



ITC Data Sharing Agreement with Country Team

Researcher Information:

Name of Researcher:	<input type="text"/>
Name of Institution:	<input type="text"/>
Address of Institution:	<input type="text"/>
Email Address:	<input type="text"/>
Telephone Number:	<input type="text"/>

SEA (Malaysia) - Wave 1 - October 27, 2008

<u>Principal Investigators</u>	<u>E-mail</u>
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Terms and Conditions

Wave 1 of the *ITC Malaysia Survey* is jointly coordinated and administered by UW and Universiti Sains Malaysia. In order to ensure the comparability across the ITC countries, UW will take the lead in the overall survey development process. The survey fieldwork and initial data entry will be carried out by Universiti Sains Malaysia.

Universiti Sains Malaysia agrees to provide the *ITC Malaysia Survey* data files, and accompanying documentation, to the Data Management Centre (DMC) at UW in accordance with ITC standards. These standards will be specified by the DMC at the time of the file transfer.

Universiti Sains Malaysia authorizes the International Tobacco Control Data Repository (ITCDR), operated by the DMC at the University of Waterloo, to house the *ITC Malaysia Survey* data, and to manage access to the data by approved researchers according to the data sharing protocol described in the ITCDR Guidelines (<http://www.igloo.org/itcproject>).

Universiti Sains Malaysia grants DMC co-ownership of the data including the non-exclusive right to reproduce and/or distribute the *ITC Malaysia Survey* data to the ITC Principal Investigators, and other approved ITC investigators in any requested medium. As co-owners of the data, ITC Principal Investigators will abide by the terms of the ITCDR Data Usage Agreement (<http://www.igloo.org/itcproject/>), providing signed agreements to the DMC in order to share data internally with specified members of their Research Teams.

Two years after the date of issuance of cleaned data sets by the DMC, Universiti Sains Malaysia grants DMC the non-exclusive right to provide subsets of the data to other approved researchers through the ITCDR Data Request Application process (<http://www.igloo.org/itcproject/>), under the terms of the ITCDR Data Usage Agreement. Universiti Sains Malaysia will be notified of all approvals to use the *ITC Malaysia Survey* data. In all matters regarding access, DMC will clearly identify Universiti Sains Malaysia as co-owners of the *ITC Malaysia Survey* data, and will not alter the data in any way, other than as allowed by this agreement.

Communications and Collaborations

Members of the *Malaysia* team, have the right to use the data to produce reports, presentations, articles for submission to professional journals, and other products that report on these data.

The ITC Investigator team will explore analyses that use the *ITC Malaysia Survey* data in comparison with data from other countries. In such analyses, it is the expectation that ITC Investigators and Malaysia team members would be co-authors on resulting papers. Depending on the nature of the papers, the lead author could come from either group. In all papers that the ITC Investigator team may lead, using the *ITC Malaysia Survey* data, the Malaysia team members will be invited to be co-authors. It is the expectation that in any papers that the Malaysia team may lead, ITC Investigators will be invited to be co-authors.

Whenever publications, reports, abstracts, etc., including data from the *ITC Malaysia Survey* are submitted to conferences or journals, copies (PDF format or hard copy) will also be submitted to the ITC Project Manager at the University of Waterloo (itc@watarts.uwaterloo.ca) and the Roswell Park TTURC Administration Core, so that a complete record can be kept of the research findings for dissemination.

Proposals for studies using the data should be reviewed by the DMC to reduce the possibility of unnecessary duplication of effort in the ITC Collaboration. All plans for manuscripts and submissions to publications will be listed on the ITC web site (<http://www.igloo.org/itcproject/>).

I have read and understand the conditions stated above.

Signature of Researcher: _____

Electronic Signature (optional):

Date (DD/MM/YYYY):

<u>principal Investigator</u>	<u>E-mail</u>
Maizurah Omar	maizurahomar@yahoo.com

Terms and Conditions

Wave 5 of the *ITC Malaysia Survey* is coordinated and administered by UW. Data collection and entry will be carried out by USM, commissioned by UW. USAINS authorized the International Tobacco Control Data Repository (ITCDR), operated by the ITC Project Data Management Center (DMC) at the UW, to house the Wave 5 ITC Malaysia Survey data, and to manage access to the data by approved researchers according to the data sharing protocol described in the ***ITC Data Request Guidelines*** (<http://www.itcproject.org/datarequ>).

