**DATA USE AGREEMENT**

For research activities that use data from

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

# Purpose of Data Sharing Agreement

The purpose of this Data Use 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 completing work with the data. The SHARC, led by Dr. Robert Cook, MD, MPH (PI), will provide regulatory support, statistical support, and provide scientific review for all research proposed by study investigators.

# Study Investigator(s) Information

**Name of Lead Investigator**:

**Position**:

**Institution** (Organization/Department):

**Phone Number**:

**Email Address**:

**Faculty Mentor**:

(Required if the investigator is a student)

**SHARC Core Faculty Mentor**:

(Required if the investigator is not affiliated with SHARC)

**Co-investigators**:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Position** | **Institution** | **Need access to data** |
|  |  |  | 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)

**Analysis Plan**: (Detail the types of analyses to be performed)

# Data Requested

The above study will utilize data from (***check all that apply***):

Florida Cohort (Phase 1)

WHAT-IF

SHARC Research Contact Registry

MAPLE study

30-Day Challenge

**Data Variables Requested**: (Briefly describe the list of variables or study measures, e.g., demographics, social support, substance use, etc.)

# How to Access Data

(Specify data file location and any IT requirements to access the files)

# Obligations of SHARC

SHARC agrees to the following:

* To provide a de-identified or limited dataset as approved by the reviewer committee. The dataset will not include any identifiable information or any data in which the identity of the participants could be readily ascertained.
* 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.
* To provide support documents related to the data, such as questionnaires, codebooks, general content of the data files.
* To provide documentation of any modifications to the parent research study 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 statistical analyses: that no attempt will be made to identify or disclose any information that could identify specific individuals, families, households, institutions, or geographic locations; and that no list of sensitive data at the individual or family level will be published or otherwise distributed.
* To ensure that the data are used and stored in an area that is physically safe from access by unauthorized persons during working and non-working hours. To report immediately to SHARC if there is any potential breach of data, such as loss of data or other adverse events.
* 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 follow the SHARC data policies and procedures related to abstracts, manuscripts and authorship.
* To permit SHARC Data Analyst(s) to verify all data analyses before the Concept Investigator(s) submit work based on this Concept for presentation or publication.
* To submit any and all abstract/grant/manuscript documents for review before submission and to send the final versions of any and all abstracts/manuscripts to SHARC after they are accepted or published.
* To acknowledge the appropriate funding sources in all research abstracts/manuscripts that are published or presented with SHARC support and collaboration.
* To provide SHARC with a list of any newly recoded variables generated from the data along with the definitions and codes.
* To submit annual reports to describe the current status of the research project.
* To destroy all Data Files at the end of the research project (i.e., after all abstracts and manuscripts derived from the data have been accepted for publication). The data access will be removed from the investigator, or the data files will be erased with secure erasure programs or moved to new secure locations.

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

# Signatures

**Investigators**

Name:

Signature Date

Name:

Signature Date

Name:

Signature Date

Name:

Signature Date

Name:

Signature Date

**SHARC**

Name: Dr. Robert Leeman

Title: SHARC Executive Committee Lead

Signature Date