Research Team Memorandum of Understanding

Personal Communications and QuickStats

Version date: Nov 14 2019

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These Memorandum of Understanding documents are intended to guide the work of the Trans PULSE Canada Study. While each team member agrees in principle with the Memorandum of Understanding, it is considered a set of 'living documents', which may be revisited and revised throughout the life of our project.

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Personal Communications

There are often cases where researchers or organizations require unpublished statistics for non-public purposes (e.g. funding applications, program development). The Data Analyst / Data Analysis Working Group can support data requests of this sort from individuals or groups already known to the research team. Requests are limited to descriptive analysis of fewer than ~20 variables. The team will not solicit these requests, but will accept them by email. The Management Team will be responsible for approving and coordinating responses to requests. If approved, the team in question will be provided with the results of the analysis, accompanied by any necessary caveats about the data, and directives on what portions can and cannot be shared publicly. These results can be cited as Personal Communications.

QuickStats

There are also cases where researchers or organizations require unpublished statistics for public purposes, such as a report. In cases where high-impact external reports would benefit from including unpublished results, the Data Analyst / Data Analysis Working Group can support analyses that aligns with the timeline of the external report. These results would be published first by the Trans PULSE Canada team as "QuickStats", which can then be cited by the report in question. QuickStats are descriptive snapshots of high-impact data to be published in graphic, shareable images on the project website and social media. The team will not solicit requests for QuickStats, but will accept them by email. Such requests must be approved by the Steering Committee before publication.