

RA-205 Research Activity Change Request Form											
Sidra Project Identifier (SDR)	SDR200074										
Research Project Identifier (PRJ)	PRJ12003										
Current SDR Title	<i>Sidra Pediatric Cancer Biobank (SPCB)</i>										
Type (Human or Non-Human)	<i>Human</i>										
Date	24/06/2025										
Change Category <table border="1"> <tr> <td><input checked="" type="checkbox"/> LPI change/transfer:</td> <td>Sonia Davila (ED TM)</td> </tr> <tr> <td><input type="checkbox"/> PRJ (budget) change:</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> SDR title change:</td> <td><i>Sidra Pediatric Precision Oncology Initiative</i></td> </tr> <tr> <td><input type="checkbox"/> Scope change:</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Other:</td> <td></td> </tr> </table>		<input checked="" type="checkbox"/> LPI change/transfer:	Sonia Davila (ED TM)	<input type="checkbox"/> PRJ (budget) change:		<input checked="" type="checkbox"/> SDR title change:	<i>Sidra Pediatric Precision Oncology Initiative</i>	<input type="checkbox"/> Scope change:		<input type="checkbox"/> Other:	
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Reason for the Change Request	<i>PI request to change the Title to fit the scope of the Activity, this SDR contains the Sidra Cancer Registry and Sidra Pediatric Cancer Biobank protocols. We also wish to transfer it to Department level with a PI change.</i>										
Change Request No. (PMO only)	SDR200074_RA205_24/06/25_v2.										
1) Certification – Principal Investigators (PIs) <table border="1"> <tr> <td> New/transferred PI and/or Current PI </td> <td> <p>In signing the below, the new/transferred PI and/or current PI certifies to:</p> <ul style="list-style-type: none"> Accept all responsibilities/know-how for the scientific conduct of the project in terms of, but not limited to, the previous activities that took place before accepting the responsibility to be the PI, all project entries in the PMO database, ethical approvals, regulatory binders, and all aspects related to project ownership. Account for sound know-how of the project's updates/documents/papers/etc. Adhere to all biosafety requirements/responsibilities for research in the labs. Acknowledge sample ownership/location(s) and obtain the sample register. Acknowledge consumable stock ownership, identify the consumed/unconsumed stock location(s), and obtain RA-206 Acknowledgment of Inventory Receipt Form and Inventory List. Prevent unauthorized access to biospecimens/data. Once funding is secured, research will be executed within a reasonable time in line with budget availability and declared deadlines. Accurately report any project updates on the PMO database such as, but not limited to, progress reports, email responses, and any other project information required by the PMO. </td> </tr> <tr> <td>Certification declared:</td> <td><i>In signing the below, the new/transferred PI and/or current PI certifies that the above will be executed and all required project information will be provided upon request.</i></td> </tr> </table>		New/transferred PI and/or Current PI	<p>In signing the below, the new/transferred PI and/or current PI certifies to:</p> <ul style="list-style-type: none"> Accept all responsibilities/know-how for the scientific conduct of the project in terms of, but not limited to, the previous activities that took place before accepting the responsibility to be the PI, all project entries in the PMO database, ethical approvals, regulatory binders, and all aspects related to project ownership. Account for sound know-how of the project's updates/documents/papers/etc. Adhere to all biosafety requirements/responsibilities for research in the labs. Acknowledge sample ownership/location(s) and obtain the sample register. Acknowledge consumable stock ownership, identify the consumed/unconsumed stock location(s), and obtain RA-206 Acknowledgment of Inventory Receipt Form and Inventory List. Prevent unauthorized access to biospecimens/data. Once funding is secured, research will be executed within a reasonable time in line with budget availability and declared deadlines. Accurately report any project updates on the PMO database such as, but not limited to, progress reports, email responses, and any other project information required by the PMO. 	Certification declared:	<i>In signing the below, the new/transferred PI and/or current PI certifies that the above will be executed and all required project information will be provided upon request.</i>						
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PI Signature	Name	Date	Signature
Current PI	Wouter Hendrickx	24/06/2025	
New/Transferred PI	Sonia Davila	2406/2025	Sonia Davila
Leading Scientist			

2) Certification – Stakeholder(s)

