

ITC Data Request Flowcharts: EXTERNAL RESEARCHERS

Data Request with Paper/Presentation (External)

 Complete and sign External Data Usage Agreement (E1), Paper/Presentation and Anal- ysis Proposal (I2), and Disclose of Competing Interests and send to itc@uwaterloo.ca 	
 ITC Research Scientist forwards the package (as in 1) to the relevant Project Manager(s) and ITC Decision Committee 	
 If applicable, researcher makes changes requested by Decision Committee and/or the ITC Research Scientist 	Proposal
 Upon approval by Decision Committee, Project Manager sends the Data Sharing Agreement with Country Teams to researcher 	
 Researcher completes and signs the Data Sharing Agreement with Country Teams sends it back to Project Manager and the complete package is sent to ITC Re- search Scientist for review 	
 ITC Research Scientist sends the complete package to DMC for data access processing. DMC sends data access instructions to researcher, cc ITC Researcher and Project Manager 	
 Project Manager informs the researcher that his/her request has been approved and indicates the date of the 6 months proposal deadline 	Approval
8. Within 6 months of approval date, researcher should provide a preliminary draft to Project Manager and the ITC Research Scientist, and circulate draft to co-authors	
 Project Manager to alert the researcher approaching the 6 month deadline by email 	
10. Within 9 months, the researcher should submit the Paper by informing the Pro-	

searcher to make a decision on how to move the paper forward in consultation

with the ITC Research Scientist

Paper/Presentation Request Only (External)

1. Researcher completed Paper/Presentation Package:	
 Reads Data Management Center Usage Guidelines, Paper and P Authorship Policy 	Presentation Policy, and
 Complete and sign External Data Usage Agreement (E2), Paper/ ysis Proposal (I2), and Disclose of Competing Interests and ser 	
 ITC Research Scientist forwards the package (as in 1) to the r er(s) and ITC Decision Committee 	relevant Project Manag-
 If applicable, researcher makes changes requested by the D and/or ITC Research Scientist 	Decision Committee
 Project Manager informs the researcher that his/her reques and indicates the date of the 6 months proposal deadline 	st has been approved Approval
 5. Within 6 months of approval date, researcher should provid Project Manager and the ITC Research Scientist and circulat 	
 Froject Manager to alert the researchers approaching the 6 newsletter and by email 	month deadline in the Circulation
7. Within 9 months, the researcher should submit the Paper by ject Manager; cc the ITC Research Scientist	y informing the Pro-
 If the draft is not produced within 6 months of approval, OR mitted within 9 months of approval date, then the paper is c 	
9. Researcher can request and extension	
	If the draft is not produced within 6 month of approval date, OR if the paper is not sui mitted within 9 months of approval dat then the paper is considered dormant; Pro- ject Manager to contact researcher to mal a decision on how to move the paper for

Note: this process assumes that the researcher already obtained the data at an earlier time.

ward in consultation with the ITC Research

Scientist

Data Request Only (External)

1.	Researcher reads Data Management Center Usage Guidelines and completes Data Re- quest package consisting of:		
	External Data Request Application (E1)		
	External Data Usage Agreement (E2)		
	Proposal Analysis		
	Disclosure of Competing Interests		
	Data Sharing Agreement with Country Teams		
	Research then sends completed and signed package to itc@uwaterloo.ca		
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2.	ITC Research Scientist forwards package to the relevant Project Manager(s) and ITC Deci- sion Committee for approval		
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3.	Project Manager circulates the request to relevant country PI's and the Decision Com-		
	mittee for approval and to the ITC Research Scientist for review of the package		
4.	Upon approval by country PI and the Decision Committee, the ITC Research Scientist		_
	sends to DMC for data access processing		
		Арр	roval
5.	DMC sends data access instruction to researcher; cc the ITC Research Scientist and Pro-		
	ject Manager		-

Process after Paper Completion (External)

