

By completing this form, the LUMC department of clinical chemistry and laboratory medicine is able to assess the feasibility of the request, including a budget estimation/quotation for the requested service(s).

1. General information

- 1.1 Name/abbreviation of the study:
- 1.2 Name of LUMC contact person:
- 1.3 Institute / LUMC department:
- 1.4 Will the project be registered at the LUMC project office (projectenbureau)?
 Yes, project code (if known) is:
 No
- 1.5 The study
 has no external sponsoring
 is sponsored by an NGO (*Hartstichting, ZonMw, etc.*)
 is sponsored by a commercial party (*pharmacy, industry, etc.*)
- 1.6 Brief description of the study aim(s), not more than 3 sentences:
- 1.7 Is the study approved by the local METC (Medical ethics committee)?
 Yes Approval is requested
- 1.8 Will the study make use of the LUMC order management system (HiX)?
 Yes No or not known
- 1.9 Will the samples in the study be anonymized?
 Yes No
- 1.10 What is the aimed starting date?
- 1.11 Which type of service is required from the KCL department? (*Multiple options are possible*)
 Blood collection at the LUMC CBA (Centrale Bloedafname)
 Direct blood analysis – *proceed with paragraph 2*
 Processing of samples – *proceed with paragraph 3*
 Batch analysis of stored samples (e.g. biobank samples) – *proceed with paragraph 4*
 Long term storage (>2 weeks; no Biobanking) – *proceed with paragraph 5*

2. Direct blood analysis

(Only to be filled in if "Direct blood analysis" was selected at question 1.11)

Please specify what parameters need to be analyzed, including the matrix of the samples

2.1 *(e.g. in serum, plasma, urine, etc.)*

Is it required to collect extra tubes for other purposes than direct analysis?

2.2 *If yes, specify the quantity, type and volume of the required tubes (e.g. 2x 3,5 mL SST serum gel)*

3. Processing of samples

(Only to be filled in if "Processing of samples" was selected at question 1.11)

3.1 Will there be a lab manual available?

- Yes, I will provide the KCL department with the lab manual
- No, but I will specify (as detailed as possible) how the samples need to be processed. This can be done through a separate mail or attachment.

3.2 How long will the study run (an estimation is sufficient)

3.3 How many participants will be included (an estimation is sufficient)

3.4 What is the expected number of visits per participant?

3.5 What is the expected frequency of delivering materials to the lab?

3.6 How will the materials be delivered, please select one:

- Ordered through LUMC order management (HiX) (preferred option)
- Pre-labeled kits are used (primary and secondary tubes)

3.7 The services that the KCL department will provide for this study is confined to the processing of CE-certified plastic primary biological sample tubes (centrifuging, incubating and aliquoting) and/or PBMC isolation according to standard KCL protocols.

- Yes No

3.8 Processing of samples needs to be performed during regular office hours (8:00-16:00).

- Yes No

4. Batch analysis

(Only to be filled in if "Batch analysis" was selected at question 1.11)

- 4.1 When do you expect to deliver the samples to the lab?
- 4.2 In what type of tubes is the material stored? Please include the volume as well (e.g. Sarstedt 0.5 mL)
- 4.3 At what temperature are the samples currently stored?
- 4.4 Did the samples go through any freeze-thaw cycles?
 No Yes, number of cycles:
- 4.5 Was the time between sample collection and freezing consistently <4 hours for all samples?
 Yes No, up to:
- 4.6 Origin of samples:
 Human, no increased risk of contagious material Human, increased risk of contagious material Animal
- 4.7 Estimated number of samples:
- 4.8 Please specify what parameters need to be analyzed, including the matrix of the samples (e.g. in serum, plasma, urine, etc.)
- 4.9 Required reporting date
- 4.10 After the analysis, the samples will be:
 destroyed (if not picked up within 1 month) stored at KCL (please go to paragraph 5)
- 4.11 The invoice can be sent to:
 LUMC cost center:
 Billing address (only if external):

5. Long term storage

(Only to be filled in if "Long term storage" was selected at question 1.11)

- 5.1 What is the amount of samples to be stored?
 Number of primary samples:
 Number of aliquoted/secondary samples:
- 5.2 How long do the samples need to be stored?
- 5.3 What is the required storage temperature?

By using the KCL services, the requesting party agrees with the terms and conditions ([Algemene voorwaarden | LUMC](#)).