

AGREEMENT FOR USE OF TITAN DATA

This document describes the data sharing agreement that will allow data analysis by Co-investigators (CI) for approved projects with safeguards to maintain quality control and oversight. This data sharing agreement is between the PI of a project and TITAN members

Multicollaboration data belongs to TITAN. Use of data for authorship on abstracts, posters, presentations and manuscripts requires prior written approval by the Study PI and Co-PI per our current policy.

The CI should complete numbers 1 & 2 on a separate sheet:

1. Describe the scope of work and anticipated timeline for completing data analysis and manuscript/presentation.
2. Detail the data analysis plan to be approved by the Project PI. This could be part of the approved project proposal, but may need to be more detailed including project data sets or variables, hypotheses, statistical models, generation of new variables, who will conduct the analysis or coding, and the location of the data analysis computer. √

The CI should indicate agreement (√) to each of the following requirements for the data sharing plan:

3. The CI needs to contact the IRB to inquire about whether or not it is necessary for them to seek IRB approval for their project.
4. To maintain confidentiality, data will be de-identified and subject ID numbers on Study data sets are encrypted prior to distribution to the CI. New CI generated variables (e.g., coding) are sent to the Statistician to be added to the data set before encryption.
5. Any research staff member (e.g., data analysts, coders) who will have access to TITAN project data need to have completed training for protection of human subjects and possibly a certificate of confidentiality if appropriate.
6. All data should be stored in a safe place on password protected computers in a locked office where only the CI or data analyst on the approved project can access.
7. The CI agrees to maintain confidentiality of all data, including (where applicable) the protection of the federal Certificates of Confidentiality.

Thus, if there is a Certificate of Confidentiality the CI must agree to work under that agreement and agrees not to release information about specific identifiable individuals to anyone, even if subpoenaed to do so. This condition includes descriptions of individual cases in unpublished manuscripts or technical reports, as well as tabular presentation of information that might serve to allow identification of specific individuals or a small handful of individuals.
8. The CI agrees not to share the data sets with others, with the exception of staff or trainees explicitly working with the CI on this project. The CI agrees not to use the data for any other project other than the one approved.
9. The CI agrees to provide updates, via a regular communication with the PI on progress, problems or concerns with the dataset, code being used to analyze the data, and any writing products that are being generated with regard to the data.
10. If appropriate, The CI agrees to acknowledge support of the pertinent grant awards as part of the published acknowledgments section for any paper produced with data shared under this agreement, as well as the assistance of the research associate who was responsible for preparing the dataset for sharing.
11. The CI agrees to list TITAN as the affiliation for publication or presentation. If appropriate, the CI agrees to acknowledge support of the pertinent grant awards as part of the published acknowledgments section for any paper produced with data shared under this agreement, as well as the assistance of the research associate who was responsible for preparing the dataset for sharing.

Co-Investigator

Date

Principle Investigator

Date

