

# Data Usage Agreement

## Purpose

- A. To provide our faculty and trainees with the opportunity to perform original research and facilitate learning, Dr. Carol Mathews and the members of the Healthy Minds Study (HMS) executive committee will facilitate access to the HMS database, a de-identified database of students surveyed on the University of Florida campus. De-identified aggregate data from other college campuses participating in the HMS effort may also be available upon request through the HMS website.
  
- B. Everyone requesting use of the HMS dataset must follow the guidelines below. All users have the responsibility to use these resources in a professional, ethical, and lawful manner.
  
- C. The following guidelines have been established for the use of all data, identifiable or otherwise.

## Data Analysis

- A. HMS does not contain confidential data such as personal health information (PHI). However, some of the information contained in the dataset may be sensitive in nature, as it pertains to behaviors and beliefs of students at UF, including substance use and mental health concerns. As such, data analysis should be performed on UF servers in a HIPAA compliant environment. Data analysis on personal laptops **may be allowed with prior permission only under specific circumstances in which access to the UF servers is not feasible.**
  
- B. Prior to beginning analysis on any datasets, all users must complete a detailed Data Analysis Plan, to be approved and signed by the HMS executive committee. **All students wishing to use HMS data must have a faculty mentor who agrees to accept responsibility for the data usage.** The HMS executive committee can facilitate matching students to faculty mentors upon request. Only those variables that have been approved by the executive committee can be used in analyses. If additional variables are needed, permission must be granted.

- C. No users may have write-access to any datasets without **explicit** approval by the executive committee. Therefore, when performing any data analyses, users must only work with temporary datasets. Furthermore, **no data may be copied or stored on personal laptops, any web- or cloud-based storage, Home (H:/) drives or other network places, local C:/ drives, without specific permission.** Variables that are derived by users that may be of interest to other potential users should be shared with the executive committee for incorporation into the HMS data dictionary. Scripts that are generated for variable generation should also be shared with the HMS executive committee for use by future researchers.

## **Use of Data and/or Data Analyses**

Any sharing of data outside of research team is strictly **PROHIBITED** without explicit pre-approval by the HMS executive committee. Results prior to submissions of posters, manuscripts, abstracts, or raw distributions of data, even if data are de-identified. Although the HMS executive committee does not desire editorial control of the work arising from the HMS dataset, they do need to track the products arising from this dataset.

## **Authorship**

### **Defining authorship:**

In defining authorship, we have based the criteria on what is standard in the field ([ICMJE criteria](#)). These criteria are reasonable and widely accepted:

- a) Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
- b) Drafting the work or revising it critically for important intellectual content; AND
- c) Final approval of the version to be published; AND
- d) Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

The authorship style is:

- First/last priority positions determined by the group/individuals that proposed/did the analysis
- “UF Healthy Minds Study Team” is in acknowledged (does not need to be in the author list); see the COARD website for a list of team members
- All other Healthy Minds Study Team members who actively participated in the work, drafting of the manuscript, or editing should be offered authorship, even if they were not included as potential authors in the original application for the data.

## **AGREEMENT ON DATA USAGE**

I have read, understand, and agree to comply with the foregoing policies, rules, and conditions governing the use of HMS data. I understand that I may be asked to provide an update as to my progress, and audited for my use of the dataset at any point. I am aware that violations of this guideline on appropriate use of data analysis may subject me to disciplinary action, including termination from employment, internship, or volunteer opportunity, legal action and criminal liability. I further understand that my analyses may reflect on the image of the University of Florida and that I have responsibility to maintain a positive representation of the organization.

Furthermore, I understand that this policy can be amended at any time.

Applicant Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Mentor Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_