

Instructions:

Applicants and collaborators requesting use of existing DTR data and /or biological samples or requesting collection of new data are expected to provide information within each of the sections of this form. **Please submit fully completed form and signed agreement (page 7) via email to victoria.vazquez@kcl.ac.uk and annotate "Data Access Request" in the subject line. Incomplete and/ or UNSIGNED forms will delay the request process.**

Section 1 - Data Applicant Details & Institutional Information		
Request Number (To be assigned by DTR):		
1.1	Applicant Details	Title: Position: Name: Email: Telephone Number:
1.2	Co Applicant/ Supervisor Details	Title: Position: Name: Email: Telephone Number:
1.3	Institution Details	Name: Department: Postal Address:
1.4	Date of Request	Click here to enter a date.
1.5	Have you requested data/material from DTR before?	<input type="checkbox"/> Yes – Please provide project title of previous request: <input type="checkbox"/> No

Section 2 - Project Details		
2.1	Project Title	
2.2	Proposed Start Date	Click here to enter a date.
2.3	Proposed End Date	Click here to enter a date.

Section 3 - Funding and Costs

Please note that applications for funding must be reviewed by DTR prior to submission to a funding body; require a DTR member to be a co-applicant and must be received at least three weeks before the funder submission deadline. All researchers accessing TwinsUK data will be charged on a cost recovery basis: This cost will vary depending on the amount and type of data.

3.1	Source of Funding	Name:
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Section 4 - Ethical Approval

4.1	Does the study supporting your project have ethical approval from an Ethics Committee or an Institutional Review Board?	<input type="checkbox"/> Yes (Please append a copy of the approval) <input type="checkbox"/> In Process (Please go to 4.2) <input type="checkbox"/> Not Applicable (You may tick this box if you intend to carry out analysis of existing data where generic DTR ethics approval will operate)
4.2	Please specify arrangements for obtaining appropriate ethical approval	

Section 5 - Scientific Project Details

	Data/ Material Specifications	Required?
5.1	Existing data from twin visits & Questionnaires	<input type="checkbox"/> Go to 5.2
	Existing biological samples	<input type="checkbox"/> Go to 5.4
	Collection of new data from twin visits & questionnaires	<input type="checkbox"/> Go to 5.3
	New biological samples (eg. serum, plasma)	<input type="checkbox"/> Go to 5.4
	Raw genotype data	<input type="checkbox"/> Please specify in the scientific outline (section 6)
	GWAS Results	<input type="checkbox"/> Please specify in the scientific outline (section 6)
	Expression data	<input type="checkbox"/> Please specify in the scientific outline (section 6)
	Epigenetic data	<input type="checkbox"/> Please specify in the scientific outline (section 6)
	Metabolomic data	<input type="checkbox"/> Please specify in the scientific outline (section 6)

Existing Data		
5.2	<p>Please indicate phenotype details required</p>	<p><u>Domain:</u></p> <p>Select desired P codes from http://www.twinsuk.ac.uk/data-access/phenotypes/ and include them in your scientific outline -5.4</p>
	<p>Please indicate twins required</p>	<p><input type="checkbox"/> All twins</p> <p><input type="checkbox"/> Subset (Please provide full description in the scientific outline)</p>
	<p>Will you require help from DTR statisticians for data analysis?</p>	<p>Choose an item.</p>
	<p>If Yes to the above, please indicate the extent of help required</p>	
New Data		
5.3	<p><u>Via Questionnaires</u></p>	<p><u>Questionnaire Title:</u></p> <p><u>Total number of questions:</u></p> <p><input type="checkbox"/> All twins</p> <p><input type="checkbox"/> Subset Please provide full description in the scientific outline</p> <p><input type="checkbox"/> Researcher Data Collection Tools (please append questionnaires with this form)</p>

5-3	<u>Via twin visits</u>	Phenotypes required:
	Please indicate research subjects as appropriate	<input type="checkbox"/> All twins <input type="checkbox"/> Subset <input type="checkbox"/> DZ <input type="checkbox"/> MZ <input type="checkbox"/> Opposite sex Please provide full description in the scientific outline
	Will you require help from DTR statisticians for data analysis?	Choose an item.
	If Yes to the above, please indicate the extent of help required	
Biological Samples		
5-4	Please indicate samples required	<input type="checkbox"/> Existing <input type="checkbox"/> New
	Please indicate sample type	<input type="checkbox"/> DNA <input type="checkbox"/> PBLs/Cell lines <input type="checkbox"/> Serum <input type="checkbox"/> Plasma <input type="checkbox"/> Urine <input type="checkbox"/> Faecal <input type="checkbox"/> Other

Section 6 - Scientific Outline

Please provide a 1-2 page outline of your proposal highlighting the specific project requirements for the DTR data specified above stating the rationale for using this data, including other study methods considered. Please be as precise as possible with regards to phenotype data required listing DTR variable codes of interest, either P (phenotype) or Q (questionnaire) or give a summary of variables. (Please see the phenotype list <http://www.twinsuk.ac.uk/data-access/phenotypes/>)



[Empty form area for request details]



Section 7 - Agreement

By signing this form, I confirm that I understand and agree to comply with the conditions stipulated below.

The Department of Twin Research in accordance with King's College London policy will not be permitted to release new and /or identifiable data/samples until a Material Transfer Agreement (MTA) has been finalized for identifiable material or a Data Transfer Agreement (DTA) has been finalized for new (non-identifiable) data.

- I. The data may only be used for non-commercial academic research. The data and the results of the research may not be used for commercial purposes unless a revenue-sharing agreement or commercial license is drafted and processed by King's College London Business.
- II. No data will be passed to third parties or journals without written permission from the Department of Twin Research.
- III. The data remains the property of King's College London and if any new variables are derived from the data and /or any changes are made to the data, these will be returned to the Department of Twin Research upon acceptance for publication by a Journal or at the latest within six months from the end of the project, and any new variables derived from the data and/or changes made to the data shall be the property of King's College London.
- IV. No attempt should be made to link or combine the data provided under this agreement to other information or archived data available for the data sets provided, even if access to that data has been formally granted to you, or it is freely available without restriction, unless specific permission to do so has been received from the relevant access committee(s) or sample custodians.
- V. The Department of Twin Research and its funder's contribution to this project will be acknowledged in any resulting publications or dissemination material.
- VI. All manuscripts and drafts of oral presentations will be submitted to the Department of Twin Research for review and approval at least 15 days before submission or presentation. A final version of the manuscript and summary of any oral presentations will be sent to the department on final submission.
- VII. Authorship will be agreed by mutual consent. All publications will have to acknowledge the TwinsUK resource. Standard acknowledgements are available at <http://www.twinsuk.ac.uk/data-access/>
- VIII. The identity of the twins should be protected at all times and no contact or tracing attempts will be made.
- IX. The Department of Twin Research conforms to GDPR standards. By signing this document, you confirm that your organisation conforms to GDPR standards and the data you receive from us will be regulated by the GDPR.

Main Applicant's/Supervisor's signature and position: (electronic signature acceptable)

Date: Click here to enter a date.

Co-Applicant/ Student (

Please note that for students' applications, main supervisor must countersign

Date: Click here to enter a date.

Thank you