Research Labs (New/transferred PI)	<p>In signing below, the Research Laboratories Manager certifies that:</p> <ul style="list-style-type: none"> Leaving person has returned all lab notebooks under their name and the ones of their reporting staff in case they have kept it. Samples have been acknowledged by the receiver; in case the project has been transferred to another researcher. Or samples have been destroyed in case of closure of the study and as per IRB conditions. Fridges/freezers are emptied. New/transferred PI acknowledges all the roles/responsibilities pertaining to the samples and the requirements in the labs as well as the sample logs. This part should be in the paragraph of the new researcher to whom the transfer has been done.
Biosafety (New/transferred PI)	<p>In signing below, the Biosafety Officer certifies that:</p> <ul style="list-style-type: none"> New/transferred PI is informed about and acknowledges all the upcoming roles/responsibilities/requirements of the LPI as indicated in the Biosafety Manual and IBC Research Application Approval procedure
Finance & Procurement (New/transferred PI, Budget change)	<p>In signing below, the Business Manager certifies that:</p> <ul style="list-style-type: none"> All unconsumed stock/non-stock/special items purchased against the project have been identified – as applicable. RA-206 Acknowledgment of Inventory Receipt Form and Inventory List has been discussed/obtained – as applicable. New/transferred PI acknowledges fulfilling all the upcoming roles/responsibilities pertaining to the research project's budget and have been administered the changes.
Research Grants (New/transferred PI)	<p>In signing below, the Research Grants Manager certifies that:</p> <ul style="list-style-type: none"> All grant-related information has been accurately transferred and acknowledged. New/transferred PI acknowledges fulfilling all the upcoming roles/responsibilities pertaining to grant(s).
Research Contracts (New/transferred PI)	<p>In signing below, the Research Contract Specialist certifies that:</p> <ul style="list-style-type: none"> All legal contracts and terms have been discussed and have been modified, transferred, and/or closed as applicable by all counterparties. Intellectual Property (IP) materials, contracts, and terms have been discussed and modified, transferred, and/or closed as applicable by all counterparties. New/transferred PI acknowledges fulfilling all the upcoming roles/responsibilities of the research contract.
Research Governance (New/transferred PI)	<p>In signing below, the Research Governance Manager ensures that:</p> <ul style="list-style-type: none"> Timely transfer of responsibilities to the new PI, PI responsibilities are shifted to another appropriate PI, If the Study is closing research records are retained at least for 3 years. Records retention must also comply with all other applicable regulations governing the study. All data records, including regulatory documentation and participant files, should be retained as per Sidra's retention Policy.

	<ul style="list-style-type: none"> • All aspects concerning the project quality and compliance have been conducted in accordance with Sidra policies and procedures based on a sample basis as follows: <ul style="list-style-type: none"> a. Ensure the availability, completeness, and accuracy of the research PI's sample tracker, b. Verification of Research Samples physically exist in the laboratory's location, c. Existence of research ICF and Enrollment logs to ensure the existence of consenting related to the Sample verified and samples labeled with deidentify code as per the Informed Consent Log, d. Ensure the accuracy and completeness of sample withdrawal and disposal processes, e. Ensure the accuracy and completeness of sample storage, shipments, and transfers, including transfer samples during the project closure, f. Ensure the completeness and accuracy of sample storage for future use.
Research Data Management (New/transferred PI)	In signing below, the Research Data Management Manager certifies that: <ul style="list-style-type: none"> • All related data has been accurately identified, located, transferred, and acknowledged by the PI. • R004 - Research Data Access/Sharing Application Form has been obtained/discussed – as applicable. • New/transferred PI acknowledges fulfilling all the upcoming roles/responsibilities pertaining to managing the related data. • Verify that the new LPI has been set as the data owner in the data management systems and storage.
PMO (All changes)	In signing below, the PMO certifies that: <ul style="list-style-type: none"> • Stakeholders, where applicable, have been informed accordingly. • The PMO database has been subsequently implemented to reflect all changes.

Stakeholder(s)	Name	Title	Date	Signature
PMO		Lead - Research Project Management Office	Enter date	
Research Labs	Patricia Hachem	Research Laboratories Manager	Enter date	<i>Patricia Hachem</i>
Biosafety		Officer - Biosafety, Radiation Safety	Enter date	
Finance & Procurement		Business Manager	30/06/25	<i>J.P.H.</i>
Research Grants		Manager- Grants	Enter date	<i>Irem Mueed</i>
Research Contracts		Specialist - Research Contracts	Enter date	
Research Governance		Governance, Risk, Ethics, & Compliance	Enter date	
Research Data Management		Senior Architect - Software	Enter date	