**ETHOS Data Sharing Policy**

**External requests for access to ETHOS participants and/or ETHOS data**

The following procedure should be followed if any member of the ETHOS team receives a request from individual(s)/organisations outside of the ETHOS Principal Research Team (PRT, as defined in the ETHOS Authorship Policy) to: (1) access ETHOS data for further analysis; and/or to (2) contact ETHOS participants about additional related research:

a) The external individual(s)/organisation should complete a research proposal form (see Appendix) and submit this to the Chief Investigator (CI; Prof Mick Cooper).

b) The research proposal form will be considered by the CI and the members of the ETHOS Authorship Group (AG).

c) If the CI and members of the ETHOS AG are satisfied with the research proposal, the individuals(s)/organisation will be asked to liaise with the Project Manager (PM) in order to progress the research request (e.g. discuss ethical requirements; discuss release of data, data sharing agreements – see below, etc.).

d) External requests to access data may also need to be discussed with the University of Roehampton Ethics Board and may require completion of a data sharing agreement (e.g. for non-collaborative projects) to be signed by the University of Roehampton and the external individual(s)/organisation.

d) The completed external data release request form (and the data sharing agreement, if required) will be reviewed by the CI and the AG (and the University of Roehampton Sponsor representative if a data sharing agreement is required). Final approval for release of the requested data will be given by the CI.

e) Once the data release request has been approved by the CI (and a data sharing agreement, if required, has been signed by the University of Roehampton and the external individual(s)/organisation), the PM will liaise with the CTU (or other relevant parties) regarding the safe and secure release of the data.

f) Any provision of data should be based on a working collaboration with one or more members of the ETHOS PRT, with at least one member of the ETHOS PRT involved as co-author on any outputs.

**ETHOS**

**Research Project Proposal Form**

Submitted by (Name & Organisation): …………………………………………………..

Date submitted: …………………………………………………………………………….

Title of proposed research: ….……………………………………………………………

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| --- | --- |
| **Have you discussed this research proposal with a member of the ETHOS Principal Research Team (PRT)?** | Yes / No |
| **If yes, who?** |  |
| **Do you plan to utilise existing ETHOS data?** | Yes / No |
| **Do you plan to contact ETHOS participants?** | Yes / No |
| **Will your research project require additional ethical approval?** | Yes / No |
| **Please briefly describe your research project (e.g. research question, design, analysis, timeline):** | |
| **Is this research project a student project?** | Yes / No |
| **Will your research project require support from a member of the ETHOS team?** | Yes / No |
| **If yes, please describe briefly (e.g. responsibilities, time commitment)?** | |
| **Please provide information of your plans for the safe and secure storage of any data you are given access to (e.g. will the data be stored on a secure network with access only to named individuals, will the data be password-protected etc.)?** | |
| **Do you have funds secured to support these activities?** | Yes / No / Not yet / N/A |
| **Do you plan to publish the findings?**  If yes, please give details of: proposed title, target journal, proposed author(s) (including members of the ETHOS PRT): | Yes / No |