**Inquiries for clinical specimens**

For inquiries regarding clinical specimens collected at the HPSTD Outpatient Clinic and stored and curated at the Institute for the Research on HIV and AIDS-associated Diseases (HIV-AAD) of the University Hospital Essen, please fill this form. All inquiries will be discussed by our board. We will try to meet your requests and support your research. We can provide both retrospectively and prospectively collected samples as well as longitudinal series of specimens.

If you have questions regarding the process or the form, do not hesitate to mail us via HIV-Sample-Request@uk-essen.de.

|  |  |
| --- | --- |
| [ ] **internal request**  | [ ] **external request** |
|  |  |
| **Requesting researcher:** |
| Name: |
| Address: |
| Email: |
| Phone:  |

**Project description (300 words max.):**

**Type of samples requested:**

|  |  |  |
| --- | --- | --- |
| [ ]  **EDTA-plasma** | [ ]  **PBMCs** | [ ]  **Serum** |
| [ ]  **EDTA-whole blood** | [ ]  **Other:** |  |
|  |

**Number of samples requested:**

**Please specify any requirements for samples:**

e.g., amounts, collection time points: single/repeated collections; donor: age, gender, ART status, etc.

**If you need clinical data/patient information, please specify:**

Please attach any patient questionnaires linked to this project.

**Ethics approval:**

Obviously, for work with human clinical specimens and/or data, ethical approval is required. Please indicate the current status of your project in this regard.

[ ]  This is a general inquiry to explore project feasibility. I will apply for ethics approval before the start of the project.

[ ]  The project shall be covered by the ethic approval for the SCABIO biobank and the Institutional Review Board (IRB) is notified about the project.

[ ]  An approval has been obtained by the IRB.

**Collaboration and Authorships:**

The HPSTD Outpatient Clinic and the Institute for Research on HIV and AIDS-associated Diseases at the University Hospital Essen put huge efforts into collecting, curating, storing, and analyzing the clinical specimens in conjunction with the corresponding clinical data. This work should be considered as collaborative effort in case data based on our sample will be published, justifying (co-) authorships to an extent that is proportional to our engagement.

[ ]  I have read and agree with this statement regarding the collaboration.

**Transport Expenses:**

[ ]  I agree to cover all transport expenses.

Date Signature