**TEDS Data Request Form**

December 2020 version

**Procedure for submission of a new data request**

1. Read the TEDS data access policy, published online at <http://www.teds.ac.uk/researchers/teds-data-access-policy>. Your request must comply with this policy.
2. Refer to other relevant resources on the TEDS web site: the TEDS data dictionary (<https://www.teds.ac.uk/datadictionary/>), the list of current TEDS projects (<http://www.teds.ac.uk/datarequests/>), and the searchable list of TEDS publications ([http://www.teds.ac.uk/ publications/](http://www.teds.ac.uk/publications/)). Formulate a plan for novel research that is feasible using the available TEDS measures and that does not overlap with projects already in progress.
3. Seek agreement of a member of the core TEDS team to proceed with your plan. The core TEDS team members are listed in the table below. In order to submit a data request, you must secure the explicit agreement of one of these researchers to collaborate and to be a co-author on any resulting publication.

|  |  |  |
| --- | --- | --- |
| **Name** | **Email** | **Main speciality areas** |
| Andrea Allegrini | a.allegrini@ucl.ac.uk  | Genomic approaches (e.g. polygenic scores, genome-wide analyses) |
| Kathryn Asbury | Kathryn.asbury@york.ac.uk | Education and social policy |
| Ziada Ayorech | ziada.ayorech@psykologi.uio.no  | Gene-environment correlation, especially in education, social mobility, media use |
| Rosa Cheesman | r.c.g.cheesman@psykologi.uio.no  | Genomic analyses of family data; anxiety, depression and education |
| Philip Dale | dalep@unm.edu | Cognitive, language, reading ability |
| Thalia Eley | Thalia.eley@kcl.ac.uk | Psychopathology, especially anxiety and depression |
| Alice Gregory | A.Gregory@gold.ac.uk  | Sleep, anxiety and depression |
| Corina Greven | c.greven@donders.ru.nl | Psychopathology, especially ADHD; personality, especially Sensory Processing Sensitivity |
| Laurie Hannigan | laurie.hannigan@bristol.ac.uk | Psychopathology and longitudinal genetic modelling |
| Claire Haworth | Claire.haworth@bristol.ac.uk | Well-being |
| Yulia Kovas | y.kovas@gold.ac.uk | Educational achievement, especially maths and spatial ability |
| Margherita Malanchini | m.malanchini@qmul.ac.uk  | Cognition, education and socio-ecological context |
| Tom McAdams | tom.mcadams@kcl.ac.uk  | Psychopathology, intergenerational analysis, twin methodology |
| Bonamy Oliver | b.oliver@ucl.ac.uk  | Psychopathology, especially conduct; home environment and family relationships |
| Jean-Baptiste Pingault | j.pingault@ucl.ac.uk | Psychopathology, especially victimisation, self-harm and substance use |
| Robert Plomin | Robert.plomin@kcl.ac.uk | Cognitive development and educational achievement |
| Kaili Rimfeld | kaili.rimfeld@rhul.ac.uk  | Education, especially in relation to cognition and mental health |
| Angelica Ronald | a.ronald@bbk.ac.uk | Psychopathology, especially autism and psychotic symptoms; infant traits. |
| Essi Viding | e.viding@ucl.ac.uk | Psychopathology, especially antisocial and psychopathy |
| Sophie von Stumm | sophie.vonstumm@york.ac.uk | SES, especially in relation to cognitive and academic development |

1. Complete the data request form, below, following the guidelines given.
2. Send your completed data request form for final approval and amendments to the core TEDS team member who has agreed to collaborate on your project.
3. Send the form as an email attachment to the TEDS Data Manager, Andrew McMillan (Andrew.mcmillan@kcl.ac.uk).
4. The data request will then be considered for approval by the TEDS steering committee (Robert Plomin, Thalia Eley and Andrew McMillan). Amendments may be requested by the committee before approval. If approved, a series of further steps will follow:
	1. Unless the analysis is to be undertaken entirely by researchers who are employed at KCL, a formal data sharing agreement must be completed, involving the contracts departments of the respective universities. This agreement will be initiated at KCL using a TEDS template agreement.
	2. If there is an intention to publish results, then the proposed analysis must be pre-registered with the Open Science Framework (OSF).
	3. A dataset will then be built for the new project and sent securely to the researcher(s) who will be carrying out the analysis.

**Data Request Form**

Please complete all fields below. If the data request is approved, fields marked with an asterisk (\*) will be published in a list of current projects on the TEDS web site (<http://www.teds.ac.uk/datarequests/>).

