**DATA USE AGREEMENT**

For research activities that use

the **Contact Registry** from

**Southern HIV & Alcohol Research Consortium (SHARC)**

# Purpose of Data Sharing Agreement

The purpose of this Sharing Agreement is to establish a framework for research collaboration activities between the Southern HIV & Alcohol Research Consortium (SHARC) and both senior and/or junior investigators interested in recruiting from the SHARC Contact Registry.

# Study Investigator(s) Information

**Name of Principal Investigator**:

**Position**:

**Institution** (Organization/Department):

**Phone Number**:

**Email Address**:

**Faculty Mentor**:

(Required if the PI is a student)

**SHARC Core Faculty Mentor**:

(Required if the PI is not affiliated with SHARC)

**Co-investigators**:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Position** | **Institution** | **Need access to the regsitry** |
|  |  |  | Yes  No |
|  |  |  | Yes  No |

# Research Project Summary

**Project Title**:

**Concept ID** (If a Concept ID number has been assigned):

**Purpose of the Project**: (State the specific purpose and aims of the study)

**Participant Eligibility Criteria**: (Detail the screening criteria of the study)

# How to Access Data

The Contact Registry data will be shared in REDCap managed by University of Florida. An active UF Gatorlink Account is required to access REDCap.

# Obligations of SHARC

SHARC agrees to the following:

* To provide the contact information of participants in the contact registry who consented to be contacted in the future and who meet eligibility criteria based on eligibility criteria described in the study research plan.
* To confirm that the IRB has approved the proposed project before providing data access and that the data is only being distributed or shared to the appropriate personnel.
* Provide necessary training including; REDCap, privacy, screening and documentation.
* To provide documentation of any modifications to the Contact Registry that would impact the investigators’ work with the data.

# Obligations of the Study Investigator

The investigators agree to the following:

* The data will be used solely for recruitment into the project listed on this form: that no attempt will be made to store or download the data outside of the provided dataset and that no list of sensitive data will be published or otherwise distributed.
* To maintain IRB approval and maintain up-to-date certifications for all required trainings. All persons with data access must maintain the confidentiality of the data and prevent release to unauthorized parties.
* To work only on the approved research aims/objectives. If the study plan is changed or modified, a new concept or a concept revision is required to be submitted to SHARC before performing any related research activities.
* To properly document recruitment contacts including attempted contacts, successful contacts, enrollment into study, desire to remain in the registry, etc.
* To follow the SHARC data policies and procedures related to abstracts, manuscripts and authorship.
* To acknowledge the appropriate funding sources in all research abstracts/manuscripts that are published or presented with SHARC support and collaboration.
* To submit annual reports to describe the current status of the research project.
* To terminate the access to the Contact Registry in REDCap after completing all attempted contacts and recruiting activities.

**I have read the SHARC Data Policies and Procedures**

# Signatures

**Principal Investigators**

Name:

Signature Date

**Co-Investigators**

Name:

Signature Date

Name:

Signature Date

Name:

Signature Date

Name:

Signature Date

**SHARC**

Name: Dr. Robert Leeman

Title: SHARC Executive Committee Lead

Signature Date