Vivli Data Request Form Checklist

Version 1.1
November 21, 2018

Data requestors will need the following information to complete your Vivli Data Request Form. Optional fields are italicized.

Field	Item	Details	Notes
Research Team	Lead Researcher	First and Last Name	
		Position	
		Email	
		ORCID ID #	ORCID ID # is a persistent digital identifier that distinguishes you form every other researcher, and, through integration in key research workflows such as manuscript and grant submission, supports automated linkages between you and your professional activities ensuring that your work is recognized.
		Employer, Company, Research Institution or Primary Affiliation	Cannot exceed 500 characters
		Education, degree, professional qualifications, and memberships that are relevant to the proposed research.	
		Any real or potential conflicts of interest, including how they will be managed.	
Research Team	Statistician Researcher	Same criteria as lead and statistician researchers.	If different than lead researcher; if the same, check the box **Lead Researcher is also Statistician Researcher.**
Research Team	Additional Researchers	Same criteria as lead and statistician researchers.	Click on box marked **Add+** to add additional research team members.
Research Proposal	General	Title of the Proposed Research (including a description of the study design and main outcomes of interest)	
		Narrative Summary explaining the	

		relevance of the project to science and public health	
		Specific aims / objectives of the research, including the specific hypotheses to be evaluated.	
	Purpose of Analysis	Choose from the available categories – select all that apply	
	Study Design	Brief Description	
		Specific Outcome Elements	
		Main Predictor / Independent Variable	
		Other Variables of Interest	
	Project Timeline	Target Analysis Start Date	
		Estimated Analysis Completion Date	
	Dissemination & Publication Plan	Dissemination & Publication Plan	
		References for all cited material	Use APA format
Studies	Vivli Listed and Provisioned Studies	All studies added to your data request form via searching on the Vivli Platform	For more information, see **How-to: Requesting Studies on Vivli.**
	Vivli Listed Studies Provisioned by External Providers	Data Provider, NCTID / Sponsor Protocol ID, and either a title or description.	For more information, see **How-to: Requesting Studies on Vivli.**
	Studies Provided on Vivli Partner Platforms (Not listed on Vivli) or other Data	Data Provider, NCTID / Sponsor Protocol ID, and either a title or description.	For more information, see **How-to: Requesting Studies on Vivli.**
Statistical Analysis Plan	General	Description of how you will analyze the requested clinical study data	

		Country or countries where the analysis will be conducted	
Funding	General	Answer yes / no to the four questions regarding funding of the research proposal.	If yes, please provide additional details.
Other Information	Other Information	*Any other information that may be relevant to the research proposal*	• Requests to upload external data must be clearly stated in the data request form at the time of initiating the data request. • Such requests should include the description of the additional data, origin of the data, scientific validity and how the external data adds value to the research purpose. • You should also indicate that you are entitled to upload the additional data, e.g. the data is from a study performed by you, is publicly available data that can be used for secondary analysis, and / or adequate informed consent has been obtained. • Such requests will be determined by the request review process.
File Attachments	File Attachments	*May Attach Relevant files*	This may include references or other supporting documentation.
Attestations	Certify Complete and Accurate	The lead researcher must certify that the information is complete and accurate and assume full responsibility for the research. Also directs researcher to the Data Use Agreement.	