

### **CEPHIA Proposal Review Process**

In the event that a researcher would like to obtain a set of specimens from the CEPHIA repository for a research project, s/he will be required to electronically submit a 1- to 2-page proposal describing the research and the details of their specimen request. <A template for this proposal will be made available on the CEPHIA website and should be used by all requesting researchers.>

Proposals must be sent to all four Research Project Investigators via email:

Dr. Gary Murphy      [gary.murphy@phe.gov.uk](mailto:gary.murphy@phe.gov.uk)  
Dr. Christopher Pilcher [cpilcher@php.ucsf.edu](mailto:cpilcher@php.ucsf.edu)  
Dr. Michael Busch      [mbusch@bloodsystems.org](mailto:mbusch@bloodsystems.org)  
Dr. Alex Welte      [alexwelte@sun.ac.za](mailto:alexwelte@sun.ac.za)

Once the emails have been received by the Research Project Investigators, they will discuss and arrive at a recommendation for approval or denial of the request, as well as a suitable requirement for academic credit to CEPHIA team members, no later than 14 calendar days from the request date. At that time, members of the CEPHIA Steering Committee will be notified of pending approved requests via email from Dr. Gary Murphy, and will have 14 calendar days to provide comment. At the close of the 14-day Steering Committee review period, the Research Project Investigators will have the opportunity to review the non-binding Steering Committee recommendations and will make a final decision to approve or deny the request. If Research Project Investigators are divided, at least 3 of the 4 must approve the request for it to move forward. All final decisions will be provided to the proposing researcher, in writing, by Dr. Gary Murphy no later than 6 weeks from the date of original request.

When researchers are notified of approved requests, they will be notified of the expected academic credit to CEPHIA, and additionally that the request has been submitted to each of the applicable Clinical Representatives for review. Any Clinical Representative who deems the request unsuitable may choose to have their cohort's specimens excluded from the agreement to share specimens; however, the overall request may still be approved and active. Researchers will be notified of any exclusions within 5 days of a Clinical Representative decision to withhold.