

Use of Data and Biospecimen:

Secondary Use Projects

- Notification form -

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| To: | Use and Access Committee of the DZHK |
| Via: | Use and Access Office of the DZHK e.V. |
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| Access to data and biospecimens is regulated by the [DZHK Use and Access Policy](https://dzhk.de/fileadmin/user_upload/DZHK-Nutzungsordnung_Version_1.1.pdf). |
| Please submit the signed application to: use.access@dzhk.de |
| **By submitting this application to the Use and Access Committee, the applicant(s) agree(s) to the Use and Access Policy regulations and pledge(s) to abide by them.** |

Applicant and further parties involved

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| **1.1** |

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| **Applicant** [The applicant has to be the principle investigator of the respective [DZHK study](https://dzhk.de/en/research/clinical-research/clinical-studies/).] |

 |
|  | Surname, first name | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Institute | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Street | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Post code | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Place | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Telephone number | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Fax number | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Email | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **1.2** | **Co-applicant and/or responsible scientist** |
|  | Surname, first name | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Institute | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| Email | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **1.3** | **Statistician/bioinformatician** |
|  | Surname, first name | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| Fax number | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| **1.4** | **Contractual Partner** (if different from 1.1) |
|  | Surname, first name | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Institute | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| **1.5** | **Further parties involved** (e.g. employees, cooperation partners) (role in the project, surname, first name, institution, address) |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

****project specification****

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| **2.1** | **Project title** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **2.2** | **Keywords (maximum of 5)** |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **2.3** | **Objectives** |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **2.4** | **Time frame foreseen** for the project |
|  | Duration of the project/data utilisation in months | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Laboratory analysis period in months | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **2.5** | **Project outline** |
| **a)** | Abstract |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **b)** | Hypothesis |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **c)** | Study design and methods |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **d)** | Possible conclusions, relevance of results |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **2.6** | **Participant collective(s)**Please specify the number of collectives, the number of cases and explain why this is feasible to prove your hypothesis. |
| **a)** | Number of required collectives  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **b)** | Number of total cases  | n = \_\_\_\_\_\_ (min. \_\_\_\_\_\_, max. \_\_\_\_\_\_ ) |
|  | In case of more than one collective: name and number of cases per collective | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **c)** | Justification of feasibility/required number of cases (e.g. power analysis, dropout) |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Calculated dropout | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

****SPECIFICATION OF COLLECTIVE(s)****

Specification of data

Please specify your **inclusion and exclusion criteria** for the participant collective(s) (e.g. 50-year-old males with diabetes) in 3.1.1 and your **items of interest** for your project analysis (e.g. all items of echocardiography and laboratory) in 3.1.2.

Participant collective(s): inclusion and exclusion criteria

**Important: Before specifying your participant collective(s), please request the most current version of the data record table of your study from the DZHK data handling (**dzhk.support@med.uni-goettingen.de**).**

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| **3.1.1.1** | Please state the name of the respective **DZHK study**. |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **3.1.1.2** | Exact description of the requested participant collective(s), by specifying the **inclusion and exclusion criteria** via your data record table. Use visits (sheet 2 “Formularübersicht”), table identifiers (corresponding eCRF sheet) and database column names (column “K” of the corresponding eCRF sheet) to define the desired characteristics per collective. Criteria are linked via conjunction (AND) by default. Please use brackets and an OR statement (disjunction) if you need the linkage otherwise. Important: If you need an item not to be null in the follow up visit, because you need this information for your project, this item is also an inclusion/exclusion criterion and needs to specified here! Currently, follow up visits are rarely complete, so it is not sufficient to simply request the follow up data. Example: * Baseline:
	+ mnpdzhk1basis: (70 <= basis\_gewicht <= 100 OR basis\_groesse >=175) AND basis\_geschlecht == „female“
	+ mnpdzhk1cardiomyo: kardiag\_dilatkard == “yes”
* Follow-Up:
	+ mnpdzhk1cardiomyo: kardiag\_dilatkard == “yes”
 |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Data for project analysis (items of interest)

**Please specify the data you need for your project analysis to be exported for the participants specified in 3.1.1. Inclusion and exclusion are items of interest and exported by default. Additional data items need to be specified separately.**

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| **3.1.2.1** | Please state the names of the **eCRFs modules** and the visits of the requested data according to your data record table (sheet 2 “Formularübersicht”). Example: * Baseline: Anamnesis and Clinical Diagnoses (incl. Basic Data Set), 6-Minute Walking Test
* Follow-Up: Anamnesis and Clinical Diagnoses (incl. Basic Data Set)
 |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

specification of biospecimens

Please specify your desired biospecimens if you are applying for, otherwise leave blank.