USAINS grants DMC co-ownership of the data including the non-exclusive right to reproduce and/or distribute the Wave 5 ITC Malaysia Survey data to the ITC Principal Investigators in any requested medium, under the terms of the ***ITC Internal Data Usage Agreement*** (<http://www.itcproject.org/datarequ>). Two years after the date of issuance of cleaned data sets by the DMC, USAINS grants DMC the non-exclusive right to provide subsets of the data to other approved researchers through the ***ITC Data Request Application*** process (<http://www.itcproject.org/datarequ>), and under the terms of the ***ITC External Data Usage Agreement*** (<http://www.itcproject.org/datarequ>). As co-owners of the ITC Malaysia survey data, both USAINS and DMC will notify each other of all requests to use the ITC Malaysia survey data.

As co-owners of the data, ITC Principal Investigators will abide by the terms of the ***Internal Data Usage Agreement*** (<http://www.itcproject.org/datreque>), providing signed agreements to the DMC in order to share data internally with specified members of their research teams.

In all matters regarding access, DMC will clearly identify USAINS as co-owners of the ITC Malaysia Survey data, and will not alter the data in any way, other than as allows by this agreement.

Communications and Collaboration

Members of the Malaysia Team have the right to use the data to produce articles for submission to professional journals and other forms of dissemination that report on these data (e.g., reports and conference presentations). All parties to this agreement should note that, as part of our collaborative approach, all decisions about publications resulting from the ITC Malaysia Project will begin with a process of consultation among all team members to inform the direction and scope of potential publications and other forms of dissemination, and to determine team members' roles and expected contributions to each proposed publication or other form of dissemination. This consultative process will apply to all manuscripts, publications, reports and presentations, etc., that use the ITC Malaysia Project data, but will be exclusive of internal reports and internal non-conference presentations (where the term "internal" is defined as being either within USAINS or addressed only to policy-makers or organizations in Malaysia, as deemed appropriate by the Malaysia team).

Furthermore, the ITC Investigator team must be notified of all intentions to use the data. As per the ITC Paper List Policy (http://www.itcproject.org/library/paperlist/paper_list) all intentions to submit academic papers to peer-reviewed journals, presentations at scientific conferences or meetings, and reports, including reports presented to the Ministry

or other government officials, must be cleared by a designated committee established to oversee the publication of papers. The dissemination clearance process will apply to all manuscripts, publications, reports and presentations, etc., that use the ITC Malaysia Project Data, but will be exclusive of internal reports and internal non-conference presentations (where the term "internal" is defined as being either within USAINS or addressed only to policy-makers or organizations in Malaysia, as deemed appropriate by the Malaysia team).

The primary mandate of the publication review committee is to ensure that there is no substantial overlap in content between papers submitted for publication. The committee will also provide a mechanism for conveying any potentially helpful additional information to the authors (e.g., recent findings from other ITC countries that may have relevance for the publication under consideration). The **ITC Dissemination Proposal Form** (http://itcproject.org/library/paperlist/itc_dissem) is available for members of the Malaysia team to use to summarize their intentions for dissemination. It is expected that this committee will be composed of key investigators from the ITC Malaysia Project. Proposals for studies using the data will be reviewed by the designed committee to reduce the possibility of unnecessary duplication of effort in the ITC Collaboration, to provide a mechanism for knowledge exchange, and to ensure that authorship issues are addressed properly.

For all papers that the ITC Principal Investigator team members may lead using data from the *ITC Malaysia Survey Wave 5*, the Malaysia Team members will be invited to be co-authors. In reciprocal fashion, for any papers or presentations that the Malaysia Team may lead using *ITC Malaysia Survey - Wave 5* data, the relevant ITC Investigators will be invited to be co-authors. The Malaysia Team will consult with Dr. Geoffrey Fong to identify the relevant ITC Investigators who would be appropriate to invite as co-authors.

Members of the Malaysia Team will adhere to the criteria for authorship on papers to be published in scientific journals, as outlined in the **ITC Authorship Policy** (<http://www.itcproject.org/library/paperlist/authorship~3>).

The ITC Investigator team will explore analyses that use *ITC Malaysia Survey Data in comparison with data from other countries*. In such analyses, some countries that were not involved in the preparation of the paper will be acknowledged explicitly in the paper in this form: "and the ITC Project Collaboration" with a footnote that lists the countries and names of key investigator(s) for each of these countries.

Whenever publications, reports, abstracts, etc., including data from the *Wave 5 ITC Malaysia Survey* are submitted to conferences or journals, copies will also be submitted to the Roswell Park TTURC Administration Core and to the ITC Project Manager at the UW, so that a complete record can be kept of the research findings for dissemination.

I have read and understand the conditions stated above.

Signature of Researcher: _____

Electronic Signature (optional):

Date (DD/MM/YYYY):