

Sample and Data Access Committee (SDAC) - Terms of Reference

Purpose and Remit

- To oversee and ensure the scientific quality and ethical standards of the research performed using samples from the VIVO Biobank.
- To review all applications efficiently ensuring rapid access to samples without compromising integrity and value of the review.
- To provide constructive feedback to applicants for all rejected applications.
- To report on its activities, including success rate and turnaround time, to the Management Committee every 3 months.

Membership

- The SDAC will be co-chaired by representatives from the leukaemia and solid/CNS tumour communities. The Management Committee will appoint the co-chairs who in turn will appoint the ordinary members with approval from the Management Committee.
- The co-chairs will serve for a term of 3 years with staggered start dates. One of the founding co-chairs will serve a 3-4 year term to ensure continuity.
- In addition to the co-chairs, there will be eight ordinary members comprising six scientific/clinical members and two PPI members.
- Ordinary members will serve for a term of 3 years with an option to renew for a second term and/or become co-chair.
- Given the complexity of the solid/CNS tumour landscape, four of the ordinary scientific members should have expertise in one or more solid/CNS tumours.
- The lead biobank manager and research coordinator will attend all meetings to provide support and advice but will not assess applications.
- To augment sustainability and transparency, we will invite two early career clinicians/researchers to join the committee as observers. To wider participation, these observers will only serve for one year each.

Membership expectations

- Members are expected to contribute actively and constructively to the review process.
- The SDAC will conduct most of its business asynchronously by email. SDAC will meet every 2 months online with one in-person meeting per year, if feasible. Members must respond to all emails (which will be kept to a minimum) in a timely fashion and attend at least three meetings per year.
- Members are expected to declare any conflict of interest immediately, keep applications confidential and provide impartial feedback.
- Members who do not meet these expectations may be asked to leave the SDAC following consultation between the co-chair and the Management Committee.
- Clinical and scientific members will not be paid to carry out their duties but will be able to claim travel expenses for attending the yearly in-person meeting. PPI members will receive an honorarium as per the guidelines outlined in the terms of reference for the PPI committee.