
2. Enter your work email address to the prescribed field and click **Send**.

A confirmation email will be sent to your email address enclosing a personal link to the material request as well as a confirmation code.
3. To confirm, see the email and
   • Either click the link in the email OR
   • copy the confirmation code into the reserved field and click confirm

Material Request Tool - Greip Complete Ltd

An email has been sent to the given address. Please click on the link in the email or enter the confirmation code below.

Email address: rachel.researcher@outlook.com

Confirmation code: [Enter confirmation code]

Confirm
4. Enter or update your personal information on the personal info card. Please fill in the details as fully as possible. (* required information)
5. Always fill in the material request as fully as possible. Note that the same application system is used for Northern Finland Birth Cohort material requests, thus all the fields may not be applicable. Follow the instructions provided by (*) required information.

6. For Arctic Biobank applications, please fill the application in English.
A. Name of the research

B. Summary of the research plan in English (max. 500 characters)

C. Enter names and email addresses of all researchers in this research project.
   • You can add researchers with + symbol.
   • Indicate who is the contact person by ticking the adjacent box.
   • Contact person is notified by email that the material request has been submitted, and they can then add their information to the request form by clicking the “pen and paper” sign next to the email address.
   • Detailed information is needed from all persons who will handle the data, including mobile phone number.

D. Choose the suggested institute/unit from the drop-down menu or external researchers (other, specify which).

E. Attach a list of samples and variables, research plan, and CV of the principal investigator (PI). Attachment in English are preferred.

F. Name of the PI (must be included also in C)

G. List of researcher who need to access to data

H. Enter key words of the research

I. Select research area

J. Choose the appropriate cohort(s)

More information: https://www.oulu.fi/medicine/node/207208

K. Choose the type of application. Use the ones marked with Arctic Biobank

L. Not used in Arctic Biobank applications
M. Enter invoicing address (costs have been informed with the consultation). Enter VAT, if invoicing address is not in Finland

N. Add public description of the research in Finnish (if applicable) and in English to be published on the NFBC web pages as information for the Biobank participants and researchers.

O. User policies or General term of access are not applicable for Arctic Biobank applications currently. Select Arctic Biobank Material request.

Submit the material request or you can Save it as a draft to be submitted later

- Note that you need to submit the material request before the request is received at the Arctic Biobank for evaluation.
- It is good to save you request in case you need to return to it after a while. One Greip-session (signed in) is valid max 8 hours.
- If you save the material request as a draft, you will receive an email containing a link to access it again.

Check that you have attached all compulsory files
- Project / Research plan
- Variable list of samples and data
- CV
Arctic Biobank is notified of the material request. After the material request is checked it will be sent to the evaluators to be reviewed.

Once the final decision regarding your material request has been made contact person will be notified of the decision.

The decision and possible conditions for the decision are visible on the material request under the “Decision tab”.

After submission, you may receive a request by email to give additional information relating to your material request.

➢ Use the link in your email to access the material request and update it according to the information / request given to you and resubmit the material request.

➢ To make changed click Edit

➢ Make requested additions

➢ Submit the request

Arctic Biobank is notified of the material request. After the material request is checked it will be sent to the evaluators to be reviewed.

Once the final decision regarding your material request has been made contact person will be notified of the decision.

The decision and possible conditions for the decision are visible on the material request under the “Decision tab”.

Note: After logging out you might be directed to a GREIP registration page. There is NO need to register separately for GREIP. You can always access your Material request via email –link sent to you.