

Standard Operating Procedure for Data Sharing with Collaborators

- MPIs = Jillian Lee Wiggins, Lea Dougherty
 - This document pertains to data from BIG-E (R01MH121385) and ABCD (R01MH122487) grants
 - Collaborators = Researchers that are not graduate students/staff/postdocs in Wiggins' or Dougherty's labs
 - *[Project Leads google sheet](#) is hosted by the SDSU BIG-Emotions Google Drive and contains a list of all active and completed approved projects*
 - *This sheet should only list approved projects that have a fully-executed DUA in place*
 - All BIG-E projects should live in the SDSU BIG-Emotions [Projects](#) folder
 - Each project has its own folder
 - Folder should contain all scripts/programming, datasets in use, statistical outputs, manuscript drafts
 - No data should be removed/moved/copied from Google Drive folders (i.e., no downloading)
1. Potential collaborators should review existing projects/proposals in the [Project Leads google sheet](#) (view-only access) before creating a proposal
 2. Potential collaborators should fill out the form as delineated below and submit via Google Forms to MPIs
 3. MPIs should review proposals within ~2 weeks
 - a. Overlap with current and planned projects should be evaluated
 - b. Feasibility and scientific merit should be evaluated
 - c. Roles/responsibilities of each author should be clearly identified; MPIs should be included as authors unless they opt out.
 4. MPIs should give feedback on the proposal via email or in a meeting
 5. After MPIs' questions have been sufficiently answered and the proposal sufficiently revised to reflect the current project, MPIs can approve
 - a. Both MPIs must approve in writing
 - b. MPIs download approved version of the proposal to the BIG-E drive [Data Sharing](#) folder (BIG-Emotions/Administrative/Data Sharing)
 6. Next, a DUA should be initiated by MPI Wiggins for non-SDSU collaborators.
 - a. This DUA allows sharing of deidentified data only.
 - b. DUA will include the following statement per SDSU policy: SDSU/Dr. Wiggins will provide authorized personnel with electronic access to the Google Drive or server folders where the data reside. Access will be granted only to individuals approved for the project by Dr. Wiggins. Data will not be removed from, downloaded from, copied out of, or transferred from these folders without prior written authorization from Dr. Wiggins. Users are prohibited from sharing credentials or granting access to unauthorized individuals. Any suspected security incident, unauthorized access, or data breach must be reported immediately to Dr. Wiggins. Dr. Wiggins will be available to answer questions regarding the data and data-use requirements.

- c. DUA will be signed by institutional officials on both ends and Dr. Wiggins files in the BIG-Emotions [Data Sharing](#) drive (BIG-Emotions/Administrative/Data Sharing/).
 - d. Fully executed DUAs are required for collaborators outside SDSU. However, SDSU internal collaborators should still abide by electronic access and deidentified data rules.
7. No access to the data should be given without a fully executed DUA and approval of the proposal by both MPIs
- a. Google Drive access for deidentified data will be given by MPI Wiggins
 - b. Access is only for individuals with projects approved by both MPI Wiggins and Dougherty
 - c. Any suspected security incident should be reported to both MPI Wiggins and Dougherty
8. Collaborators should then update the [Project Leads google sheet](#)
- a. It is the responsibility of the project lead to ensure that the Project Leads status is updated and reflects any changes
9. The project's folder should live in [BIG-Emotions/Projects](#) with a descriptive name and should include all analytic scripts, outputs, data used, and manuscript drafts.
10. Any change in the project analyses or scope from the proposal should be communicated to the MPIs in writing and approved by both before proceeding.
11. A draft of the manuscript should be provided to the MPIs before submission so that the MPIs can provide feedback. Submission should be approved by the MPIs in writing.
12. Manuscripts should acknowledge funding through MPIs JLW and LRD R01MH121385 (BIG-E) or R01MH122487 (ABCD).

BIG-Emotions Collaborator Proposal Form

Below is a word version of what you must complete on Google Forms: (link)

Please complete this form if you are interested in submitting a scientific product based on BIG-Emotions data. Please review all current projects here ([Project Leads google sheet](#)) **before** completing the below form. If you have any questions or need assistance, please email MPIs Jillian Lee Wiggins (jillian.wiggins@sdsu.edu) and Lea Dougherty (ldougher@umd.edu).

What to Expect:

- The proposal will be reviewed by Drs. Wiggins and Dougherty to determine whether this product is feasible and does not significantly overlap with other existing scientific products in the labs. We aim for the review response to be provided within two weeks.
 - This isn't meant to be cumbersome but to support BIG-E or ABCD tracking and coordination. If circumstances necessitate it, an inquiry for an exception to the timing of completion of this form can be made to leadership.
- All authors listed in your submission will receive an email with the team's recommendations and any feedback. If needed, we will meet to discuss. Please discuss inclusion of MPIs as authors with MPIs.
- Prior to completing this form, please review the Standard Operating Procedure for Data Sharing with Collaborators (add link)

1. Email:
2. Lead Authorship team (designate **first** and **senior** author and/or any other key individuals such as methodologist):
 - a. Delineate roles for each person
3. Planned co-authors:
 - a. Delineate roles for each person
4. Scientific Product type:
 - a. Abstract (for conference, presentation)
 - i. Specify for poster, presentation/talk, symposium
 - ii. List the name and date of the event
 - b. Manuscript
 - i. Specify a few potential target journals
 - c. Grant submission
 - i. Specify Institute or funding source
5. Topic/Title:
6. Short Title for Project Folder Name
7. Primary Research Questions(s)/Objectives to be addressed:
8. Brief scientific rationale for Research Questions/Objectives:
9. If you already have an outline, aims page, or abstract (no more than 1-2 pages) please upload it here:
10. Please review the currently approved submissions for overlap/opportunities for collaboration ([Project Leads google sheet](#)). Did you identify any potential scientific overlap?
 - a. If yes, how do you plan to address this?
11. Data to be accessed/analyzed:
12. Brief description of methods, analyses, models:
13. Anticipated Date of Submission (MM/DD/YYYY)
14. Certification Boxes:

- ☐ Certify that everyone is on the IRB who will handle identifiable data (in almost all cases data will likely be de-identified)
- ☐ Certify that you will complete the process of a DUA prior to any data access or analysis (if non-SDSU authors).
- ☐ Certify that you have reviewed the Standard Operating Procedures (link) and have noted your responsibilities
- ☐ Certify that you reviewed the Project Leads (link) spreadsheet for potential overlap
- ☐ Certify that you will save your programming, analytic dataset, and manuscript draft to the BIG-Emotions or ABCD projects drive (link)
- ☐ Certify that you will not remove/copy/move data out of the Google Drive