResource productivity.
- *To lodge copies of relevant manuscripts* utilising the prostate cancer collection with the Project Manager of the BioResource, for examination, prior to journal review.
- *To acknowledge the agencies that support the core activity of the BioResource* in any resulting publications.
- *To submit an annual report* on the project by June 30<sup>th</sup> for presentation to the TAC meeting that occurs in July each year.
- *To propose a timeline* for monitoring the project.
- *To meet the costs involved* in preparing and shipping biological specimens and in extracting data from the central database.

- *To notify the BioResource of study completion.* All studies will be deemed complete after three years unless re-application is lodged.
- *To submit all requested research data* back to the Project Manager for inclusion in the BioResource database, within 12 months following completion of the project. The research data requested will be decided between the TAC and the researcher. This will facilitate powerful collaborative meta-analyses by the BioResource. It will benefit the researcher providing the data, the BioResource, and Australian prostate cancer research.
- *To return unused materials* to maintain the longevity of the resource, *or destroy the material* by agreement of the BioResource.
- *To obtain a signed MTA from any collaborator to whom they wish to pass on material for use in the approved project.* This should be forwarded to the Project Manager with a request that the TAC consider the addition of the collaborator to the project.

### **Appeals Mechanism**

In the event that an applicant(s) wishes to dispute the decision of the TAC, the following mechanism will apply:

- Within 30 days of receiving notice from the TAC why access will be denied either totally, or for certain aspects of the project, or where the TAC proposes changes to the use of the materials which are deemed not acceptable, written objection from the Investigator(s) must be lodged with the Project Manager
- The grounds of the objection must be quite clear, and all evidence supporting the appellant's case must be made available to the Project Manager
- The Project Manager will forward this documentation along with the complete application for tissue access, including peer reviews, the applicant's track record, the transcript of the TAC deliberations, the reasons for denial of access, and all pertaining correspondence, to the Ombudsman
- The Ombudsman will then review the documentation and within 60 days make a ruling in favour of one party or the other
- The Ombudsman is permitted to refer to other qualified persons to assist in the making of a ruling, provided no conflict of interest is involved
- Where the Ombudsman has a conflict of interest, a Reserve Ombudsman will review the documentation and make a ruling under the above guidelines
- The Ombudsman's decision will be final.

## **Contact Information and Officers of the BioResource (2006-2007)**

### ***First Point of Contact for the Australian Prostate Cancer BioResource:***

National Project Manager

Associate Professor David Horsfall,

Dame Roma Mitchell Cancer Research Laboratories, Hanson Institute, PO Box 14,  
Rundle Mall, Adelaide, SA 5000

Phone: 0421-098-384, Fax 08-8222-3217, email: [david.horsfall@imvs.sa.gov.au](mailto:david.horsfall@imvs.sa.gov.au)

### ***Executive Chairman, BioResource Management Committee:***

Professor Judith Clements, Hormone Dependent Cancer Research Program, School of  
Life Sciences & Institute of Health and Biomedical Innovation, Queensland University  
of Technology, Brisbane, Queensland

### ***Executive Members, BioResource Management Committee:***

Professor Gail Risbringer, Centre for Urological Research, Monash Institute of Medical  
Research, Monash Medical Centre, Clayton, Victoria

Professor Robert Sutherland, Cancer Research Program, Garvan Institute of Medical  
Research, Darlinghurst, Sydney, New South Wales

Professor Wayne Tilley, Dame Roma Mitchell Cancer Research Laboratories, Hanson  
Institute, University of Adelaide, Adelaide, South Australia

### ***Members of the BioResource Management Committee***

Dr Tina Bianco-Miotto, Adelaide

Mr Spence Broughton, Brisbane

Dr Lisa Horvath, Sydney

Dr Mary-Anne Kedda, Brisbane

Associate Professor Jurgen Stahl, Adelaide

Associate Professor Frank Gardiner, Brisbane

Dr Renea Taylor, Melbourne

Dr Elizabeth Williams, Melbourne

### **Members of Australian Prostate Cancer BioResource Tissue Access Committee:**

Assoc Prof David Horsfall, Project Manager and Chair

Dr James Kench, pathology representative

Associate Professor David Nicol, urology representative,

Dr Gianluca Severi, biostatistics representative

Dr Mary-Anne Kedda, BioResource Management Committee representative

Dr Elizabeth Williams, BioResource Management Committee representative

### **Australian Prostate Cancer BioResource Appeals Ombudsman:**

Professor Jock Findlay, Prince Henry's Institute of Medical Research, Melbourne  
Reserve Ombudsman (for conflict of interest situations), vacant

### **Principal Investigators of the NHMRC Enabling Grant Underpinning the BioResource Prospective Tissue Procurement Program:**

Professor Judith Clements, Hormone Dependent Cancer Research Program, School of  
Life Sciences & Institute of Health and Biomedical Innovation, Queensland University  
of Technology, Brisbane, Queensland

Professor Robert Sutherland, Cancer Research Program, Garvan Institute of Medical Research, Darlinghurst, Sydney, New South Wales

Professor Wayne Tilley, Dame Roma Mitchell Cancer Research Laboratories, Hanson Institute, University of Adelaide, Adelaide, South Australia

Professor Gail Risbridger, Centre for Urological Research, Monash Institute of Medical Research, Monash Medical Centre, Clayton, Victoria

Professor Villis Marshall, Adelaide University & Royal Adelaide Hospital, Surgical Specialties Services, Adelaide, South Australia

Professor David Roder, Cancer Council South Australia, Adelaide, South Australia

Associate Prof Jurgen Stahl, Adelaide Pathology Partners, Adelaide, South Australia

Associate Prof Frank Gardiner, University of Queensland, Dept of Surgery Royal Brisbane Hospital and Queensland Institute for Medical Research, Brisbane, Queensland

Associate Prof David Nicol, Princess Alexandra Hospital, Woolloongabba, Queensland

Associate Prof Mark Frydenberg, Monash Medical Centre & Cabrini Hospital, Malvern Victoria

Dr John Pedersen, Anatomical Pathology, Alfred Hospital, Melbourne, Victoria

Dr Phillip Stricker, Dept of Urology, St Vincent's Hospital, Darlinghurst, NSW