IBACH Data Access Request Checklist

1. Requested study documents from Project Manager (PM) or designee.

2. Idea proposed to PM and Principal Investigator (PI), or other Co-Investigators via email, in person or in writing depending on team preferences (check with PM).

3. Confirmed with PM or PI that there is no overlap with other published, in press or in progress products (e.g., presentations, manuscripts, theses, dissertations) using the same dataset.

4. Verified sufficient sample size and/or variability in primary study variables for proposed topic

5. Received preliminary approval of topic by study team from PM and/or PI.

6. Submitted completed Data Access Request form to PM (and/or designee).

7. Approval of Data Access Request obtained from study team.

**If approved:**

a. Contacted all co-authors, PM and PI.

b. Set up meetings according to timeline.

c. Established list and order of authors in collaboration with PI. If primary author does not make sufficient progress within 6 months, the individual may get asked to relinquish first authorship.

**If minor revisions:**

a. Made suggested modifications to data access request form.

b. Resubmitted revised version to PM (and/or designee).

**If major revisions:**

a. Made suggested revisions to data access request form.

b. Resubmitted revised version to PM (and/or designee).

8. Obtained IRB approval independently or requested modification through PM depending on status of dataset (check with PM).

9. Obtained analysis dataset. Signed data use agreement and acknowledged secure use of the data (where applicable).

10. Included in methods section description of how variables were recoded or computed.

11. Ran descriptive statistics to look for errors in data.

12. Reported any errors found to PM (and/or designee).

13. Submitted sections 1-4 with product (text and tables/figures) to PM (and/or designee).

Section 1: Syntax file of excluded cases or values.

Section 2: Syntax for recoded or computed variables.

Section 3: Syntax separated by corresponding table and/or figure.

Section 4: Syntax for analyses reported in text and not in table or figure.

14. Added acknowledgement section and grant number to product.

15. Submitted product to co-authors for review and approval.

16. Submitted all final syntax to PM (and/or designee).

17. Obtained approval from PI and co-authors to submit product.

18. Submitted product to journal, conference website, etc.

19. Submitted citation and final product to PM, PI, and co-authors. The citation should be in APA or AMA format (depending on study preferences).

20. Submitted pictures of presentation, web-links, press releases of articles, YouTube summaries, and any other Social Media generated to PM.

21. If a manuscript, worked with PM to register in PMCID.

Footnote: Product refers to any written document generated from this effort including a poster presentation, an oral presentation, a manuscript, a report, etc.