



Version date: January 06 2020
Date of Request: []

This form is for use by members of the Trans PULSE Canada research team, prior to undertaking new analyses. It will be reviewed by the Management Team, the Data Analysis Working Group, and the Steering Committee. Please complete this form and return it by email to Caleb Valorozo-Jones, Project Coordinator (cvaloroz@uwo.ca).

Process

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 typically respond to the application within ten working days of receiving recommendations from the Data Analysis Working Group. 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. 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.

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

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

A. Authorship Team

Please indicate lead author, trainees, and supervising authors under "roles". The lead author is the person ultimately responsible for project completion and publication.

Name	
Role	
Affiliation	
Email	
Phone	

Name	
Role	
Affiliation	
Email	
Phone	

Name	
Role	
Affiliation	
Email	
Phone	

Name	
Role	
Affiliation	
Email	
Phone	

Name	
Role	
Affiliation	
Email	
Phone	

B. Study Information

Study title	
Study timeline	

- 1. Please outline the study context including a brief background, as well as objectives and hypotheses (approximately 1 page max).

2. Please define any criteria for inclusion in the analytic sample. Please include item number(s) from the [full survey](#).

3. What are the main outcome measure(s) for this analysis? Please include item number(s) from the [full survey](#).

4. Please describe the statistical methodology for the main/primary analysis.

5. Which variables would this analysis require access to?

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

6. Describe the knowledge translation products that will be produced as a result of this analysis (e.g. academic articles, infographics, QuickStats, etc.).

7. How will the results of this analysis be returned to the trans and non-binary community?