



ITC Data Sharing Agreement with Country Team

Researcher Information:

Name of Researcher:	<input type="text"/>
Name of Institution:	<input type="text"/>
Address of Institution:	<input type="text"/>
Email Address:	<input type="text"/>
Telephone Number:	<input type="text"/>

<u>Principal Investigator</u>	<u>E-mail</u>
Cristina De Abreu Perez	cperez@inca.gov.br

Terms and Conditions

Wave 1 and 2 of the *ITC Brazil Survey* is coordinated and administered by UW. Data collection and entry will be carried out by the survey firm, Expertise Inteligência e Pesquisa de Mercado Ltda, which has been contracted by each of INCA and UW to conduct a defined portion of the survey fieldwork, which together cover the full complement of the ITC Brazil Survey fieldwork. The INCA team authorizes the International Tobacco Control Data Repository (ITCDR), operated by the ITC Project Data Management Centre (DMC) at the University of Waterloo, to house the *ITC Brazil Survey* data, and to manage access to the data by approved researchers according to the data sharing protocol described in the ***ITC Data Request Guidelines*** (<http://www.itcproject.org/datarequ>).

INCA grants DMC co-ownership of the data including the non-exclusive right to reproduce and/or distribute the *ITC Brazil Survey* data to the ITC Principal Investigators in any requested medium, under the terms of the ***ITC Internal Data Usage Agreement*** (<http://www.itcproject.org/datarequ>). Two years after the date of issuance of cleaned data sets by the DMC, INCA grants DMC the non-exclusive right to provide subsets of the data to other approved researchers through the ***ITC Data Request Application*** process (<http://www.itcproject.org/datarequ>), under the terms of the ***ITC External Data Usage Agreement*** (<http://www.itcproject.org/datarequ>) As co-owners of the *ITC Brazil Survey* data, both INCA and DMC will notify each other of all requests to use the *ITC Brazil Survey* data.

As co-owners of the data, ITC Principal Investigators will abide by the terms of the ***ITC Internal Data Usage Agreement*** (<http://www.itcproject.org/datarequ>), providing signed agreements to the DMC in order to share data internally with specified members of their research teams.

In all matters regarding access, DMC will clearly identify INCA as co-owners of the *ITC Brazil Survey* data, and will not alter the data in any way, other than as allowed by this agreement.

Communications and Collaborations

Members of the Brazil Team have the right to use the data to produce articles for submission to professional journals and other forms of dissemination that report on these data (e.g., reports and conference presentations). All parties to this agreement should note that, as part of our collaborative approach, all decisions about publications resulting from the ITC Brazil Project will begin with a process of consultation among all team members to inform the direction and scope of potential publications and other forms of dissemination, and to determine team members' roles and expected contributions to each proposed publication or other form of dissemination. This consultative process will apply to all manuscripts, publications, reports and presentations, etc., that use the ITC Brazil Project data, but will be exclusive of internal reports and internal non-conference presentations (where the term 'internal' is defined as being either within INCA or addressed only to policy-makers or organizations in Brazil, as deemed appropriate by the Brazil team).

Furthermore, the ITC Investigator team must be notified of all intentions to use the data. As per the ***ITC Paper List Policy*** (http://www.itcproject.org/library/paperlist/paper_list), all intentions to submit academic papers to peer-reviewed journals, presentations at scientific conferences or meetings, and reports, including reports presented to the Ministry or other government officials, must be cleared by a designated committee established to oversee the

publication of papers. The dissemination clearance process will apply to all manuscripts, publications, reports and presentations, etc., that use the ITC Brazil Project data, but will be exclusive of internal reports and internal non-conference presentations (where the term 'internal' is defined as being either within INCA or addressed only to policy-makers or organizations in Brazil, as deemed appropriate by the Brazil team).

The primary mandate of the publication review committee is to ensure that there is no substantial overlap in content between papers submitted for publication. The committee will also provide a mechanism for conveying any potentially helpful additional information to the authors (e.g., recent findings from other ITC countries that may have relevance for the publication under consideration). The **ITC Dissemination Proposal Form** (http://www.itcproject.org/library/paperlist/itc_dissem) is available for members of the Brazil team to use to summarize their intentions for dissemination. It is expected that this committee will be composed of key investigators from the ITC Brazil Project. Proposals for studies using the data will be reviewed by the designated committee to reduce the possibility of unnecessary duplication of effort in the ITC Collaboration, to provide a mechanism for knowledge exchange, and to ensure that authorship issues are addressed properly.

For all papers that the ITC Principal Investigator team members may lead using data from the *ITC Brazil Survey - Wave 2*, the Brazil Team members will be invited to be co-authors. In reciprocal fashion, for any papers or presentations that the Brazil Team may lead using *ITC Brazil Survey - Wave 1* data, the relevant ITC Investigators will be invited to be co-authors. The Brazil Team will consult with Dr. Geoffrey Fong to identify the relevant ITC Investigators who would be appropriate to invite as co-authors.

Members of the Brazil Team will adhere to the criteria for authorship on papers to be published in scientific journals, as outlined in the **ITC Authorship Policy** (<http://www.itcproject.org/library/paperlist/authorship~3>).

The ITC Investigator team will explore analyses that use the *ITC Brazil Survey - Wave 2* data **in comparison with data from other countries**. In such analyses, some countries that were not involved in the preparation of the paper will be acknowledged explicitly in the paper in this form: "and the ITC Project Collaboration" with a footnote that lists the countries and names of key investigator(s) for each of those countries.

Whenever publications, reports, posters, abstracts, etc., including data from the *ITC Brazil Survey - Wave 2* are submitted to conferences or journals, copies will also be submitted to the Roswell Park Administration Core and to the ITC Project Manager at the University of Waterloo, so that a complete record can be kept of the research findings for dissemination.

I have read and understand the conditions stated above.

Signature of Researcher: _____

Electronic Signature (optional):

Date (DD/MM/YYYY):