1. **Collaborating researchers.**

**Notes**.

* A formal data sharing agreement will be required between KCL and the university that employs any collaborator having access to the data.
* For projects carried out by a student (PhD or MSc, for example), the lead applicant should be the student’s supervisor at the same university, and the student should be named as another collaborator requiring access to the data.
* If you have additional collaborators based at other universities, then you are advised to name them in the final row of the table, whereby they may not have access to the dataset (but they may share summary results of analysis and act as co-authors in your paper). This will avoid the need for multiple data sharing agreements with multiple universities. You will not be permitted to share the dataset except with those indicated in the table as requiring access.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Category** | **Researcher names****[please state if a student]** | **Email addresses** | **University** | **Needs access to data for analysis?****(yes/no)** |
| Core TEDS team member \* |  |  |  |  |
| Applicant (lead researcher) \* |  |  |  |  |
| Other collaborators requiring access to the data for analysis. |  |  |  | yes |
| Other collaborators not requiring access to data. |  |  |  | no |

1. **The project proposal.**

**Notes**. Please be as specific as possible about the project aims and analysis methods.

|  |  |
| --- | --- |
| Title of project \* |  |
| Background or relevant previous research |  |
| Brief statement of your hypothesis \* |  |
| Description of project aims \* |  |
| Analysis methods to be used \* |  |
| Potential implications of the research |  |

1. **Expected project outcomes.**

**Notes**. The stated end date must be within 24 months of the date when this form is submitted (see guidelines below). This end date will form part of the formal data sharing agreement; it must be a realistic date for completion of the project including all analysis, writing a manuscript, review of the manuscript by all collaborators, submission, and acceptance of a paper for publication. If the objective of the project is not a journal publication, please suggest an end date within 12 months instead of 24 months, and state clearly the objectives in terms of a measurable, concrete outcome. If the objective of the project is a student dissertation, then the expected end date should be the deadline for submission of the dissertation; dissertation projects will only be accepted on agreement that they are strictly not for publication.

|  |  |
| --- | --- |
| End date for the project \* |  |
| Do you expect to publish your results in a journal? (yes/no) |  |
| **If no**, please state the expected outcomes if the project is successful. |  |
| **If yes**, please state1. A provisional list of author names
2. A provisional list of journals
 |  |
| Is there any reason why an OSF pre-registration would **not** be appropriate for the project?(This might be the case for a grant or fellowship application, or if there is no intention to publish, or if the TEDS analysis is part of a wider consortium or meta-analysis.) |  |

1. **List of variables required.**

**Notes**. Consult the TEDS data dictionary ([www.teds.ac.uk/datadictionary](http://www.teds.ac.uk/datadictionary)) for full documentation of the available measures and variables in the TEDS dataset. When specifying variables, please be unambiguous: some examples are provided below. For each measure, state whether you want items, scales or both. Some measures have been collected in many TEDS studies and from multiple rates – specify the study (twin age) and rater in each case. Alternatively, for maximum clarity, give actual variable names.

By default, the dataset will usually include randomised twin and family identifiers, the “random” variable, twin sex and zygosity variables, appropriate twin age variables, and our standard exclusion variables. These routine background variables are listed in the table below – if you require further background variables, please specify them in your list (see [data dictionary background variables](https://www.teds.ac.uk/datadictionary/studies/variable_lists/background_variables.htm)).

Note that access to some parts of the dataset are restricted, namely analysis of genotypic data (which will not be shared outside KCL) and newly-collected data for which TEDS researchers have a period of exclusive use. See the TEDS data access policy for details.

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| --- |
| **Examples**:Either (a) Give name of measure, twin age, rater, items and/or scales, e.g.“Life events, age 16, rated by both twins and parents, items only. Conners, ages 8, 12 and 16, parent-rated, scales only not items. ‘G’ composite, ages 4, 7, 12 and 16.”Or (b) Give actual variable names, e.g.“Age 12 twin test scores: lrvtot1/2, lvctot1/2, lgktot1/2, lpctot1/2.” |
| **Your list**: |
| **Background variables that will be included by default:**randomtwinid, randomfamid, twin, randomsex1/2, zygos, sexzyg, x3zygosacontact, aperinat, medexcl1/2, exclude1/2Twin age variables for each relevant data collection |

1. **Signature**

The applicant is asked to insert here a digital signature, or a digital image of their written signature. By signing this document, the applicant confirms that they have read and understood their responsibilities as described in the TEDS data access policy (<http://www.teds.ac.uk/researchers/teds-data-access-policy>) and that they agree to comply with them if the data request is approved.

|  |  |
| --- | --- |
| Signature: |  |
| Print name: |  |
| Date: |  |

**Guidelines for data access**

Full guidelines are published in the TEDS data access policy on our web site:

<http://www.teds.ac.uk/researchers/teds-data-access-policy>

For reference, here is a brief summary of the main conditions for data sharing. These guidelines are designed to promote data sharing for worthwhile scientific research, to protect the confidentiality of TEDS participants, to protect the TEDS data from unauthorised use, to comply with our legal obligations under GDPR, to comply with the recommendations of KCL and the MRC, to avoid the possibility of overlapping research projects, and to avoid TEDS data being sequestered and not effectively used.

