Data Request with Paper/Presentation (External)

1. Researcher completed Data Request & Paper/Presentation Package:
   - Reads Data Management Center Usage Guidelines, Paper and Presentation Policy, and Authorship Policy
   - Complete and sign External Data Usage Agreement (E1), Paper/Presentation and Analysis Proposal (I2), and Disclose of Competing Interests and send to itc@uwaterloo.ca

2. ITC Research Scientist forwards the package (as in 1) to the relevant Project Manager(s) and ITC Decision Committee

3. If applicable, researcher makes changes requested by Decision Committee and/or the ITC Research Scientist

4. Upon approval by Decision Committee, Project Manager sends the Data Sharing Agreement with Country Teams to researcher

5. 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 Research Scientist for review

6. 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

7. Project Manager informs the researcher that his/her request has been approved and indicates the date of the 6 months proposal deadline

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

9. 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 Project Manager; cc the ITC Research Scientist

If the draft is not produced within 6 months of approval date, OR if the paper is not submitted within 9 months of approval date, then the paper is considered dormant; Project Manager to contact researcher 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 Presentation Policy, and Authorship Policy
   - Complete and sign External Data Usage Agreement (E2), Paper/Presentation and Analysis Proposal (I2), and Disclose of Competing Interests and send to itc@uwaterloo.ca

2. ITC Research Scientist forwards the package (as in 1) to the relevant Project Manager(s) and ITC Decision Committee

3. If applicable, researcher makes changes requested by the Decision Committee and/or ITC Research Scientist

4. Project Manager informs the researcher that his/her request has been approved and indicates the date of the 6 months proposal deadline

5. 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

6. Project Manager to alert the researchers approaching the 6 month deadline in the newsletter and by email

7. Within 9 months, the researcher should submit the Paper by informing the Project Manager; cc the ITC Research Scientist

8. If the draft is not produced within 6 months of approval, OR if the paper is not submitted within 9 months of approval date, then the paper is considered DORMANT

9. Researcher can request and extension

Note: this process assumes that the researcher already obtained the data at an earlier time.
1. Researcher reads **Data Management Center Usage Guidelines** and completes Data Request 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

2. ITC Research Scientist forwards package to the relevant Project Manager(s) and ITC Decision Committee for approval.

3. Project Manager circulates the request to relevant country PI’s and the Decision Committee 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.

5. DMC sends data access instruction to researcher; cc the ITC Research Scientist and Project Manager.
Process after Paper Completion (External)

Lead author sends a copy of the notification of paper submission from the journals to the Project Manager

Lead author informs Project Manager if the paper was accepted, resubmitted after revision or rejected

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Accepted

Lead author sends a copy of the notification of paper acceptance to the Project Manager

Once the paper has been published, the lead author sends the PDF of the paper and citation to the Project Manager

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Resubmit

Lead author informs Project Manager that the paper will be resubmitted after revisions are made

Lead author resubmits the paper to the journal

Lead author sends a copy of the notification of paper resubmission from the journals to the Project Manager

Accepted: Lead author sends a copy of the notification of paper acceptance to the Project Manager

Once the paper has been published, the lead author sends the PDF of the paper citation to the Project Manager

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Rejected

A. Resubmit

Lead author is to revise and resubmit paper to another journal

Lead author sends a copy of the notification of paper submission from the journals to the Project Manager

B. Abandon Paper

Lead author must inform the Project Manager of their abandonment for the PM to take the paper back to the committee to appoint a new lead author

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Once status of paper is determined follow the appropriate steps stated above