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STANDARD OPERATING PROCEDURE FOR: COST RECOVERY MECHANISM

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Authorised by:

Institution	Name	Designation	Signature	Date approved
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Document review history			
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1.0	1 st Issue	Uma Ekbote, Stuart Griffiths	17/01/2012
2.0	Edit participating centres, administrative changes	Uma Ekbote, Kay Julier, Pip Ross	02/09/2015
3.0	Administrative changes, additional section, Organoid and mixed tumour cell costs	Uma Ekbote, Pip Ross	30/04/2018
4.0	Changes to cost recovery model	Eleanor Garratt-Smith	09/02/2021
5.0	Changes to cost recovery model to include fresh tissue	Samantha Jones	06/09/2021
6.0	No changes needed, yearly review carried out	Catherine McMaster-Christie	08/12/2022
7.0	Breast Cancer Now logo updated Tissue Bank updated to Biobank	Eleanor Garratt-Smith	28/04/2026

8.0	Cost recovery table updated and pilot pack criteria	Eleanor Garratt-Smith	07/07/2026
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1.0 PURPOSE AND SCOPE

- 1.1 This Standard Operating Procedure (SOP) describes the process by which the costs of providing Materials and Material Data (as defined herein), through the Breast Cancer Now Biobank will be recovered.

2.0 DEFINITIONS

- 2.1 Breast Cancer Now, registered company no. 9347608, registered charity no. 1160558 in England and Wales, and in Scotland SC045584 shall be referred to as **the Charity**.
- 2.2 The Breast Cancer Now Biobank shall be referred to as the **Biobank**.
- 2.3 The researcher applying to access and use the Materials and/or Material Data held within the Biobank shall be referred to as the **Applicant**.
- 2.4 Material Transfer Agreement shall be referred to as the **MTA**.
- 2.5 Data Sharing Agreement shall be referred to as the **DSA**.
- 2.6 Any tissue, blood, blood derivatives and cells within the Biobank shall be referred to as the **Material**.
- 2.7 Any data associated with the Material held within the Biobank shall be referred to as the **Material Data**.
- 2.8 The submitted application for use of the Material and/or Material Data held in the Biobank, by the Applicant, shall be referred to as the **Request**.
- 2.9 Barts Cancer Institute, Queen Mary University of London shall be referred to as the **Host Institution**.
- 2.10 The institution where the material will be used for research purposes by the Applicant, shall be referred to as the **Recipient Institution**.
- 2.11 The costs invoiced to the Recipient Institution by the Biobank to supply material to an Applicant, shall be referred to as **Recoverable Costs**.
- 2.12 The team within Breast Cancer Now is responsible for all financial services for Breast Cancer Now shall be referred to as **Finance**.

3.0 COST RECOVERY STANDARD OPERATING PROCEDURE

- 3.1 The Biobank intends to supply Material and/or Material Data to Applicants for use in research. The Material and services that are available from the Biobank is set out in section 6.1.
- 3.2 To maximise the resource, the Charity will apply Recoverable Costs to the Recipient Institution to contribute towards the costs incurred in providing the Material and/or Material Data.
- 3.3 The Recoverable Costs applied to the Material and Material Data offered by the Biobank will be displayed on the Biobank website.
- 3.4 The Recoverable Costs will be calculated by a member of the Biobank

Operations Team according to this SOP for all approved Requests.

3.5 Requests will be defined into one of the following categories, at the discretion of members of the Biobank team:

- Pilot Packs – consist of a proof of concept set of samples that initially would not carry a cost recovery fee. If the sample set is successful and more samples are requested, the cost recovery fee for the ‘pilot pack’ will be included in the total cost recovery fee. The number of samples to be included in a pilot packs will be agreed between the Biobank and the applicant but will not exceed 20 samples. Applicants cannot apply for sequential pilot packs.
- Standard – requests only Material, Material Data and/or prep work that that has been defined in the standard lists
- Bespoke – requests Material, Material Data and/or prep work that is not defined in the standard lists
- Collaboration – has received considerable input and advice from members of the Biobank and meets a number of the collaboration conditions. Any cost recovery incurred through a collaboration will be redeemable through the funding of the collaborator not the Biobank.

3.6 The Recoverable Costs will be calculated for standard Requests, as follows:

3.6.1 The Recoverable Costs applied to a Request will be calculated from units supplied and the actual courier costs for delivery of the Material and/or Material Data, should the Biobank arrange courier collection.

3.6.2 The Charity will not apply Recoverable Costs if the Material and/or Material Data is being used for research that is funded by the Charity.

3.6.3 The Charity will apply an academic discount to the Recoverable Costs if the Material and/or Material Data is being used within an academic research environment where this research is not funded by the Charity or on behalf of a commercial enterprise.

3.6.4 The full Recoverable Costs will be recovered for Material and/or Material Data used for research within commercial institutions.

