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|  | |  | | --- | | ITC use only  *Data Usage Expiry Date:* Click here to enter a date. | |
| **ITC Internal Data Usage Agreement (I1)** |

*This agreement must be signed by any internal researcher who requires access to any ITC data set. The ITC Principal Investigator for your institution must also provide their signature to authorize the data request.*

**Researcher Information**

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| First Name: | | |
| Last Name: | | |
| Date: Click here to enter a date. | | |
| Email: | | Phone: |
| Alternative Email: | |  |
| Affiliation: | | |
| Mailing Address: | | |
| ITC Principal Investigator for your institution or project: | | |
| (Electronic) Signature of the ITC Principal Investigator for your institution or project: | | |
| **Data Set Requirement**  *Use this space to identify the country and the specific waves (or all waves) for the requested data set(s).* | | |
| **The ITC Project and UW are in compliance with the European Union (EU) Member States are subject to the EU General Data Protection Regulation (2018) to safeguard personal data of the EU ITC countries. The ITC Project has also put in place to respect Indigenous Peoples’ data governance principles in accordance to the United Nations Declaration on the Rights of Indigenous Peoples (2007) and the governance of Indigenous Peoples in their respective ITC country, where applicable. Thus the questions below regard the data requested are asked for you to complete.**  Please indicate below the variables required for each data set. Please provide details here: | | |
| ☐ Check if you require all variables | | |
| ☐ Check if you plan to use gender as a stratification, explanatory, predictor, or control variable; please provide details here: | | |
| ☐ Check if you propose to use ethnicity as a stratification, explanatory, predictor or control variable; please provide details here: | | |
| Start Date: Click here to enter a date. | Completion Date: Click here to enter a date. | |

**Proposal Requirement**

The proposal is recommended for researchers who will use ITC data for a given project or analysis (e.g. graduate and undergraduate students). It is the responsibility of the ITC Principal Investigator from your institution or country to determine the necessity of a proposal.

Please insert proposal below:

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| Proposal Title: |
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**Contents of the Internal Data Usage Agreement**

1. I have read and understood the ITC Project Data Usage Guidelines.
2. I have read and signed the country-specific Data Sharing Agreement(s) specific to this data set and I will abide by all its conditions, and have signed below.
3. I have ethics clearance from an institution that has an active Federal-Wide Assurance Number (FWA) for use of this data set.
4. I agree to not disclose or knowingly cause the disclosure of any information that relates the particulars obtained from any individual response to any identifiable individual person, family or organization.
5. I agree to submit copies of all publications, reports, abstracts, etc. that use data from the ITC Project, as well as copies of the syntax used for the analyses, to the ITC Project at University of Waterloo as well as the country-specific ITC investigator(s).
6. I agree to acknowledge the funders of this ITC Project, as listed in the Partnership Agreement(s), in all publications, reports, abstracts, etc. resulting from the analysis.
7. I agree that this data set will reside only in a secure password-protected location of our computer system(s).
8. I agree that should an adverse event happen to the data (e.g., laptop where the data reside is stolen), I must report to all relevant authorities and to the ITC Project within 24 hours.
9. I agree that, upon completion of the researcher's affiliation with the participating institution and/or upon completion of the research project, all files containing ITC data will be deleted from our computer systems and will send an email confirming this.
10. I agree that, upon completion of the researcher's affiliation with the participating institution and/or upon completion of the research project, I will notify the ITC Project of this change in status.
11. I am not in receipt of any grant monies or in-kind contribution from any tobacco manufacturer, distributor, or other tobacco-related entity.
12. I agree to not share the data with any researchers who are not authorized to use this data.

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| Researcher Name: |
| (Electronic) Signature: |
| Date (DD/MM/YY): Click here to enter a date. |

**Approval by the Country Principal Investigators for the data sets requested**

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| ITC Country Principal Investigator: |
| The aforementioned ITC Country Principal Investigator has read and approved the proposal by email. |
| Date: Click here to enter a date. |

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| ITC Country Principal Investigator: |
| The aforementioned ITC Country Principal Investigator has read and approved the proposal by email. |
| Date: Click here to enter a date. |

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| Date: Click here to enter a date. |

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| ITC Country Principal Investigator: |
| The aforementioned ITC Country Principal Investigator has read and approved the proposal by email. |
| Date: Click here to enter a date. |

**Data will be provided by secure electronic transmission. Please select the data format:**

**SAS SPSS STATA**

**Other (Please specify: Click here to enter text.)**

Instructions:

1. The researcher or student should complete the form, including the signature and the names of the country principal investigators.

2. The researcher or student should save the form in Word to allow the Principal Investigator of the researcher’s or student’s institution to insert his/her signature on the first page. The form can also be printed, signed and scanned for this purpose.

3. The researcher or student should then mail the completed form to the relevant Project Manager for the region related to the dataset(s) requested. (Go to <http://itcproject.org/forms>) The Project Manager will mail the completed form to the country principal investigators to obtain their emailed approvals, and record the dates those are received.

*Once this form has been received and processed, an email will be sent to the address provided on page 1 with instructions on how access and download the ITC data. We reserve the right to use discretion in providing access to the ITC data.*

*Note: This agreement replaces any previous agreements signed by this researcher. Please select only the data that you currently require. Additions or deletions to your list of accessible datasets can be made by submitting a new Internal Data Usage Agreement.*

*1 External and Internal researchers can find the Partnership Agreements online at* [*http://itcproject.org/forms*](http://itcproject.org/forms)

*2 Syntax and output files may be retained, provided that the strict confidentiality of survey participants is not compromised.*