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.