



PROTOCOL FOR REQUESTING DATA & SPECIMENS

Principal Investigator

Primary ARG Contact:

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ARG Data Request Process

Step 1: Principal Investigator Referral

- A) Requestor contacts primary ARG contact and completes page 1 **only** of "Data & Specimen Proposal Form" (available at: <http://www.aielloresearchgroup.org/research/documents-and-forms>).
- B) PI reviews page 1 of "Data & Specimen Proposal Form" and grants approval to begin data request process in the form of an emailed memo.
- C) Primary ARG contact sends requestor the approved reference materials (codebooks, data collection instruments, & protocols).

Step 2: Complete Data & Specimen Proposal Form

Requestor completes and submits "Data & Specimen Proposal Form" to primary ARG contact for review.

Step 3: Proposal Review

- A) Review process will take approximately 2-4 weeks.
- B) Primary ARG contact will notify requestor of decision in form of an emailed memo.

PI **REJECTS** the proposal

Requestor must begin the process from the beginning with a new project idea.

PI **ACCEPTS** the proposal

Step 4: Complete the following documents or training and submit to sponsor

(All documents are available at:

<http://www.aielloresearchgroup.org/research/documents-and-forms>)

- ARG Data Security Agreement
- UNC Data Use Agreement, if not affiliated with UNC
- Human Subject Ethical Training and/or show proof of completion
- Proof of compliance with Institutional Review Board (IRB) requirements at requestor's institution

Upon completion of documents, ARG contact will provide a timeline for estimated data delivery.

PI asks for **FURTHER REFINEMENT** of the proposal

Requestor must refine aims and resubmit form.

Step 4a (only for proposals requesting data from the **SALSA** study):

- Contact UCSF to complete and submit UCSF Data Use Agreement.

Step 5: Data Access and Progress Report

- A) ARG primary contact will provide requestor with data and data access information.
- B) Requestors will submit a progress report to ARG contact six months after receipt of data, indicating progress of proposal (grant application, dissertation, conference paper, etc.).