



**POLICIES AND PROCEDURES FOR DATA-SHARING  
CIHR GENDER AND AGGRESSION NEW EMERGING TEAM GRANT  
(PI. Moretti, #54020 & #84567)**

**October 2007**

Thanks for your interest in data sharing with us! This document is intended to help stimulate and streamline the use of data collected through financial support under our CIHR NET Gender and Aggression research program and to smooth collaboration between investigators. The content is drawn from the guidelines of the APA, AMA, ASA, and the Dunedin, Pittsburgh, and E-risk Studies. We ask that you follow each of the policies and procedures listed below.

Thank you.

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**GENERAL GUIDELINES**

- All use of the CIHR data needs to be approved by your primary supervisor – Marlene (in Vancouver), Dick (in Virginia) or Candice (in Irvine) – **through the submission of the Concept Paper form** (attached to this document). Your primary supervisor will review your proposal and consult with the other investigators on the project. For example, if you are in Vancouver and plan to use the CIHR data set, you will discuss your study with Marlene and submit the Concept Paper to her. She will consult with Dick and Candice to ensure that it fits well with other ongoing projects. The same procedure is in place in Virginia and Irvine with Dick and Candice respectively. The sharing of Concept Papers across sites is important to avoid overlap in projects and maximize collaboration between sites.
- Marlene is responsible for overseeing the entire program of research, including use and presentation of data, adherence to ethical guidelines, and protection of the welfare of all students on the project. Therefore, all use of the CIHR data needs to be cleared through her as outlined in this document.

**\*\*\*IMPORTANT: The first author should complete the CONCEPT PAPER TEMPLATE (page 7-8) and then distribute it to all co-authors along with the CONCEPT PAPER RESPONSE FORM to be completed by co-authors. Please submit these documents to your primary supervisor and keep a copy for your records. You may be asked to make revisions of your concept paper. Once approved, you will submit the final form to your senior supervisor and deposit a copy with the other investigators on the team.**

**\*\*\* ALL DOCUMENTS SHOULD BE FILED ELECTRONICALLY; ENSURE THAT YOU BACK UP YOUR FILES AND RETAIN HARD COPIES OF ALL RELEVANT DOCUMENTS**

- If you are new to the team and wish to propose a study utilizing the CIHR NET data you must be sponsored by Marlene, Dick or Candice and you must have your proposal approved, through the submission of a Concept Paper form, prior to accessing the data.
- When proposing a study try to consider and utilize data from both data sets – the one collected in Vancouver and the one collected in Virginia. If the variables you are proposing to explore are available in both data sets consider conducting a two part study based on data from both sites (i.e., a publication with Study 1 based on the data from Vancouver and Study 2 based on the data from Virginia). This will maximize the use of the data, strengthen your project and give greater support to your conclusions.
- All co-investigators on your project must be cleared with your supervisor before you ask them to join you. The guidelines for co-authorship as set out by the APA will guide decisions on whether co-investigators should be included. See also, the CONCEPT PAPER RESPONSE FORM (page 6) that will need to be completed by each co-author.
- Once your Concept Paper Form is approved by all supervisors, you will be given access to the data you need to complete your project. Never copy and distribute the data to anyone on or outside our team.
- As you know, the protocols at each site represent the efforts of a team of researchers, including yourselves, who have specific interests in specific data related relationships. Members of our team mapped out their specific interests at the beginning of the project. Please refer to your original proposal and the terms set out for approval of your project at that time.
- If your interests change, and you are considering using other data from the project, this is significant and we need to discuss this individually, and perhaps as a group. Do not proceed with analyses of data that is beyond the scope of your specified interests without checking with your supervisor first.
- Although we each have our domain of interest, try to keep in mind that from the perspective of CIHR, this is one project. We need to think of it comprehensively and not hack off pieces for presentations here and there without considering how it fits together.
- Keeping the above in mind, new collaborations and full and creative use of the data set in ways that we did not envision in the beginning is strongly encouraged

and welcome. These efforts can be very productive, informative, and great learning opportunities. But it is critical that we are always mindful that we are operating as a group. We need to be respectful of boundaries and communicate accordingly as we develop new ideas to preserve good working relationships and an environment that promotes new learning.

- NOTE 1: Follow the above procedure for submission of conference talks or posters and peer reviewed papers. If your conference paper or journal paper follows from your approved Concept Paper then simply resubmit it noting the conference or journal to which it is submitted and any revisions to content if necessary. If it is a new study, then a full Concept Paper must be submitted.
- NOTE 2: In reviewing Concept Papers, special consideration will be given to ensuring that the contribution of graduate students is fully recognized and their interests in publishing papers related to their Master's or Ph.D. theses, or related to variables that were a major part of their thesis, are protected. APA guidelines on authorship will be followed in all cases.
- NOTE 3: Multiple concept papers will only be considered if progress on simultaneous papers is feasible and continues to be demonstrated.

