PROTOCOL FOR REQUESTING DATA & SPECIMENS
Primary ARG Contact:
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ARG Data Request Process

**Step 1: Principal Investigator Referral**
A) Requestor contacts primary ARG contact and completes page 1 only of “Data & Specimen Proposal Form” (available at: http://www.aielloresearchgroup.org/research/documents-and-forms).
B) PI reviews page 1 of “Data & Specimen Proposal Form” and grants approval to begin data request process in the form of an emailed memo.
C) Primary ARG contact sends requestor the approved reference materials (codebooks, data collection instruments, & protocols).

**Step 2: Complete Data & Specimen Proposal Form**
Requestor completes and submits "Data & Specimen Proposal Form" to primary ARG contact for review.

**Step 3: Proposal Review**
A) Review process will take approximately 2-4 weeks.
B) Primary ARG contact will notify requestor of decision in form of an emailed memo.

**PI REJECTS the proposal**
Requestor must begin the process from the beginning with a new project idea.

**PI ACCEPTS the proposal**

**Step 4: Complete the following documents or training and submit to sponsor**
(All documents are available at: http://www.aielloresearchgroup.org/research/documents-and-forms)
- ARG Data Security Agreement
- UNC Data Use Agreement, if not affiliated with UNC
- Human Subject Ethical Training and/or show proof of completion
- Proof of compliance with Institutional Review Board (IRB) requirements at requestor's institution
Upon completion of documents, ARG contact will provide a timeline for estimated data delivery.

**PI asks for FURTHER REFINEMENT of the proposal**
Requestor must refine aims and resubmit form.

**Step 4a (only for proposals requesting data from the SALSA study):**
- Contact UCSF to complete and submit UCSF Data Use Agreement.

**Step 5: Data Access and Progress Report**
A) ARG primary contact will provide requestor with data and data access information.
B) Requestors will submit a progress report to ARG contact six months after receipt of data, indicating progress of proposal (grant application, dissertation, conference paper, etc.).