**Smoking and Alcohol Toolkit Study: Data Usage Agreement**

*Adapted from the ITC data usage agreement*

**Researcher Information**

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| --- | --- |
| Name: Click here to enter text. | |
| Date: Click here to enter a date. | |
| Email: Click here to enter text. | |
| Affiliation: Click here to enter text. | |
| **Please indicate below the variables required for each data set.**  Click here to enter text.  ☐ Check if you require all variables | |
| Start Date: Click here to enter a date. | Completion Date: Click here to enter a date. |

**Proposal**

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| --- |
| Title: Click here to enter text. |
| Research Question(s) (numbered list): Click here to enter text. |
| Proposal (up to 500 words): Click here to enter text. |

**Agreement**

1. I will not attempt to publish this data without the inclusion of appropriate ethical approval.
2. I agree to pre-register an analysis plan on Open Science Framework (the research team can share examples).
3. I agree to submit copies of all publications, reports, abstracts, etc. that use data, as well as copies of the syntax used for the analyses, to the co-ordinating team at UCL.
4. I agree to acknowledge the funders in all publications, reports, abstracts, etc. resulting from the analysis. (Please liaise with UCL for appropriate acknowledgment depending on what data is used.)
5. I agree that this dataset will reside only in a secure password-protected location.
6. I agree that the data will not be used for any purpose other than that agreed by UCL and will be deleted at such time as it is no longer required and will notify the UCL team of this.
7. I agree to not share the data with any researchers who are not involved in the project for which permission has been granted.

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| Researcher Name: Click here to enter text. |
| (Electronic) Signature: |
| Date (DD/MM/YY): Click here to enter a date. |

**Approval for the data requested** (*completed by UCL*):

|  |
| --- |
| Principal or Co Investigator: Click here to enter text. |
| I confirm that the above investigator has read and approved the proposal by email |
| Date: Click here to enter a date. |

Instructions:

1. Please consult our live list of research questions to avoid duplication (<https://liveuclac.sharepoint.com/:x:/r/sites/UTARG571/_layouts/15/doc2.aspx?action=edit&sourcedoc=%7B8da16b15-138f-46a6-b240-fc80462aaa21%7D&wdOrigin=TEAMS-ELECTRON.teamsSdk.openFilePreview&wdExp=TEAMS-CONTROL&web=1> – contact [Jamie.brown@ucl.ac.uk](mailto:Jamie.brown@ucl.ac.uk) to request access)

2. Complete this form and email together with the COI data request form to [Jamie.brown@ucl.ac.uk](mailto:Jamie.brown@ucl.ac.uk).

*We will respond with one of the following decisions:*

*i) Accept and request collaboration: the proposal is judged sound and of interest to the group’s research interests*

*ii) Accept but decline collaboration: the proposal is judged sound but outside the group’s research interests*

*iii) Decline: the proposal is judged inappropriate after confirming with an independent panel\**

*Once we agree to share the data, an email will be sent to the address provided on page 1 with instructions on how to access the data.*

*\**In order to ensure research integrity and impartiality, a group of internationally-renowned researchers outside our research team will provide independent advice.