1. Researcher completed Data Request & Paper/Presentation Package:
   - Reads Data Management Center Usage Guidelines, Paper and Presentation Policy, and Authorship Policy
   - Sign and complete Internal Data Usage Agreement (I1), Paper/Presentation and Analysis Proposal (I2), and Disclose of Competing Interests
   - Read and signs Data Sharing Agreement with Country Teams
   Researcher then sends completed package to relevant Project Manager

2. Project Manager sends the complete package (as in 1) to the ITC Research Scientist for review and circulates proposal to the relevant Decision Committee for approval; upon approval by the Decision Committee, ITC Research Scientist sends to DMC for data access processing

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

4. DMC sends data access instruction to researcher; cc ITC Research Scientist and Project Manager

5. Within 6 months of approval date, researcher should provide a preliminary draft to Project Manager and ITC Research Scientist and circulate draft to co-authors

6. Project Manager to alert the researcher 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

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

Researcher can request an extension
1. Researcher completes Paper/Presentation Request Package:
   - Reads Paper and Presentation Policy and Authorship Policy
   - Signs and Completes Paper/Presentation and Analysis Proposal (I2)
   Researcher then sends completed package to relevant Project Manager

2. Project Manager circulates the proposal to the Decision Committee and the ITC Research Scientist

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

4. Upon approval, Project Manager sends researcher the Paper/Presentation Approval indicating the date of the 6 month proposal deadline; cc ITC Research Scientist

5. Within 6 months of approval date, researcher should provide a preliminary draft to Project Manager and ITC Research Scientist and circulate draft to co-authors

6. Project Manager to alert the researcher 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

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

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:
   - Internal Data Usage Agreement (I1)
   - Proposal Analysis
   - Disclosure of Competing Interests
   - Data Sharing Agreement with Country Teams

2. Researcher sends the complete package (as in 1) to the relevant Project Manager

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

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**

- **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

- **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

- **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

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

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

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