INDIAN MIGRATION STUDY COLLABORATOR REQUEST FORM

If you would like to use the Indian Migration Study (IMS) data and/or biological samples in your work, please complete the details below, and send it to ims@iiphh.org. If you have any queries about IMS data or policies, relevant information can be found on our website: apcaps.lshtm.ac.uk/related-studies/IMS

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| 1. Summary |
| Applicants Name(s) *(Please indicate who is the primary applicant)* | Affiliation |
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| Contact email of primary applicant: |
| What will be the intended output of this collaboration? Please select ONE answer only.□ Data analysis for publication (e.g. research paper, poster)□ Completion of an examined research project (e.g. Masters’ thesis)Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_If part of an examined research project, please state the type of degree and start and end dates.Please also state the name of contact email of the academic supervisor of this project:Please note that if you are a student analysing IMS data for an examined research project (e.g. MSc thesis) you will need to submit a further collaboration request if you want to write up the analysis for publication |
| Proposed Project Title: |
| Aims and objectives of proposed project. *(200 words max)* |
| Justification for use of IMS data. *(Consider what makes IMS uniquely suited to your purpose, ie why it can’t be done anywhere else. Please note that simple access to a study population is not a reasonable justification. 200 words max)* |
| Projected start and end dates: |
| Has this project been funded?Yes / no If yes, please state the funder and start and end dates of the grant. |
| Data requirement *(please tick all that apply)*□ Existing secondary data□ New analysis of existing bio-resources□ Collection of additional data | *(if ticked, completed form 2, p3)**(if ticked, complete form 3, p4)**(If ticked, complete form 4, p5)* |
| After completing all necessary forms, please refer to the terms and conditions of IMS collaboration. |

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| 2. Existing secondary data application form*Please tick the data which you require for your proposed analysis.* *Refer to the IMS webpage for full details of the contents of questionnaires used.* |
| **Domain** |
| □ | Migration details |
| □ | Individual socio-demographic information |
| □ | Household socioeconomic circumstance |
| □ | Household socioeconomic circumstance in childhood |
| □ | Health and lifestyle (smoking, alcohol, diagnoses) |
| □ | Social beliefs and feelings |
| □ | Migrant motivation and feelings |
| □ | Blood  |
| □ | Weight and height |
| □ | Circumferences |
| □ | Skinfold measurements |
| □ | Blood pressure |
| □ | Physical activity questionnaire |
| □ | Food frequency questionnaire |
| □ | Derived micronutrient data |
| □ | Derived macronutrient data |
| □ | Additional dietary information |
| □ | Biomarkers |
| □ | Genetics |
| Please describe your plan of analysis to justify the use of variable domains selected above. Collaborators can only have access to variables they can demonstrate a need for in their scientific research. |
| 3. New assays of existing bio-resources |
| Please describe the assays required for your analysis, including type, number of samples, IMS participants who you want to assay, what **kind of biological material** is required for the (eg plasma, whole blood, saliva), and the **minimum amount of material needed**. Also provide contact details for the Indian laboratory where your assays will be carried out and a copy of the assay protocol. *Please note that it is not possible to transfer biological samples from India to other countries. All assays must be conducted in India.* |
| Over what dates do you intend these analyses to occur? |
| Please describe the predicted cost of the assays and the source of funding you have available to cover these costs. *Please be aware that typically assays are more expensive to conduct in India than in UK or elsewhere* |
| Have you sought or do you intend to seek ethical approval for the proposed project?Yes / no *Please describe any additional ethical considerations which may arise out of this analysis and how you will address them.*  |
| *The IMS collaborations team will be in touch with you to discuss your proposal further.* |

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| 4. Collection of additional data |
| Please describe the data you wish to collect, including the variables needed, means of collection, and sampling. Outline how this data will be used in an analysis and what value it will add to the IMS data resource. |
| Over what dates do you intend this data collection to occur? |
| Please describe the predicted amount human resources required to collect this data, amount of training required, and who will be conducting data collection (ie field staff). |
| Please describe the predicted cost of the new data collection and the source of funding you have available to cover these costs.  |
| Have you sought or do you intend to seek ethical approval for the proposed project?Yes / no Please describe any additional ethical considerations which may arise out of this analysis and how you will address them.  |
| *The IMS collaborations team will be in touch with you to discuss your proposal further.* |

Terms and Conditions for IMS collaboration

We welcome potential collaborators. The exact process varies according to the nature of the collaboration. Please refer as appropriate to: 1. Requests to use of existing data, or 2. Use of finite bioresources. Terms regarding publications arising from IMS data are stipulated in point 3.

