

**For ITC use only:**

Tracking #:

Approval Date (DD/MM/YY):

DMC (Electronic) Signature:

Data Set:

Data Sharing Agreement Sent:

Data Usage Expiry Date (DD/MM/YY):

ITC External Data Request Application and Data Usage Agreement Form (EDRU)

We wish to request data from the International Tobacco Control Project that are stored within the ITC Data Repository at the University of Waterloo. We have reviewed the ITC guidelines and the conditions of the ITC External Data Usage Agreement.

Date of Request (DD/MM/YY):

Principal Investigator for this request:
Institution:
Email:
Alternate Email:
Phone:

Proposed Title:

Start Date (DD/MM/YY):

Completion Date (DD/MM/YY):

Proposal Summary

Please provide a clear, substantial description of your research project. This description will be used to evaluate your application. It must include:

- 1. A statement of objectives, including a statement of the research question(s) and an indication of how the proposed research will advance understanding in the area of tobacco control;*
- 2. A statement of the proposed statistical/research methodology, including software requirements;*
- 3. A description of how disclosure of data on individuals will be avoided in the publication of the results;*
- 4. Names of funding sources;*
- 5. Disclosure of any connections to the tobacco industry;*
- 6. A statement of security provisions for the computer in which the data subset will reside;*
- 7. Two professional references to be contacted regarding the application.*

Proposal Description:

<u>Names of Researchers Using the Data</u>	<u>Email Addresses</u>
1.	
2.	
3.	
4.	
5.	
6.	

Data Requested

1. The ITC Project and UW are in compliance with applicable regulations of the European Union (EU) Member States and 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 with the United Nations Declaration on the Rights of Indigenous Peoples (2007) and the governance principles of Indigenous Peoples in their respective ITC country, where applicable. Please specify the data set (i.e., country or country group, and any specific waves) you wish to study:

- 
- itc
International Tobacco Control
Policy Evaluation Project

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

SAS

SPSS

STATA

Other (Please specify):

Contents of 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.
3. I have ethics clearance from a Federal Wide Assurance (FWA) approved institution and will submit it along with this signed Data Usage Agreement.
4. I agree to not disclose, or knowingly cause the disclosure of, any information that relates the particulars obtained from any individual response to an identifiable person, business, or organization.
5. I agree that these data are to be used only for the project named above. I will not use these data for any other purpose or analyses without written permission from the supplier of the data (ITC or the Principal Investigator).
6. I agree to complete the analysis of the data within six months of receiving the data. After 6 months of receiving the data and upon the request of the ITC Project, I agree to submit a progress report outlining the summary of the project, current progress, and any requested revision of the completion date.
7. Upon completion, 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 the University of Waterloo and the country-specific ITC investigator(s).
8. I agree to acknowledge the owners of the data from the ITC Project in all publications, reports, abstracts, etc. resulting from the analysis.
9. I agree that the data subset will reside only in the secure password-protected location identified with the data request form.
10. 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.
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 not named below.

Name, address and signature of all researchers (including students) using the data:

1. Principal Investigator Name:
Email:
(Electronic) Signature:
Date (DD/MM/YY):
2. Name:
Email:
(Electronic) Signature:
Date (DD/MM/YY):
3. Name:
Email:
(Electronic) Signature:
Date (DD/MM/YY):
4. Name:
Email:
(Electronic) Signature:
Date (DD/MM/YY):
5. Name:
Email:
(Electronic) Signature:
Date (DD/MM/YY):
6. Name:
Email:
(Electronic) Signature:
Date (DD/MM/YY):
7. Name:
Email:
(Electronic) Signature:
Date (DD/MM/YY):

Approval by the Country Principal Investigators for the data sets requested (to be completed by the ITC Project)

ITC Country Principal Investigator:
The aforementioned ITC Country Principal Investigator has read and approved the proposal by email.
Date (DD/MM/YY):

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Please scan or return electronically to itc@uwaterloo.ca.