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).

☐ Please read the information and FAQ provided at the KCL-LRS website
☐ Please read the terms and conditions at the KCL-LRS website
☐ Please read Studieprotocol tot starten studie: Afspraken maken met ondersteunende afdelingen, inclusief beoordeling contract en budget

1. General information

1.1 Name/abbreviation of study:

1.2 Name of LUMC contact person:

1.3 Email and phone number:
(of the LUMC contact person)

1.4 Email and phone number:
(in case of practical/lab questions)

1.5 Institute / LUMC department:

1.6 Will the project be registered at the LUMC project office (projectenbureau)?
☐ Yes project code (if known) is:
☐ No

1.7 Will the project be registered in PaNaMa?
☐ Yes PaNaMa no. (if applicable):
☐ No

1.8 Brief description of the study aim(s), not more than 3 sentences:

1.9 Is the study approved by the local METC (Medical ethics committee)?
☐ Yes ☐ Approval requested

1.10 Will the study make use of the LUMC order management system (HiX)?
☐ Yes ☐ No or not known

1.11 Are the participants of the study anonymized?
☐ Yes ☐ No

1.12 What is the aimed starting date?

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2. Financial information

2.1 Responsible of LUMC budget: (name)

2.2 Type of invoicing:

☐ By project office
☐ By LUMC cost center no.
☐ By invoice address (only if external)

2.3 The study:

☐ Pharmaceutical study (sponsored)
☐ Other (no pharmaceutical sponsor)

3. Type of service

Which type of service is required from the KCL department? (Multiple options are possible)

3.1 Blood collection CBA Centrale Bloedafname:

☐ Blood collection at the CBA, tubes included
☐ Blood collection at the CBA tubes excluded (provided by researcher)
☐ Blood collection at the CBA in combination with diagnostic analysis (healthcare)
→ specify per tube type the number and volume of the additional tubes

3.2 Other services:

☐ Direct blood analysis - HIX ordering required- proceed with paragraph 4
☐ Processing of samples (No direct analysis) (might include short term storage, < 1 week) - proceed with parapgraph 5
☐ Processing of samples (No direct analysis) (might include short term storage, > 1 week) - proceed with parapgraph 5
☐ Batch analysis of stored samples (e.g. biobank samples) - proceed with parapgraph 6
☐ Long term storage, > 2 weken (no Biobanking) - proceed with paragraph 7

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4. Direct blood analysis

(Only to be filled in if "Direct blood analysis" was selected at question 3.2)

4.1 Which tests need to be analyzed, including the matrix of the samples (e.g. in serum, plasma, urine, etc.)
Note: Only KCL tests shown in Lab A-Z
Note: Urine strip analysis is obsolete and will be replaced by a Flowcytometry screening and Quantitative analysis of Glucose and Total protein

5. Processing of samples (No direct analysis)

(Only to be filled in if "Processing of samples" was selected at question 3.2)

5.1 Will there be a lab manual available?
☐ Yes, I will provide the KCL department with the lab manual
☐ No, I will specify how the samples needs to be processed

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

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

5.4 What is the average number of expected time points (visits) per participant?

5.5 What is the expected frequency of delivering materials to the KCL department?

5.6 How will the materials be delivered?
(please select one)
☐ An order placed in the LUMC order management (HiX)
☐ Prelabeled kits are used (primary and secondary tubes)

5.7 In principal standard processing of samples need to be performed during regular office hours (8:00-16:00) on working days.
☐ Yes ☐ No (consultation is required)

5.8 Services that the KCL provides are confined to the standard processing of CE-certified plastic primary biological sample tubes (centrifuging, incubating and aliquoting) and/or PBMC isolation according to standard KCL protocols.
☐ Yes ☐ No

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6. Batch analysis

(Only to be filled in if "Batch analysis" was selected at question 3.2)

6.1 Origin of samples:
☐ Human (no increased risk of contagious material)
☐ Human (increased risk of contagious material)
☐ Animal source

6.2 Specify which tests need to be analyzed including the matrix samples (e.g. in serum, plasma, urine etc.)

6.3 Estimated number of samples:

6.4 What were the pre analytical centrifuge conditions (g/rcf)

6.5 In what type of tubes is the material stored? Include the volume as well (e.g. Starstedt 0.5 mL)

6.6 At what temperature are the samples currently stored?

6.7 Was the time between collecting and freezing constantly < 4 hours for all samples?
☐ Yes ☐ No up to:

6.8 Did the samples go through any freeze-thaw cycles?
☐ Yes ☐ Number of cycles:

6.9 When do you except to deliver the samples to the lab?

6.10 Desirable reporting date:

6.11 Storage temperature after analysis will be at -20°C; specify if another storage temperature is required

6.12 After the report of results, the samples will be:
☐ destroyed (1 month after analysis by KCL)
☐ Picked up within 1 month by researcher.
(if not picked up the samples will be destroyed by KCL)
☐ Stored at KCL (please go to paragraph 7)

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7. Long term storage

(Only to be filled in if "Long term storage" was selected at question 3.2)
Only for non biobanking samples!

7.1 What is the amount of samples to be stored?

Number of primary samples:	
Number of aliquoted/secondary samples:	

7.2 How long do the samples need to be stored? |

Maximum of 1 year after collection or analysis of samples

7.3 What is the required storage temperature? |

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

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