3.7 Bespoke requests will incur the full Recoverable Costs to all applicants whether Charity-funded, academic or commercial institutions.

3.8 No sums shall include VAT and the Recipient Institution, or the Applicant shall pay any VAT which may be levied in respect of the subject matter of the MTA and/or DSA in addition to any other sums specified.

3.9 No Recoverable Costs are refundable to the Applicant or Recipient Institution, if the consent permitting the Material and/or Material Data to be used for the purposes of research is withdrawn.

4.0 COST RECOVERY MECHANISM - SUMMARY

4.1 When a Request is approved, the Recoverable Costs for the Material and/or Material Data will be included in the MTA and/or DSA.

4.1.1 The Recipient Institution will be invoiced by the Charity for standard Material and/or Material Data; any VAT will be levied at this point and payable by the Recipient Institution or Applicant.

4.1.2 The Recipient Institution will be invoiced by the Host Institution for bespoke Material and/or Material Data; any VAT will be levied at this point and payable by the Host Institution or Applicant.

4.1.3 The Recipient Institution shall pay the Charity and/or the Host Institution the amount specified in the invoice(s).

5.0 COST RECOVERY MECHANISM - DETAIL

5.1 Informing the Recipient Institution of the Recoverable Costs of the Material and/or the Material Data:

5.1.1 The Recoverable Costs will be specified in the MTA and/or DSA.

5.2 Invoicing the Recipient Institution for the recoverable costs of the Material and/or Material Data for use in research not funded by the Charity:

5.2.1 For standard Requests Finance and Corporate Services will invoice the Recipient Institution for the standard Material and/or Material Data upon completion of an MTA and/or DSA between the Biobank and the Recipient Institution and confirmation of receipt of Material and/or Material Data by the Recipient Institution.

5.2.2 A member of the Charity's Research team will be responsible for issuing Breast Cancer Now's Finance team with instructions to raise an invoice once Material and/or Material Data has been supplied.

5.2.3 For bespoke Requests the Host Institution will invoice the Recipient Institution for the bespoke Material and/or Material Data upon completion of an MTA and/or DSA between the Biobank and the Recipient Institution and confirmation of receipt of Material and/or Material Data by the Recipient Institution.

5.2.4 A member of the Biobank team at the Host Institution will be responsible for issuing the finance team at the Host Institution with instructions to raise an invoice once Material and/or Material Data has been supplied.

5.3 If required, Breast Cancer Now's Finance team or the Host Institution will add any VAT charges to the amount to be invoiced.

6.0 ITEMISED COSTINGS

6.1 The table below displays the Recoverable Costs that will be applied to Requests. These will be reviewed annually.

6.1.1 Recoverable Costs for the Biobank

Sample type	Commercial	Academic	BCN funded
<i>Unstained FFPE</i>			
Initial section	£15	£10.50	N/A
Each subsequent section	£4.50	£3.00	N/A
<i>H&E-stained slide</i>			
From FFPE tissue	£19.00	£12.75	N/A
From snap frozen tissue	£19.00	£12.75	N/A
<i>Unstained snap frozen tissue section</i>			
Initial section	£25.00	£17.00	N/A
Each subsequent section	£6.50	£4.50	N/A
<i>Snap frozen tissue</i>			
Each aliquot	£125.00	£82.00	N/A
<i>Blood</i>			
Whole blood	£125.00	£82.00	N/A
Plasma	£12.50	£8.50	N/A

Buffy coat	£12.50	£8.50	N/A
Serum	£12.50	£8.50	N/A
<i>H&E scanned image</i>			
One whole slide image	£75	£18	N/A
<i>Tissue microarray (TMA)</i>			
Pre-made TMA (first section)	£0.62 per core and £92 TMA fee	£0.38 per core and £61.50 TMA fee	N/A
Pre-made TMA (subsequent sections)	10% cost of first section	10% cost of first section	N/A
Bespoke TMA creation (first section)	£75 per hour to create and £92 TMA fee	£75 per hour to create and £61.50 TMA fee	£75 per hour to create
Bespoke TMA creation (subsequent sections)	10% cost of first section	10% cost of first section	N/A
<i>Primary cell samples</i>			
Passage 1 epithelial and passage 2 or 3 myoepithelial cells from normal (reduction mammoplasty) breast	£190.00	£125.00	N/A
Passage 3 fibroblasts (all tissue types)	£65.00	£41.00	N/A
Explants - approximately 10 2mm x 2mm pieces per vial (all tissue types)	£370.00	£250.00	N/A
Enriched tumour cells	£250.00	£161	N/A
Supernatant cells - single cell fraction from sedimentation of organoids from normal breast	£125.00	£82.00	N/A
<i>Admin fee</i>			
Per request	£500	£150	N/A
<i>Bespoke sample preparation work</i>			
Cost per hour	£75	£75	£75
<i>Bespoke data collection</i>			
Cost per hour	£55	£55	£55