

DATA REQUEST FORM

Sarphati Amsterdam will use this form to assess the quality of your data request, the impact on Sarphati Cohort participants and the logistic feasibility. Please complete the following sections:

- Section 1 : If you apply for existing Sarphati Cohort data
- Section 1 & 2 : If you apply for additional data collection using the Sarphati Cohort infrastructure
- Section 1 & 3 : If you apply for linking Sarphati Cohort data with another database
- Section 4 : A checklist of documents that need to be attached to your application.

In case you have any questions or would like to exchange ideas, please, please email us at:
ozc@sarphati.amsterdam.

Name research project	
Keywords	
Organisation	
Contact person and/or project leader	
Email address	
Phone number	
Requested date of data delivery	

SECTION 1: EXISTING SARPHATI COHORT DATA

RESEARCH PROPOSAL

Is your research proposal approved by Sarphati Amsterdam?

- No > please submit your research proposal, for procedures see the website www.sarphati.amsterdam.
 Yes > please fill out the data request.

GENERAL OBJECTIVE

Please provide a general objective of your research in one sentence.

RESEARCH QUESTIONS

Which research question(s) do you want to answer with existing Sarphati Cohort data?

RESQUESTED VARIABLES & RATIONALE

Specify all the variables that are necessary for answering your research question(s) . Please provide a rationale for the requested variables.

STUDY POPULATION

Describe the study population (number of subjects, age, phenotype etc.). Please make sure to give a detailed description of the criteria needed to select the study population.

STUDY DESIGN

Describe the study design. Please specify whether you will be using a longitudinal/prospective or cross-sectional/retrospective design.

Describe the plan of analytic techniques: please make sure that all requested variables are included. Please note that we expect that you share your final data set (including syntaxes) with us.

TIME PLANNING

Describe the timeline of your study. When do you expect to have the results from your analyses available?

TABLES AND GRAPHS

Please provide draft introductory tables, key tables and graphs to answer the research questions.

PUBLICATION

What are the intended publications? Please also include the anticipated authors [name, title, institution, position].

SECTION 2: ADDITIONAL DATA COLLECTION (SUBCOHORT)

COST-BENEFIT PARTICIPANTS

Please describe the time investment you expect from participants in your study. What do you ask from the participants and (how) do you compensate them for their time?

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COMMUNICATION PLAN

Describe how and when you are planning to communicate with Sarphati Cohort participants about your study. Please attach any existing communication materials or plans as an appendix to this application.

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PRACTICAL PLANNING

Elaborate on the practical planning of the project in relation to the Sarphati Cohort data delivery. Please make sure you answer the following questions:

What do you expect to be the response rate in the selected study population?
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What are the tasks for the data management team of Sarphati Amsterdam? What is the timeline for these tasks?
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Are there any additional practicalities which the data management team should take into account?
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TIME PLANNING

Expected start date inclusion:

If applicable, start date additional data collection:

SECTION 3: LINKAGE OF SARPHATI COHORT DATA

PRACTICAL PLANNING

Elaborate on the planning of the project with regard to the requested Sarphati Cohort data delivery. Please specify what the tasks of the Sarphati Cohort data management team will be, when they need to be done, and whether there are any other practicalities they should take into account.

LINKAGE

Please describe the source of the external database that you would like to link to the Sarphati Cohort data. Also describe the way you intend to link these data.

COMMUNICATION PLAN

Describe how and when you are planning to communicate with Sarphati Cohort participants about your study. Please add any existing communication materials or plans as an appendix to this application.

SECTION 4: APPENDICES

CHECKLIST OF DOCUMENTS

Please provide the following:

Budget Sarphati Amsterdam for data management (data delivery, additional data collection).
Please provide the budget and funding organization(s). For a smooth process, make sure the budget is available at the time you request data.

Scientific assessment
Please provide a copy of a scientific assessment of your study (check for quality and relevance).

Ethical assessment
Please provide METC approval or WMO exemption if applicable.

Informed consent
Please attach your informed consent procedure and forms if applicable.

Comments:

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