**ACCESS REQUEST PROCESS**

1. The researcher submits an **Access Request Form** (Found below) to Discourse consortium Data Access Committee (DAC) (DiscourseinPsychosis@Gmail.com, subject line: Data Access Request). The access request process requires submission of an access request form and additional documents/information, for assessment by the DAC. After initial approval, we will contact you for a further discussion of usage guidelines through phone or video.
2. The DAC reviews and approves the request based upon the information provided in the submitted **Access Request Form** (Found below). This form requires the researcher to submit a brief description for the project in which the data will be used. Additional approvals (e.g., Research Ethics Boards) may be required if the use described is not covered by the approvals already in place for data. In this case, we will facilitate a discussion between the requesting researcher and the contributors. Therefore, the DAC is not responsible for assessing the ethical aspects of the Access Request. This determination must be done by the requesting researcher(s).
3. The Recipient must read and sign the [**Access Agreement**](https://psychosis.talkbank.org/agreement.pdf)**,** which contains the rules and guidelines to protect the confidentiality of the Participants and to preserve the integrity of the data during and after the access has been granted.
4. Qualified researchers must hold an identifiable position in an academic or research enterprise. The research activities of this enterprise/institution must be governed by a code of conduct on academic integrity. Researchers should have submitted an academic CV and undergone a brief interview vetting process by the DAC, and should have provided a signed agreement for confidentiality and research integrity.

\*DAC: Group of researchers from Discourse in Psychosis consortium that constitute the Data Access Committee, under the purview of the Executive Committee of the consortium.

**Access Request Form**

**Submit request to** [discourseinpsychosis@gmail.com](mailto:discourseinpsychosis@gmail.com) **with email subject line indicating “Access request form”**

Principal Investigator Identification

Title (Mr. Ms. Dr.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email (all corresponding emails will be sent to this address): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project:

Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Co-Investigators: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Funding Sources: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grant Numbers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Title of the project:**

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-Does the proposed research project meet the scientific objectives of the PsychosisBank and Discourse in Psychosis Consortium’s values/goals?

Yes **☐** No **☐**

If no, please specify.

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-Is the proposed research project PI an authorized PsychosisBank user (in this case ‘any approved member of Discourse consortium, with password protected access to PsychosisBank **AND** satisfying the “Qualified Researcher criteria”\*\*)?

Yes **☐** No **☐**

If no, please specify.

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-Does the proposed research project PI have the expertise, resources and funding needed to complete the proposed project?

Yes **☐** No **☐**

If no, please specify.

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-Does the proposed project require further approvals from the requester’s institute (including IRB/REB):

Yes **☐** No **☐**  Unclear **☐**

If Unclear, seek further information from the requester and connect them to the contributor whose data they wish to access. If the requester is unclear, they should seek their institutions’ opinion on the need for further approvals from their IRB/REB, and provide us this information before clearance.

If yes, please specify.

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-Are the requested data and samples available?

Yes **☐** No **☐**

If no, please specify.

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**\*Please attach the following required documents along with this form, for assessment by the DAC**:

-A research protocol, including an explanation of how it meets the intent and purpose of PsychosisBank (rationale of project, background; analytic plan; expected results.)

-The CV of the PI, and of all collaborators requesting access to the data (to ensure they have relevant expertise);

-A detailed list of the projects whose data from the repository is requested (a full list can be found on the Psychosis bank website);

-Details of funding (if any)

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Signature of the DAC Date

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Print name