



Data User Agreement

Version date: September 3, 2019

I agree that I will:

- Keep raw data files (original or cleaned/recoded) only on password-protected and secure drives approved by the appropriate Research Ethics Board (REB).
- Not share a copy of the data set with anyone, other than as part of an approved data transfer agreement within the team. Even limited data sets may not be shared with others (including journals that may request raw data as part of an open data policy).
- Not download a full or partial data set onto my personal computer, even temporarily.
- Keep only summary results obtained from statistical procedures (e.g. SAS or R output) or de-identified quotes (from participants who consented to share) on my personal computer or off-site.
- Not try to identify individual participants, other than by direct participant request for assistance in re-accessing their survey.
- Not release results apart from processes agreed upon by the Trans PULSE Canada team.
- Not overwrite raw data. I will use working data sets where possible, and if necessary save any altered data sets under a new filename.
- Maintain documentation of all my work as per team protocol, and make it available to other members of the team, as well as to journal editors or reviewers of any publications I produce (if requested). This includes notes files, statistical output files, and annotation of SAS (or any other statistical software) files.
- Ensure my research is conducted and presented ethically and responsibly, without harm or further stigmatization of the trans/non-binary communities.
- Make my research findings available in plain language formats relevant to community members, policy makers and other stakeholders.
- Submit manuscripts to journals selected for their appropriateness to the policy- and practice-driven and capacity-building aims Trans PULSE Canada.
- Credit the entire Trans PULSE Canada Team and project funders in acknowledgements in all peer-reviewed and grey literature publications, as well as conference presentations and posters, as per the team's policy on authorship and acknowledgement.
- Follow the terms of all Memorandum of Understanding or protocol documents.

Date

Signature

Print Name