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| **3.2.1** | **Type and quantity of requested specimen material** |
|  | Specimen type | Quantity and Unit | Justification of quantity | Collective(s) |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_ |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_ |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_ |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_ |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_ |
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|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_ |
| **3.2.2** | **Per type: Exact description of each parameter that is to be determined using the biospecimens, including the intended preparation, pre-analytics and special analysis** |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Genetic studies planned?  |  |
| In case of genetic studies, are genome-wide studies planned (e.g. whole genome sequencing)? |  |
| **3.2.3** | **Laboratory resources for biospecimens analysis / proof of technical conditions**(Personnel, know-how, equipment/devices, storage of biospecimens) |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **3.2.4** | **Specific requirements for biospecimens** (e.g. "must not have been previously thawed") |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

****Specification of Imaging data****

Please specify your desired imaging data if you are applying for, otherwise leave blank.

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| **3.3.1** | **Modality and visits of requested imaging data (of the heart)** |
|  | Modality | Visits | Collective(s) |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_ |
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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_ |
| **3.3.2** | **Per modality: Exact description of the planned analysis using the imaging data** |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **3.3.3** | **Proof of resources for imaging data analysis** (Personnel, know-how, software) |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

****FURTHER INFORMATION / DETAILS****

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| **4.1** | **Financing**  |
|  | Please indicate your financial sources. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **4.2** | **Does the use of the requested data/biospecimens involve a re-identification of participants who have provided them for purposes of a check-up (as explained in the project description and study design)? (See Section 23 of the DZHK Use and Access Policy)**  |
|  | Re-identification necessary?  |  |
| In case a re-identification is necessary, please give an explanation. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **4.3** | **Does the use of the requested data/biospecimens involve the transfer to a non-EU country without an adequacy decision?** |
|  | Transfer necessary? |  |
| In case a transfer is necessary, please give an explanation. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **4.4** | **Further remarks/comments on the part of the applicant** |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Final statement

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| **Title of the project** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Name of statistician/bioinformatician** |
| From the bioinformatics side, the present application was checked with regard to power calculation, design and methods and confirmed by signature. |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| **Place, date** | **Signature of applicant** |
| **Name of applicant/coordinating investigator** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| **Place, date** | **Signature of applicant** |

The following information on protection and processing of personal data explains which data we may collect and what happens to any personal data. The information applies to the submission of applications for funding of projects by the DZHK e. V.

**Information to be provided pursuant to Article 13 GDPR**

We are obliged to inform you how your personal data are collected and processed:

**Controller**

The controller responsible for collection and processing of the data is:
Deutsches Zentrum für Herz-Kreislauf-Forschung e. V. (DZHK)
Potsdamer Str. 58
10785 Berlin

**Purpose of the processing**

We process your data to process proposals you submitted for the conduct and financing of a research project. Legal basis of this processing activity is Article 6 (1) point (b) GDPR.

**Categories of personal data processed**

The following personal data are processed:

Your name and first name and contact details, including postal address, telephone and fax numbers, email address and if necessary further contact details, professional qualification and career, curriculum vitae.

**Categories of recipients**

Internally, employees of the administrative office of the Deutsches Zentrum für Herz-Kreislauf-Forschung e. V. have access to the personal data. In the course of processing your proposal, the proposal including your personal data is transferred to members of the DZHK committees and external reviewers.

**Transfer of personal data to a third country**

The personal data you provided may be transferred to recipients in third countries for the purpose of evaluation. In the case of transfer, suitable safeguards are provided to ensure an adequate level of protection within the meaning of Article 46 GDPR.

**Erasure of personal data**

The personal data are deleted after the end of processing when their storage is no longer necessary unless law requires storage of the personal data. In individual cases a storage of individual data for a longer period of time may be required. The period of storage in these cases depends on legal obligations concerning storage of data, for example the Fiscal Code of Germany (six years) or the Commercial Code (ten years).

**Data protection officer**

If you would like to receive further information about data protection, please contact our data protection officer.

Lawyer Marcel Wetzel
Theodor-Heuss-Platz 4
14052 Berlin
Email: mail(at)wetzel.berlin
Telephone: +49 30 895 66 160
Fax: +49 30 895 66 161

**Provision of personal data or no provision of personal data**

The provision of personal data is required in order to process the proposal you have submitted. Proposals cannot be processed when personal data are not provided.

**Automated decision-making**

There is no automated decision-making and profiling.

**Your rights**

As a data subject, you have the right of access to the personal data concerning you (Article 15 GDPR) and to obtain the rectification of inaccurate personal data concerning you (Article 16 GDPR) or to obtain erasure of personal data concerning you where one of the grounds of Article 17 GDPR applies, for example when the personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed. You have also the right to obtain restriction of processing where one of the conditions referred to in Article 18 GDPR applies and in cases pursuant to Article 20 GDPR the right to data portability. You have the right to object, on grounds relating to your particular situation, to processing of personal data concerning you which is based on Article 6 (1) point (e) or (f). In such a case we ask you to provide the grounds. Every data subject has the right to lodge a complaint with a supervisory authority, if the data subject considers that the processing of personal data relating to her or him infringes the provisions of data protection (Article 77 GDPR).