

Quick Start for Requesting Studies

General information

This guide provides a summary of the critical information necessary to submit a data request on Vivli. For more information, please review our demonstration video. For step by step detailed instructions with screenshots, please see the [Vivli How To - Requesting studies](#). You can also use the [Data Request Form Worksheet](#) to draft your responses, which includes further details on how to complete your data request.

The purpose of the Data Request Form is to help the data contributors and review panels evaluate your proposal and make decisions on sharing their data. To ensure a timely review of the project, your Data Request Form should be as detailed as possible. Each [Vivli member](#) describes the criteria and process for how they make decisions about the use of their completed clinical trial data. If you have questions about a particular data set as it relates to your research, please use the [enquiry form](#).

If your request is approved, key elements of your data request will be posted on the Vivli website so the Vivli team will request that you correct any grammatical or spelling errors and provide the explanation of any acronyms. Once the studies are uploaded onto the Vivli platform, Vivli will publish:

- Project Name
- Name & Affiliation of the Principal Investigator / Lead Researcher
- Funding Sources
- Conflict of Interest Statement
- Narrative Summary of your Research Proposal
- List of requested studies

After your project is completed and your results are published, if applicable, Vivli will add to this listing:

- Statistical Analysis Plan
- Publication Citation

When you have completed the Data Request Form and are ready to move your data request forward,

you must click the  button on the top right. If the  button is not enabled, that indicates that you haven't filled out all of the required fields.

The button will be dark blue if you the request is ready to submit  or light blue if it isn't

enabled.  If it is not enabled, look in each of the tabs on the left for a field **outlined in red** which indicates that a required field needs to be completed. Double check the Research Proposal tab, Statistical Analysis Plan tab, Attestations (you need to tick the checkbox) and the Research Team tab (you need to specify both a Lead Researcher and a Statistician. Please fill out all the details of the additional researcher, if you have any). If you are unable to determine which fields are not completed, you can ask for help via the chat function or email to support@vivli.org.

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Notes on specific fields of the Data Request Form:

While access to data is at the discretion of our data contributors (see our [Members Page](#) for more details), we do have some general tips and tricks for drafting your data request. Below, we have flagged several fields and platform features that may require extra attention:

1. Research Team

- When filling out the Lead Researcher and Statistician Researcher fields on the Data Request Form, be sure to list the specific training, qualifications, education or experience that qualifies you and your team to do the analysis described in your proposal.
- When providing information on the research team, it is particularly important to elaborate on the qualifications of the statistician – in some cases the degree alone is not sufficient to demonstrate that they have the expertise required. Listing relevant publications where similar analysis was employed may help show that the team has the skills needed to conduct the research.

2. Narrative Summary

- Please explain briefly how your project will advance the science in your field of research.
- Please explain how the data you have requested will help you answer the hypothesis you have proposed.

3. Study Design: Specific Outcome Elements

- Make sure you include enough detail in your specific outcome elements.

4. Project Dates

- On the Data Request Form, you must enter an anticipated start and completion date for your project. This refers to the timeline of your work on the Vivli platform.

5. Statistical Analysis Plan

- Click on the  for examples of topics that should be covered in the Statistical Analysis Plan. Note that after your project is completed, your Statistical Analysis Plan will be published on the Vivli website.
- Make sure you list all additional tools and scripts you are planning to use in your analysis.
- Note that the Research Environment contains the following tools:
 - R Studio
 - Python
 - Jupyter Notebook
 - Microsoft Office
 - STATA
 - SAS (Academic License)

6. Studies:

- Please specify all of the studies you intend to use as part of your research proposal (including studies requested from other platforms) and remove any studies that you will not be using.



CENTER FOR GLOBAL CLINICAL RESEARCH DATA

- Note that you can request unlisted studies from Vivli Members, and you can ask to upload additional data or other tools - use the "Add" function in the unlisted section of the "Studies" tab. For studies, create a separate entry for each study or additional dataset.
- If you have prepared a list of studies, feel free to attach that to the request to allow us to cross-check the selection of studies
- Provide details of any additional scripts and tools that you want to bring in to the research environment, including license if applicable.

[If you have further questions as you fill out the data request, please use the platform Chat to contact the Vivli team.](#) Please note that when you enter a message on the Chat tab, your message is not immediately displayed – click refresh on the browser to confirm that your message was sent.