Please read the relevant sections and sign to indicate your acceptance of terms and conditions for collaboration with IMS.

1. Use of existing data
	1. The request will be reviewed by the IMS data management team. In most cases data will be shared with bona fide researchers as long as the same research question is not already being investigated. Collaborators can expect a decision within 3-4 weeks.
	2. At least **one IMS investigator** involved in the collection of the data which you propose to use must be actively involved in the proposed work. This is to ensure that the original data have been interpreted and used correctly.
	3. Collaborators can only request access to data which will be of use to them in their scientific research and must only use this data for **purposes originally stated** in this application form.
	4. Data must not be shared with **third parties** unless specified in the original application
	5. After acceptance for collaboration, the IMS team will ensure that no other researchers are attempting the same research questions using IMS data, but only up to the time by which you have specified completion of you project. If you have failed to keep within this timeline, the IMS team reserves the right to ask other collaborators to investigate the same issue.
	6. We expect collaborators to **notify** the IMS team should they discover any **errors** in the data or derived variables to allow us to improve the quality of our resource wherever possible.
	7. We require collaborators to upload any new data derived from existing variables onto the main project database (along with thorough documentation and a contact email) so that others may benefit from them in future. This must be done within 1 year of data generation (after 1 year we will open the data to sharing with other collaborators).
	8. The data handling fee for use of IMS data will typically be £2000. However the IMS data management team reserves the right to use their discretion when applying this fee, and exceptions may be granted (for example for local researchers and unfunded students)
2. Use of finite bio-resources
	1. The request will be reviewed by the IMS study director. Decisions will be based on consistency of proposed research with the IMS strategic objectives and suitability of the proposed laboratory facilities for use of finite materials. Collaborators can expect a decision within 2-3 months.
	2. At least **one IMS investigator** involved in the collection of the data which you propose to use must be actively involved in the proposed work.
	3. We require collaborators to upload all new data collected onto the main project database (along with thorough documentation and a contact email) so that others may benefit from them in future. This must be done within 1 year of data lockdown (after 1 year we will open the data to sharing with other collaborators).
	4. There will be an extra charge for those using bioresources to contribute to sample maintenance. This will be discussed with the IMS bioresource team and will vary depending on bioresources used.
	5. Where existing data will be used in addition, all points a-h above also apply
3. Publications arising from IMS data
	1. **3 weeks before final submission** of any manuscripts for publication, the final draft must be sent to the IMS team to ensure the study or its participants have not been misrepresented in any way.
	2. Any publications from the data must include the **name of the study** (Indian Migration Study) in the title or sub-title.
	3. After acceptance for publication, we ask collaborators to inform the IMS team and send us the **final manuscript** for our own records.
	4. It is expected that the member of the IMS team involved in your research (see points 1b and 2b above) is named as a co-author on any publications, or acknowledged at the end of the publication if they were not actively involved. They will act as a guarantor for the original data in relation to its design, mode of collection, reliability, maintenance and analysis.
	5. It is expected that collaborators will acknowledge the IMS study team members involved in collecting and processing the data they use at the end of the paper. A list of the study team members involved in data collection and processing is available [here](http://apcaps.lshtm.ac.uk/IMS/contributors).
	6. The IMS funding body (Wellcome Trust) must be acknowledged in at the end of the paper. An example acknowledgement statement is available [here](http://apcaps.lshtm.ac.uk/IMS/funding).
	7. Wellcome Trust demands that all research funded by them is published in open access formats. Collaborators must bear the costs of open access.

I confirm that I have read the above and agree to adhere to the conditions stipulated.

Signed: Date:

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Please submit this application along with signed terms and conditions to ims@iiphh.org.

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| FOR ADMIN USE ONLY |
| □ Does not overlap with an existing research project□ Appropriate justification of variables requested□ Collaborator agrees to terms and conditions |
| Approved by IMS data management team:Yes / No / with revisionsDate: |
| Suggestion revisions: |
| Approved by study director:Yes / No / with revisionsDate: |
| Suggestion revisions: |
| Final Approval date: |
| Project completion deadline: |
| IMS team members assigned to inform project: |