1. Data may only be requested by a bona fide researcher affiliated to a recognised academic research institution.
2. The purpose of the project must be for scientific academic research, compatible with the wider aims of TEDS, our parent university KCL and our funding body the MRC.
3. The objective of the project should be a measurable research outcome, usually publication in a peer-reviewed academic journal.
4. The project must have clearly defined hypotheses and aims and must use statistical analysis methods that are achievable with the available TEDS (twin) data.
5. The data request must be submitted with the prior agreement of a member of the core TEDS team.
6. The aims of the project must not overlap with those of other TEDS projects already underway.
7. An applicant (i.e. the lead researcher for a request), may not already have any other unfinished TEDS data request. Exceptions to this rule are only made for members of the TEDS research team.
8. Even though the dataset will be made anonymous, all collaborators must agree not to make any attempt to identify any individual TEDS participant represented in the dataset.
9. Initial approval of the data request will be decided by a TEDS steering committee, as named in our policy. Unless amendments are required, we will aim to inform the applicant of the outcome within two weeks of submission. If the data request is rejected, it will be for a reason encompassed by the conditions outlined above, and the reason will be explained to the applicant. An appeal mechanism is available.
10. Unless the dataset is to be analysed only by KCL employees and their students, a formal data sharing agreement must be implemented between KCL and the university that employs the applicant before the data are shared. The data sharing agreement is a legally binding contract. It will be initiated with the contracts department at KCL, after which it will be the applicant’s responsibility to secure completion by their own university’s contracts department.
11. For a publishable project, the applicant must pre-register their analysis plans on the OSF (Open Science Framework) web site and must share a private link to the registration with the TEDS committee before the data are shared. The link to the OSF registration must be included in any publication resulting from the project.
12. When these steps have been completed, the dataset will be transferred, but only to those specific researchers named as requiring access to data on the data request form and, for non-KCL employees, who are named in data sharing agreements. The dataset must not be shared with any third parties or additional collaborators.
13. Applicants and other collaborators with permission to use the data are required to store the dataset securely, either on encrypted devices or on secure networks provided by their university. These requirements will be formalised in the data sharing agreement.
14. The focus of the research must not deviate from the aims agreed in the data request form. The steering committee reserves the right to cancel a data request, and to withdraw permission to publish, if this or other conditions are breached.
15. The project must be completed before the agreed end date. For a project aiming at publication, this end date will be no more than 24 months after the initial application, allowing 12 months for analysis and writing a manuscript plus a further 12 months to secure publication. For non-publication projects, generally dissertations or grant applications, the end date should be within 12 months and should correspond to the submission deadline. Where a data sharing agreement is used, the end date will be legally binding.
16. For a project aiming at publication, a progress report will be required after 12 months, at which stage we would expect to see an initial draft of a manuscript, containing analysis results. Your progress in the project should also be shared with your core TEDS collaborator. We reserve the right to terminate any project where there is insufficient progress at this stage.
17. When the end date is reached, the applicant must permanently delete the dataset, and must confirm in writing that this has been done. There is the option of sending a copy of the dataset to TEDS for archiving – the applicant may wish to do this if the data have been restructured or new variables have been derived.
18. If a manuscript has been submitted but not accepted within the 24-month time limit, or if re-submission is required, then the data sharing agreement may be extended for a further 12 months in order to secure publication. Extensions will not be made for other reasons. Such an extension may only be arranged if requested at least a month before the expiry of the data sharing agreement, otherwise it will expire and cannot be renewed.
19. Any publication must include the following: (a) the core TEDS team member as a co-author; (b) an appropriate acknowledgment of MRC grants used to fund TEDS research; (c) open access; (d) citation of the TEDS reference paper; (e) a link to your OSF analysis registration for the project. For these reasons, the applicant is required to send a copy of the final manuscript to Louise Webster (louise.webster@kcl.ac.uk), prior to submission.