STANDARD OPERATING PROCEDURE (SOP) #604
External Request for BMS National Database and Archived Collaborative Study Datasets: Request and Data Use Agreement Form

Note: This form should be used for requesting use of the BMS National Database or Archived Collaborative Study Datasets by the general scientific community.

**Purpose of use** (check all that apply): [ ]
Research
[ ] Other (specify): ________________________________

**Dataset to be used** (check all that apply): [ ]
BMS National Database
[ ] Archived Collaborative Study Dataset (specify): ________________________________

**Principal investigator’s name:** ________________________________

**Principal investigator’s position:** ________________________________

**Principal investigator’s primary institutional affiliation: Type and Name**
(check one):
[ ] Non-profit organization; Name: ________________________________ [ ]
For-profit organization; Name: ________________________________
[ ] Government agency; Name: ________________________________
[ ] Other (specify): ___________________________Name: ________________________________

**Principal investigator’s address:**

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**Principal investigator’s email:**

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**Collaborators’ names** (after each name, please include the collaborator’s primary institutional affiliation in parentheses):

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**Today’s date:**

**Project start date:**
Projected completion date:

Date last updated (if applicable):

Proposed Research:
Provide a brief summary (no more than 4 pages) of the proposed work to be completed with these data. Please follow the format below:
Title of project Key words
Background/Introduction
Study aim(s)
Research hypotheses
Methods
  Study sample
  Primary outcome measures Secondary outcome measures Covariates/confounding measures/variables Data analysis plan
  Sample size calculation

IRB approval numbers and expiration dates (not necessary for initial submission, but required prior to release of the data)

Dissemination plan (choose all that apply): [ ]
Publication
[ ] Presentation
[ ] Other (specify): _______________________________________

Data Use Agreement
I (the PI named above) request access to data from the Burn Model System (BMS) National Database and/or the BMS Archived Collaborative Study Datasets for the purpose specified above and agree to the follow terms:

1. I will receive access to de-identified data and will not attempt to establish the identity of, or attempt to contact, any of the subjects from whom these data were collected.
2. I will not further disclose these data beyond the uses outlined in this Agreement and in my data request described above in this request.
3. I will promptly notify the BMS National Data and Statistical Center of any substantive changes to the proposed research project or of any new projects to be initiated with the requested data. Such notification will consist of a new project description (i.e., the submission of a new External Request for BMS
National Database and Archived Collaborative Study Datasets: Request and Data Use Agreement Form).

4. I will require anyone on my research team who utilizes these data to comply with this data use agreement.

5. I will provide annual updates on the progress of this project to the BMS National Data and Statistical Center.

6. I will comply with any rules and regulations imposed by my institution and its Institutional Review Board (IRB) in requesting and using these data.

7. I agree that the use of the data for this request is limited to two years and after such time a new request and data agreement form (External Request for BMS National Database and Archived Collaborative Study Datasets: Request and Data Use Agreement Form) should be sent to the BMS National Data and Statistical Center for re-approval.

8. I will report any use or disclosure of the data not provided for by this Agreement of which I become aware within 15 days of becoming aware of such use or disclosure.

If I publish abstracts or manuscripts (papers) using data from the BMS National Database or Archived Collaborative Study Datasets, I agree to the following:

1. I will describe the methods of data gathering used for the BMS data.

2. I will add the following acknowledgement to the published product:

   “The Burn Model System National Database [or the ‘name of the Archived Collaborative Study dataset’] is supported by the U.S. Department of Education, National Institute on Disability and Rehabilitation Research (NIDRR) in collaboration with the NIDRR-funded Burn Model System (BMS) Centers. However, these contents do not necessarily reflect the opinions or views of the BMS Centers, NIDRR or the U.S. Department of Education.”

3. I will submit manuscripts to the BMS National Data and Statistical Center for administrative review two weeks prior to submission elsewhere. This review is not intended to be scientific, but rather administrative to ensure that the terms of this User Agreement have been fulfilled and that the data collection methods for the BMS Centers have been accurately described. The BMS National Data and Statistical Center and the BMS Project Directors will maintain confidentiality of abstracts, manuscripts, and presentations.

4. I will apprise the BMS National Data and Statistical Center of acceptance or rejection of abstracts, manuscripts, and presentations.

5. I will provide abstracts, manuscripts, and presentation citations to the BMS National Data and Statistical Center upon acceptance.

6. I will provide the URL and complete citation for any published abstract, manuscript or presentation using BMS data to the BMS National Data and Statistical Center when available.
I understand that failure to abide by these guidelines will result in termination of my current and future privileges to access data from the BMS National Database and Archived Collaborative Study Datasets. Should I try to publish data from the BMS National Database or Collaborative Study Datasets fraudulently or breach this Data Use Agreement, immediate steps will be taken to secure the breach or end the violation. This may include discontinuing the user's data access and/or reporting the violation, and reporting scientific misconduct to the violator's institution and/or relevant professional organizations and/or scientific institutions.

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PI Signature                                      Date