

# Overview of Specimen-Data Request, Approval, and Follow-up

## I. Prostate SPORE Disbursement Committee Members

- A. Chung Lee, PhD, Prostate SPORE Director
- B. William Catalona, MD, Prostate SPORE Co-Director
- C. Walter Stadler, MD, Prostate SPORE Co-Director
- D. Karen Kaul, MD, PhD, Specimen Procurement Core Director
- E. Ximing Yang, MD, PhD, Specimen Procurement Core Co-Director
- F. Borko Jovanovic, PhD, Biostatistics Core Director
- G. Warren Kibbe, PhD, Bioinformatics Core Director
- H. Timothy Kuzel, MD, Clinical Core Director
- I. Anant Kulkarni, Patient Advocate

## II. Request Process

- A. Investigator reviews the following documents on the Prostate SPORE website and completes the Specimen-Data Request Form:
  - 1. Overview of Request Process (this document)
  - 2. Disbursement Committee Review Form
  - 3. Request Guidelines
- B. Investigator completes request form and sends to M. Pattison
- C. Investigator submits proof of IRB approval or exemption to M. Pattison
- D. M. Pattison records the initial request date and sends request to A. Raji (Pathology Core Manager) and A. Parameswaran (Database Programmer) to confirm availability of requested specimens/data
- E. If requested specimens/data are available, the request form is forwarded to members of the Disbursement Committee

## III. Disbursement Committee Process

- A. Committee members have one week to complete the Disbursement Committee Review Form
- B. Any committee members who have not responded within a week will be recorded as abstaining
- C. Each applicable rating on the Review Form must average at least 3.5 for a pilot request to be approved, or 4.5 for a large project request to be approved
- D. At least 5 committee members must respond to a request for the final score to be valid
- E. If the decision is not unanimous, SPORE Director (or co-Directors if there is a conflict of interest) will make a final decision to approve, deny, or request additional information from the investigator
- F. If a committee member fails to vote on 3 consecutive requests, he/she will be replaced

## IV. Specimen/Data Disbursement and Follow-Up

- A. If a request is approved by the committee, M. Pattison contacts A. Raji & A. Parameswaran to fulfill the request
- B. For specimen requests, A. Raji provides the investigator with a copy of the Instructions for Transfer of Human Tissue Samples
- C. A. Raji and A. Parameswaran notify M. Pattison when the request has been fulfilled
- D. M. Pattison will follow up on each fulfilled pilot request annually and each full project request quarterly for information on any notable results, posters, or publications using SPORE data/specimens