## ❖ **PUBLISHING PAPERS/PROPOSING DISSERTATIONS:**

### **GETTING STARTED...**

- Discuss your idea with Marlene, Dick or Candice to ascertain its general feasibility.
- Complete the Concept Paper Form for your study. The outline for the concept paper is included on pages 7-8. A concept paper should contain:
  - a. Your name and affiliation, the name of the supervisor sponsoring your work with the data set, the date, a working title for the paper.
  - b. The contributions that will be made by each of the co-authors/collaborators
  - c. Brief statement of the hypothesis or topic and its significance.
  - d. What analyses you will perform.
  - e. Plans for dissemination (e.g., title of journal)

\*\*\*IMPORTANT: Once you submit a Concept Paper Form and your project is approved you will be asked to report on your progress every **THREE MONTHS** during the monthly teleconferences between Marlene, Dick, and Candice. This will give you an opportunity to further discuss your project, problem solve and stay on track.

### **STEP ONE:**

- Consult protocol and codebooks and read previously published papers from the study to get information about the data you plan to use.
- If you plan to create a new variable discuss this with your supervisor first and explain your rationale for this when you fill out the Concept Paper Form.

## IF YOU CREATE NEW VARIABLES FROM THE BASIC DATA

- Once approved, we ask that you provide to us any new variables that are published in your paper.
- Prepare a system file and documentation for all new variables you created for the study. Include the variable labels and value labels. Documentation includes how you made the variable and its frequency distributions, including the derivation code used to create each variable from the basic data variables themselves (i.e. before any re-codes etc.) - this makes it easier to see what exactly was done.

## WRITING IT UP...

- Don't re-create the wheel! When describing measures in your "methods" section use our existing templates summarized in the Data Dictionary. This is important for consistency across publications.
- Include the date and the electronic file name, as well as page numbers, on every printed version of the manuscript.
- On your manuscript acknowledge all appropriate individuals involved in the projects and agencies and grants that provided support. ***This is not an option – it is required by our funding agencies. Please include the following statement:***

**This research was supported through grants from the Canadian Institutes of Health Research [M. Moretti (PI) New Emerging Team Grant #54020 and M. Moretti (PI) Operating Grant #84567]. For more information see [www.sfu.ca/gap](http://www.sfu.ca/gap).**

## BEFORE YOU SUBMIT FOR PUBLICATION...

- All primary authors need to lodge the syntax and output of their data analyses with Marlene, Dick or Candice **BEFORE** submitting the final draft of the paper.
- Marlene, Dick or Candice must approve the penultimate draft before it is circulated among collaborators. Please forward a copy of the paper at least 3 weeks prior to your intended date of submission in order to allow enough time to complete a review of the paper.
- Send a copy to all collaborating co-authors for review and approval.
- Specify the target journal.
- Ask collaborators to send written permission to submit the paper if journal requires it.
- Allow your supervisor and collaborators 3 weeks from the date of receipt to review the paper.

## SUBMITTING FOR PUBLICATION REVIEW...

- Lodge an electronic copy of the submitted paper and letter to the editor you're your supervisor; Marlene, Dick or Candice.

## DOING REVISIONS...

- Send a copy of the editor's letter and reviews to all co-authors.
- Invite them to comment or contribute to the revision process.
- Your supervisor; Marlene, Dick or Candice must approve the revised draft before it is sent back to the editor.

### **WHEN THE PAPER IS ACCEPTED FOR PUBLICATION...**

- Celebrate!
- Provide Marlene, Dick and Candice with a FINAL electronic copy of the paper.

### **❖ IF YOU GIVE A CONFERENCE PAPER OR POSTER PRESENTATION BASED ON YOUR APPROVED PROJECT**

- Notify your supervisor of the title, date, and context of the presentation. We need to report these for our progress reports to funding agencies.
- Ensure that your presentation includes appropriate acknowledgement of all contributors and funding as specified above.
- Provide an electronic copy of the poster or powerpoint presentation to your supervisor for review.

### **❖ OTHER CONFERENCE SUBMISSIONS**

- If you are interested in presenting a conference paper that extends beyond your approved project(s), please consult with your supervisor prior to submission.
- Submit a Concept Paper Form following the same procedure as is outlined above for publication submissions.

### CONCEPT PAPER RESPONSE FORM

**A.** To be completed by the proposing author:

Provisional Paper Title \_\_\_\_\_

Proposing Author \_\_\_\_\_

Other Contributors \_\_\_\_\_  
\_\_\_\_\_

Potential Journals \_\_\_\_\_

Intended Submission Date  
To Journal \_\_\_\_\_

Today's Date \_\_\_\_\_

*Please keep one copy for your records and return one to the proposing author*

**B To be completed by potential co-authors:**

*(please make a copy for each of your co-authors, return a copy of this form completed by each co-authors prior to commencing the study; keep a copy of these forms for your records)*

Approved

Not Approved

Let's discuss, I have concerns

**Please check your contribution(s) for authorship:**

Conceptualizing and designing the longitudinal study

Conceptualizing and collecting one or more variables

Data collection

Conceptualizing and designing this specific paper project

Statistical analyses

Writing

Reviewing manuscript drafts

Final approval before submission for publication

Acknowledgment only, I will not be a co-author

**Signature:** .....

## CONCEPT PAPER TEMPLATE

Provisional Paper Title: \_\_\_\_\_

Proposing Author: \_\_\_\_\_

Author's Phone, Fax or E-mail: \_\_\_\_\_

Objective of the study:

Data analysis methods:

Variables that will be used:

Significance of the Study (for theory, research methods or clinical practice):

References cited: