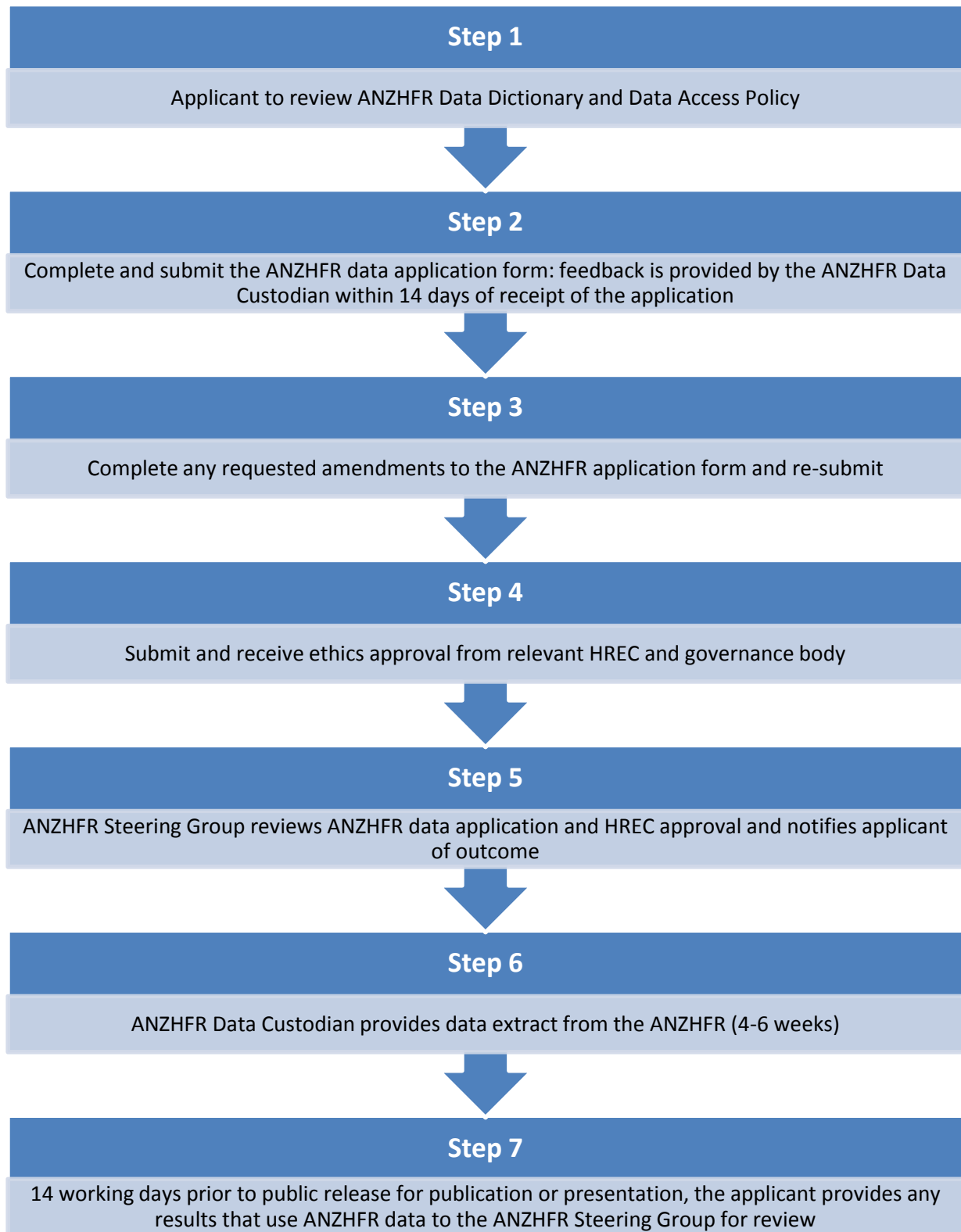


Step-by-Step Guide to Application for ANZHFR Data



Step 1: Review Data Dictionary and Data Access Policy

The current versions of the ANZHFR Data Dictionary (version 9.1, September 2016) and ANZHFR Data Access Policy (version 2.0, December 2016) are available from the ANZHFR website <http://www.anzhfr.org> Alternatively, they can be requested from the ANZHFR, Neuroscience Research Australia. Review both of these documents prior to submitting the request for data.

Step 2: Submit Application

The Data Access Policy includes the ANZHFR Data Application Form. The form includes the list of ANZHFR variables that can be requested. Complete the form and the checklist of variables being requested and return to the ANZHFR Data Custodian, 139 Barker Street, Randwick NSW 2031. The application will be reviewed and the ANZHFR Data Custodian will provide feedback to the applicant within 14 working days of receipt of the request.

Step 3: Amend the application

Based on the feedback provided by the ANZHFR Data Custodian, make any changes and re-submit the application.

Step 4: HREC and Governance approvals

All research projects must undertake appropriate applications for ethics and governance approval and provide copies of the approved documentation and approval letter(s) prior to ANZHFR data being released. Commencement of the HREC and governance applications early in the application process will help keep to a minimum the timeline for the request and data release.

Step 5: ANZHFR Steering Group review

Once the application has been accepted by the Data Custodian, it will be submitted to the ANZHFR Steering Group for review at its next scheduled meeting. The Steering Group meets four (4) times per year. Data will not be extracted until ANZHFR Steering Group approval is given. The Data Custodian will contact the applicant with the outcome of the Steering Group review and at that time will be able to provide a more definitive timeline for provision of the ANZHFR data. Usually, aggregated data requests take 4-6 weeks to complete after ANZHFR Steering Group approval.

Step 6: Provision of data

Data variables will be extracted into a csv or excel file. The file will be encrypted and the file protected with a password. The file will be sent electronically to the applicant using a secure data transfer mechanism. The password to access the file will be delivered separately, via the telephone person-to-person. The applicant will use the password to open the file and then unencrypt the data in the file.

Step 7: Review by ANZHFR Steering Group

At least 14 working days prior to any publication or presentation of results that use the ANZHFR data, the applicant will provide the information to be released to the ANZHFR Steering Group via the ANZHFR Data Custodian. The ANZHFR must be acknowledged and there must be inclusion of a statement within the publication/presentation that the analysis and interpretation of the data is that of the applicant and not the ANZHFR.