**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**](mailto: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?** | Yes – Please provide project title of previous request:  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: |

|  |  |  |
| --- | --- | --- |
| **Section 4 - Ethical Approval** | | |
| 4.1 | **Does the study supporting your project have ethical approval from an Ethics Committee or an Institutional Review Board?** | Yes (Please append a copy of the approval)  In Process (Please go to 4.2)  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**  **Existing biological samples**  **Collection of new data from twin visits & questionnaires**  **New biological samples (eg. serum, plasma)**  **Raw genotype data**  **GWAS Results**  **Expression data**  **Epigenetic data**  **Metabolomic data**  **Microbiome data** | | Go to 5.2  Go to 5.4  Go to 5.3  Go to 5.4  Please specify in the scientific outline (section 6)  Please specify in the scientific outline (section 6)  Please specify in the scientific outline (section 6)  Please specify in the scientific outline (section 6)  Please specify in the scientific outline (section 6)  Please specify in the scientific outline (section 6) |
| **Existing Data** | | | |
| 5.2 | **Please indicate phenotype details**  **required** | Domain:    Select desired variables from  <http://twinsuk.ac.uk/resources-for-researchers/our-data/>  (downloadable spreadsheet) and include them in your scientific outline -5.4 | |
| **Please indicate twins required** | All twins  Subset  (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** |  | |
| **New Data** | | | |
| 5.3 | **Via Questionnaires** | Questionnaire Title:    Total number of questions:  All twins  Subset  Please provide full description in the scientific outline  Researcher Data Collection Tools (please append questionnaires with this form) | |

|  |  |  |
| --- | --- | --- |
| 5.3 | **Via twin visits** | Phenotypes required: |
| **Please indicate research subjects as appropriate** | All twins  Subset  DZ  MZ    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** | **Existing**   **New** |
| **Please indicate sample type** | DNA  PBLs/Cell lines  Serum  Plasma  Urine  Faecal  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 list of variables <http://twinsuk.ac.uk/resources-for-researchers/our-data/> -Downloadable spreadsheet) | |
|  | **Please sign on page 7** |

|  |  |
| --- | --- |
|  | **Please sign on page 7** |

|  |  |
| --- | --- |
| **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. |
|  | 1. 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. 2. No data will be passed to third parties or journals without written permission from the Department of Twin Research. 3. 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. 4. 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. 5. The Department of Twin Research and its funder’s contribution to this project will be acknowledged in any resulting publications or dissemination material. 6. 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. 7. 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/> 8. The identity of the twins should be protected at all times and no contact or tracing attempts will be made. 9. 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:**  **Date:** Click here to enter a date.  *Please note that for students’ applications, main supervisor must countersign*  *Thank you*  **Co-Applicant/ Student:**  **Date:** Click here to enter a date. |