

17 June 2011

### SOP for new proposals

- (1) The applicant writes a proposal using the 'MEFOPA study proposal template' including information on ethical approvals from the respective local ethical board.
- (2) The applicant sends the proposal to Holm Graessner ([holm.graessner@med.uni-tuebingen.de](mailto:holm.graessner@med.uni-tuebingen.de))
- (3) Holm Graessner distributes the proposal in the MEFOPA board and requests comments. - *Within one week.*
- (4) Based on the discussion, the board will decide whether or not to endorse the proposal (if there are not any objections, the endorsement will be given automatically). - Two weeks after receipt of the proposal.
- (5) After this two weeks time, Holm Graessner will inform the applicant on the decision of the board. - *Within two days.*
- (6) Given an endorsement of the board, Holm Graessner will inform the respective clinical centres on the proposal and will send them an adapted MEFOPA study statement for signature. - *Within two days.*
- (7) As soon as the signed statements have been received by the MEFOPA management the respective patients' data can be requested by the applicant.
- (8) The applicant will contact the respective clinical centres and will ask them to send the needed biomaterial. However, the clinical centres can decide on their own whether to provide the biomaterial or not.