

# **Terms and Conditions between LSHTM and potential collaborators utilising research materials from the British Women's Heart and Health Study**

---



To maintain that materials are used appropriately, avoid duplication of work and ensure that any outputs are of the highest scientific calibre, the BWHHS review all requests for collaboration using our data or biological samples. Only proposals that have been approved can proceed. All potential collaborators (referred to below as applicants) must read and sign the following document.

For further information and clarification you can contact Antoinette Amuzu (BWHHS Co-ordinator) on [a.amuzu@ucl.ac.uk](mailto:a.amuzu@ucl.ac.uk).

## **Access to data and biological materials**

1. All requests will be reviewed by the BWHHS team and where necessary by external peer reviewers. Applicants should allow time for the peer review process.
2. Any grant applications based on the data and biological samples should include a covering letter from the BWHHS Director (Professor Shah Ebrahim) stating that the project has been approved by the committee or will be considered on a specific date.
3. To ensure that original data are not misused, and that there is consistency in the use of definitions and presentation of results with past publications, it is recommended that any project will actively involve at least one member of the BWHHS team / London School of Hygiene and Tropical Medicine Department of Epidemiology and Population Health / University of Bristol Department of Social Medicine, as appropriate. This is particularly relevant where the applicants are not epidemiologists.
4. Data and biological samples provided to the collaborators can only be used for the purposes originally stated and must not be used in any other way without re-application to the BWHHS team. No data should be passed on to any third party unless they were specified in the original application.
5. The costs of clerical, data processing and/or statistical support incurred by the BWHHS in providing the data will be reimbursed by the applicants.
6. A short progress report (1 side A4) should be made to the BWHHS team after the first year or halfway through the project, whichever is sooner. This report should explain any problems with achieving the project objectives (specifically where new measurements are being made on biological samples) and where appropriate how many samples have been completed.
7. If no publications have been submitted by one year after the end date of the project, or there is doubt concerning the quality of the work, the BWHHS team reserves the right to ask other teams to investigate the same issue.
8. Delays in completion of the project and/or resulting publications, and reasons for such delays, should be notified to the Study Co-ordinator.

## **New data or derived variables**

1. Any new data derived from either biological samples or existing variables must be lodged with the main database at the end of the project date (or at any time at the request of the Study Co-ordinator). The applicants must supply adequate documentation concerning new variables (including statistical programs) to permit their use in future analyses of the data.

2. No other investigator will have access to any new data produced by the collaborator without their prior knowledge and an opportunity to comment on its appropriateness. It is assumed that under usual circumstances the applicants will have an active involvement in any future work that uses their derived variables. The BWHHS Director will adjudicate any irreconcilable differences between investigators.
3. Any residues of biological samples or excess materials must be returned to the BWHHS by the end date of the project. The expense of transferring both from and back to the BWHHS site must be met by the applicants.
4. The applicants must notify the Study Co-ordinator of any potential errors discovered with using the materials.

### **Reports and publications**

1. Within 1 month of the end date, the applicants should send the Study Co-ordinator a final report (1 side A4) stating what has been achieved and provisional future publications.
2. Any publications from the data must include the name of the study (BWHHS) in the title or sub-title.
3. Normally, it is expected that a member of the BWHHS team be involved in the project and a co-author on any publications. They will act as a guarantor for the original data in relation to its design, mode of collection, reliability, maintenance and analysis. If they were not actively involved, then publications must acknowledge these researchers at the end of the paper.
4. The BWHHS funding bodies must be acknowledged in at the end of the paper (i.e UK Department of Health, British Heart Foundation)
5. An electronic copy of all manuscripts for publication must be sent to the Study Coordinator at least one month before submission. The BWHS team's role at this point is to ensure that publications arising from the data are not detrimental to the cohort. If the Study Coordinator has not responded within a month from acknowledgement of receipt, the authors may assume that it is reasonable to proceed with submission.
6. The Study Coordinator must be informed of all papers and reports which have been accepted for publication and two copies of the report will be lodged with the Study Coordinator.