

August 10, 2005

Region IX Infertility Prevention Project: Protocol for Data Transfer, Analyses, Professional Presentation & Publication of Project Data

The Region IX Infertility Prevention Project (IPP) maintains monthly summary prevalence data from Family Planning (FP) and Sexually Transmitted Disease (STD) Clinics, as well as client test data from Sentinel Sites. The Region IX Infertility Prevention Project Data Advisory Committee and Center for Health Training (CHT) are responsible for maintaining these data and reviewing and disseminating summary findings. In addition, based on requests from participating FP and STD Project Areas, data specific to each Project Area for use other than publication and professional presentations will be transferred to responsible parties within those offices. However, any other data transfer – either from the IPP directly or indirectly from Project Area offices to local agencies or individuals – is prohibited without prior consent of the Data Advisory Committee.

Because the Region IX Infertility Prevention Project has been designed and conducted as a regional collaborative project, no Project Area specific analyses should be published or presented professionally using primary project hypotheses. Furthermore, reports dealing with secondary analyses should preferentially be reported with multi-Project Area rather than single Project Area data. Individuals using IPP data should conduct analyses for presentation or publication on only the research question(s) approved by the Data Advisory Committee. If individuals wish to explore another research question, another request must be made to the Data Advisory Committee. In addition, the applicant may not sell the data or give access to it without written permission from the Data Advisory Committee.

Request for IPP data for publication and professional presentation requires a brief application process. Applications will be reviewed by the five member Data Advisory Committee within three weeks. A majority vote by the committee is required prior to releasing any data. As directed by the committee, CHT will work with the applicant to assure effective and efficient data transfer.

The Data Advisory Committee will review all materials that will be submitted for publication based on IPP data. Approval will be sought on the final draft from the Data Advisory Committee. The final review and comment process should not exceed 45 days, and will include circulation of the draft to the full regional Advisory Committee. Copies of products other than for publication (reports, data summaries, tables, graphs, etc.) based on data transfer should be provided to the Data Advisory Committee. In addition, appropriate acknowledgment of the Region IX Infertility Prevention Project Advisory Committee, data sources and project funding must be included in any disseminated materials.

The following application must accompany any request for IPP data. Completed applications should be forwarded to:

**Coordinator, Region IX Infertility Prevention Project
Center for Health Training
614 Grand Avenue, Suite 400
Oakland, CA 94610**

Questions about this data transfer process may also be answered by calling Carl Lucania at the CHT offices, (415) 510-835-3700

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Format for proposing project to Region IX Infertility Prevention Project Data Advisory Committee:

Use same format whether project involves analysis of collaborative (>1 Project Area) data or Project Area specific data. Include the following information:

Date of proposal:	
Title of proposal:	
Study questions to be answered: (Try to formulate into hypotheses.)	
Proposed timeline: (If timeline is exceeded, an explanation with new timeline must be submitted to Data Advisory Committee for review.)	
Planned use of data: (publication, conference, etc.)	
Lead Investigator/Project Area: (Should be one person doing the analysis and write-up.)	
Descriptions of methods: (Can be brief, but specify variables and time period.)	
Deadline for committee response if less than 3 weeks: (state rational)	
Data to be used: (Specify whether all IPP or Project Area(s) specific.)	
Additional investigators involved: (Not binding. Final product may not include these names and may include other names.)	
Additional description (optional):	