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NewHOPE Biobank Policy and Procedures

Updated: August, 2025

The **NewHOPE Biobank Policy & Procedures** document outlines the guidelines for accessing, using, and acknowledging biological samples provided by the Newcastle Human Organoid Program for Effective New Therapies (NewHOPE) at HMRI, University of Newcastle. These policies ensure ethical compliance, proper handling of materials, and transparency in research collaborations.

All researchers requesting samples must adhere to the outlined procedures, including ethics certification submission, sample request timelines, and proper acknowledgment in publications. By using NewHOPE resources, users agree to comply with these policies to maintain research integrity and facilitate high-quality scientific discoveries.

- All users must acknowledge the NewHOPE biorepository in any publications, presentations, or conference proceedings that include data derived from its samples. Acknowledgment should follow this format: "This research was supported by the Newcastle Human Organoid Program for Effective New Therapies (NewHOPE) at HMRI, University of Newcastle, with generous support of The University of Newcastle and HMRI. Users should check with NewHOPE for any additional acknowledgment requirements related to specific funding sources.
- Users must provide proof of approved ethics certification from the HREC committee. The lead investigator must submit this certification, and follow appropriate procedures for the relevant ethics committee with regard to all users. Ethics approval must remain valid, with updates provided as needed.
- Samples generated with NewHOPE may not be used or distributed to others outside the NewHOPE request form
- All organoid and cell line requests must be submitted in writing. Availability depends on sample supply, existing requests, and thawing times for cryopreserved samples. Requests can be sent via email to **Marie Parsons** (Marie.J.Parsons@newcastle.edu.au) or **NewHOPE** (newhope@newcastle.edu.au).

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- Users are responsible for evaluating requested samples prior to taking the samples back to their own labs. NewHOPE will provide the required equipment (white light microscope) for users to assess their samples. NewHOPE is not responsible for the samples once they have left the NewHOPE facility, and issues will be addressed on a case-by-case basis.
- All organoid and cell line requests must be submitted in writing at least **2 weeks in advance** of the intended collection date to allow sufficient time for processing, scheduling, and sample preparation. Requests submitted with less than 1 week's notice may not be fulfilled.
- Fee-for-service charges will be introduced in 2026, with pricing tiers for academic and industry clients available by quote upon request. Once the pricing structure is finalized, service quotes will be provided based on the applicable tier and must be approved before processing can begin.