Application for Data or Analysis

Version date: Nov 14 2019

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After carefully reading the background information, Please complete this form and return it by email to Caleb Valorozo-Jones, Project Coordinator (cvaloroz@uwo.ca). If your application involves following up with Trans PULSE Canada participants who may be eligible for a new study, please see the Application for Recontact.

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A. Background

Trans PULSE Canada

Trans PULSE Canada is a national study of trans and non-binary people. During summer 2019, we collected survey data on a broad range of topics including health, wellbeing, access to services, and life experiences. This project is grounded in community-based research principles. This means that community members direct the research priorities and help to produce results that are relevant and useful for our communities. High-level decisions regarding the direction of the study are made by the Trans PULSE Canada Steering Committee, which is composed of at least 50% + 1 trans and non-binary people.

Data Access

Trans PULSE Canada allows the potential for graduate students or researchers to partner with the Trans PULSE Canada team to conduct or request analyses of the survey dataset. This can be accomplished by having researchers who join the research team and our Data Analysis Working Group conduct analyses themselves, or by working with other members of the Working Group to do the analysis. Applications that request access to data will be reviewed with greater scrutiny. Per the team's policy on Data Sharing and Security, only members of the Trans PULSE Canada team and Data Analysis Working Group may access data. Thus, any person requesting data access must first be added to the research team by vote of the Steering Committee. Trainees studying under a current member of the Data Analysis Working Group do not need to be approved by the Steering Committee, but do need to follow the other steps outlined in the Data or Analysis Request Procedure.

To understand the survey data that is available, please review the following documents or address questions to the Project Coordinator.

- [Trans PULSE Canada Survey [EN]](#)
- [Trans PULSE Canada Survey [FR]](#)
- [Study Results](#)

Data or Analysis Request Procedure

Researchers requesting access to Trans PULSE Canada data must be members of the research team, and the Data Analysis Working Group as defined by the team's [Membership and Decision-Making Policy](#). Researchers requesting to have an analysis conducted by the Trans PULSE Canada Data Analysis Working Group do not need to become part of the team. In both scenarios, the application process is as follows:

1. Submit an this form and any relevant attachments to the Project Coordinator (Caleb Valorozo-Jones, cvaloroz@uwo.ca), who will review the application for completeness.
2. The application will be reviewed by the Steering Committee. If data access is requested, the Data Analysis Working Group will also review and provide recommendations to the committee.
3. The Steering Committee will respond to the application within ten working days. The committee may make the decision to discuss the form at a meeting, and if this is the case they will inform the applicant of the expected return date. This response may request additional information, accept, accept with conditions, or reject the application.

➔ If this application is approved and requests data access (i.e. analysis will be conducted by the applicants), the PIs and Project Coordinator will formally add the new researcher(s) to the Trans PULSE Canada team. This includes: submitting REB amendments, obtaining [Data User Agreements](#) and Data Transfer Agreements, granting access to Basecamp, and making introductions. Proceed to Part B: Concept Sheet.

➔ If this application is approved and requests data use (i.e. analysis will be conducted by Trans PULSE Canada Data Analysis Working Group), please proceed to Part B with the exception of Step 4. Lead applicants will work with the Data Analysis Working Group to produce the requested analysis. The analysis will occur within the time frame proposed by the researchers in their application, and approved by the Steering Committee.

Part B: Concept sheet

Any new analysis of survey data requires submission of a concept sheet. Only members of the Trans PULSE Canada team may submit a concept sheet.

1. Submit a [Concept Sheet](#) to the Project Coordinator (Caleb Valorozo-Jones, cvaloroz@uwo.ca), who will review the submission for completeness.

2. The Concept Sheet will be reviewed first by the Data Analysis Working Group, who will make recommendations to the Steering Committee within seven working days of submission.

3. The Steering Committee will respond to the application within ten working days of receiving recommendations from the Data Analysis Working Group. The steering committee may make the decision to discuss the concept sheet at a meeting, and if this is the case they will inform the applicant of the expected return date. Their response may request additional information, accept, accept with conditions, or reject the application. The Steering Committee may add additional team to the research project, in consultation with project's proposed authorship team, as deemed appropriate.

4. Following approval, the Management Team and Data Analysis Working Group will arrange data access (including signing of Data User Agreements and any necessary REB business) if this hasn't been done already. Once these administrative steps are completed, the Data Analysis Working Group will have ten working days to provide the research lead with the data on an encrypted USB sent via courier. If only a single analysis is anticipated, the dataset will be limited to variables needed for the analysis.

5. The authorship team for the research project will then have six months (with the option of a three-month extension, pending approval from the Steering Committee) from the date of receiving the data (or from approval of the Concept Sheet, if data are already accessible to the researcher) to prepare and submit the research product(s) (e.g. a manuscript, conference presentation). Alterations to this timeline may be made by the Steering Committee if needed. If the research team members do not submit their research product(s) within the allotted time, responsibility for analysis of that research topic may be reassigned to other team members in order to ensure the team's priority research is conducted in a timely manner. Researchers must also consult the team's policy on Authorship and Acknowledgement.

6. Research outputs such as manuscripts, conference presentations, pamphlets, or website materials will be reviewed and approved by the Steering Committee (with the exception of theses). The research lead must provide the Steering Committee at least ten working days to review manuscripts, and five working days to review conference presentations and other KT materials.

7. Data on encrypted USB to be digitally shredded, or returned to PI at Western University.

Applications for Data or Analysis and Concept Sheets will be judged by the following criteria:

- Strength of the research objective(s)
- Alignment of the proposed analyses with the aims of the project
- Assessment that the project will benefit and not harm the communities under study
- Methodological appropriateness and rigour of the proposed analyses
- Capacity of the researchers to undertake the project
- Lack of overlap with topic areas committed to other team members

- Capacity of the research team to provide the requested data and guidance for the project, given competing priorities
- Degree and quality of community and stakeholder involvement
- Quality of the knowledge translation plan
- Potential for actionable impact

Applications that fail to demonstrate substantive involvement of trans and non-binary people (including populations of focus for the proposed project) will not be considered.

B. Applicants

Lead Applicant(s):

Name	
Affiliation	
Email	
Phone	
Bio (max 250 words)	

Name	
Affiliation	
Email	
Phone	
Bio (max 250 words)	

Contact person (if different from lead applicants):

Name	
Affiliation	
Position	
Email	
Phone	

If any lead applicant is a trainee (undergraduate, graduate, or post-graduate student), please indicate:

Name	
Primary supervisor(s)	
Department	
Current program	

C. Request

1. Who would conduct the proposed data analysis?

☐ Applicant(s) listed on this form, please list name(s): _____
☐ A member of Trans PULSE Canada's Data Analysis Working Group

2. Which variables would this project require access to?

Item number(s)	Lay description	Variable designation, if applicable (e.g. exposure, mediator, etc.)
e.g. A1	Age	Descriptive statistic

☐ Check here if you expect multiple analyses, warranting access to the full dataset

D. Project Information

1. Please provide an abstract for the proposed project describing background and importance, research goals, methods, and expected outcomes (500 words max).

2. Please describe the expected impact of this project on trans & non-binary communities, both during the study process & after results are disseminated.

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3. Please describe how trans & non-binary community members are involved in the planned project?

[ ]

4. What are your plans for disseminating the results of this analysis?

[ ]

5. Please detail the proposed timeline for this project, addressing the time allotted for data analysis, knowledge translation, etc.

[ ]

6. Please provide the following information for all applicants:

Name	
Affiliation	
Email	
Phone	
Bio (max 250 words)	

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