

Urban Health Collaborative Data Use Request Procedures

In order to promote the goals of the Urban Health Collaborative (UHC), the UHC will make data available to Drexel faculty, research staff, post-doctoral fellows or students.

The data access procedures have the following objectives:

- To facilitate the analysis, presentation and publication of data obtained and processed by the Urban Health Collaborative by faculty, staff, and trainees at Drexel University.
- To ensure orderly, timely, and appropriate distribution of data and resources from the Urban Health Collaborative
- To track the use of the UHC data in order to assess the data's contribution to science, policy making, and community decision-making

Please contact the Urban Health Collaborative Data and Research Cores at UHC@drexel.edu if you have any questions, to learn about the data available and discuss project needs.

Procedures

1. Submission of a Proposal for Data Use

A proposal briefly describing the project should be submitted to the Urban Health Collaborative Data and Research Core at UHC@drexel.edu. The proposal should be 2-3 pages and must include the following information:

1. Working Title
2. Project lead and list of collaborators
Note that if the lead is a student, a faculty mentor should be part of the project team and a letter of support from the faculty mentor should be included, and date that the student anticipates graduating.
3. Contact information for the project lead (email address and/or phone number).
4. Background/rationale (1-2 paragraphs).
5. Research Aims (objective) and Hypotheses (if appropriate).
6. Summary of data needed including brief description. For example: dependent and independent variables, covariates, spatial data, etc., as appropriate to the research question. Please include the preferred spatial coverage and data year(s). See UHC Data Summary on the UHC website for information on data available. Include preferred data file format (e.g. SAS, STATA, comma delimited dataset (CSV), shapefile, ect.).
7. Brief analytical plan
8. Timeline
9. Proposals should also indicate whether GIS or data management/data analysis assistance from the UHC will be needed. Please specify the tasks that will be required by UHC staff (e.g. creation of spatial variables, statistical analysis).

See sample proposal and a template on the UHC website: <http://drexel.edu/uhc/resources/data/>

2. Review Process

Proposals will be reviewed by the Data and Research Core using the following criteria:

1. Consistency with UHC mission
2. Extent to which project can be accomplished with the data available
3. Feasibility of completion within the proposed timeline if data are subject to IRB

After review, a decision will be sent via email as follows:

1. Approved. If the request is approved, additional follow-up will be initiated by the data manager or GIS specialist.
2. More information needed. If more information is needed, then the questions provided by the Data and Research Core will need to be answered via email before a final decision is made.
3. Denied. If the request is denied, the reason for the denial will be stated.

3. Use of data

Once the proposal has been approved:

1. A data use agreement will be provided and will need to be signed before distribution of data. The data agreement will be required for all project team members who will be working with the data.
2. For data covered by IRB, the following may be required:
 - a. Completed [Human Subjects Training](#)
 - b. Drexel University IRB [HRP-201 Form: Contact Information](#)
 - c. Completed [Conflict of Interest Disclosure Forms](#)
3. Data cannot be shared with others and must be deleted upon completion of the project. UHC can keep an archived copy of any datasets used for manuscripts and/or abstracts.
4. The UHC may assist with disseminating of findings resulting from the use of the UHC data. Project investigators may be asked to participate and/or present their work at Urban Health Collaborative research Seminars and to work with the UHC to develop policy or community briefs on the work, if appropriate.
5. For publications and presentations:
 - a. For publications and presentations, acknowledgement of the Drexel University Urban Health Collaborative is required. “The authors thank Drexel Urban Health Collaborative for data and technical support. The authors take sole responsibility for all data analyses, interpretation, and views expressed in this work.”
 - b. It is suggested that proposals requiring substantial work by UHC staff include that staff member as an authors on the publication/presentation.
 - c. Once manuscripts are published, please send a citation to UHC@drexel.edu. This citation may be included on the UHC website as examples of work being completed by the collaborative.
 - d. If the work was presented, either oral or poster, at a conference, please email UHC@drexel.edu with the information.
 - e. Reply to emails from the UHC. Periodically we will ask users what they did with the data and whether objectives were met.