Vivli
CENTER FOR GLOBAL CLINICAL RESEARCH DATA

# How-To: Request Studies on Vivli

Vivli Platform Release 3.4

June 15th, 2024

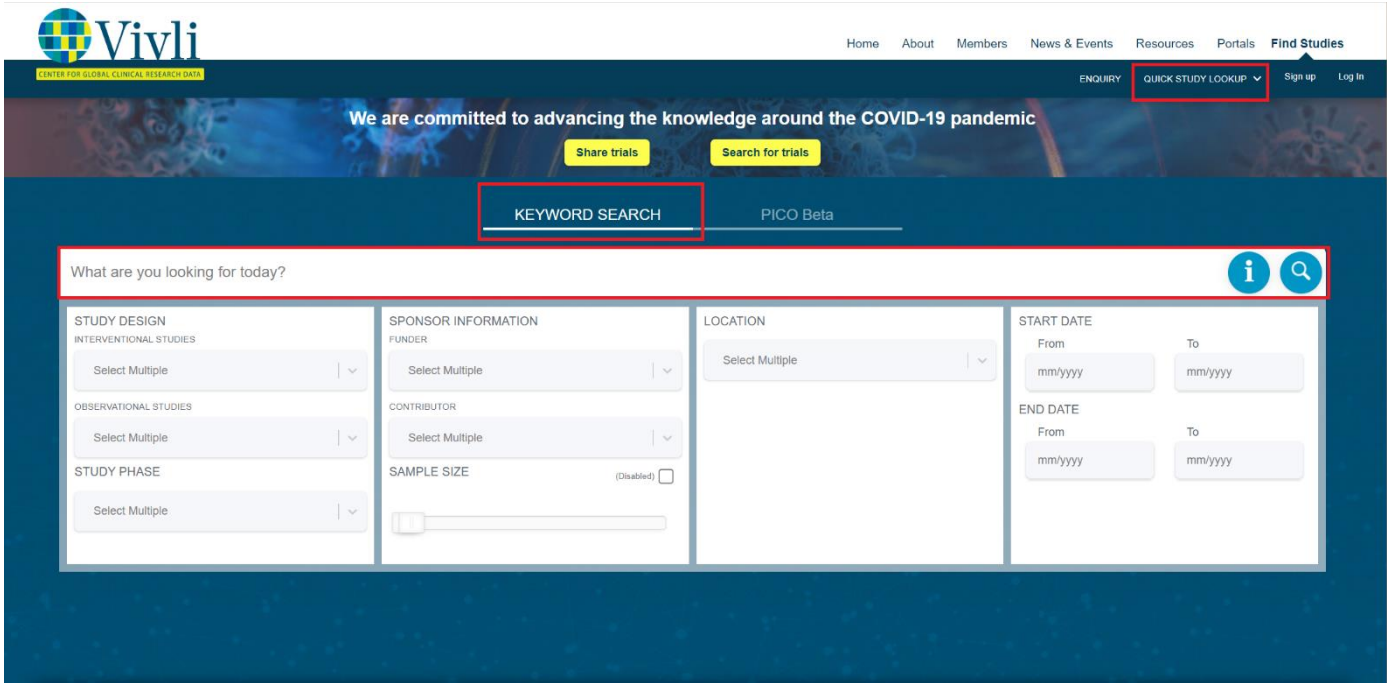
# Contents

# 1.0 Requesting Studies on Vivli – Overview

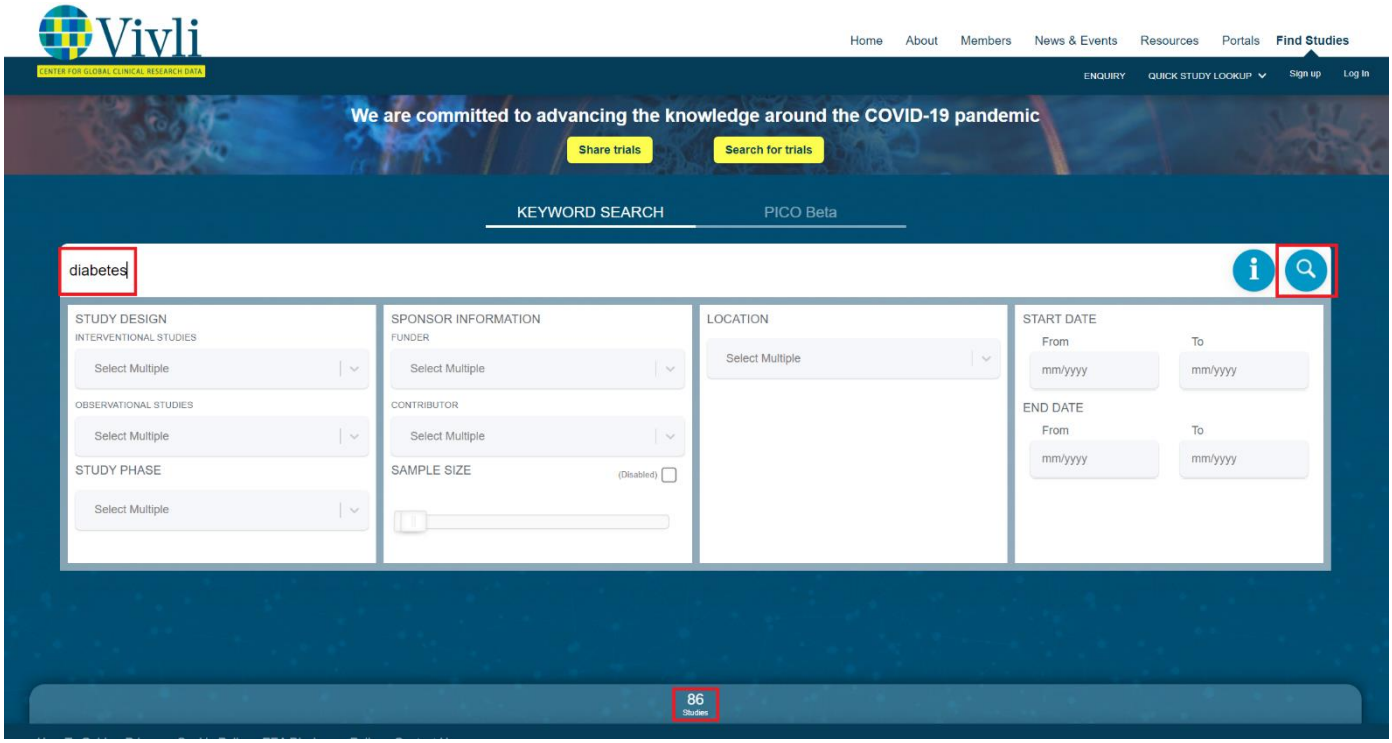
- The process starts with finding studies you need – for assistance with the search, help is available on the Vivli site.
- Once you have completed your search, you may request the studies you would like to use for your analysis.
- To do this, you will need to complete a Vivli Data Request Form on the Vivli platform. You may use "Vivli Data Request Form Worksheet" to start drafting your data request form offline.
- Your data request will be submitted to all relevant Data Contributors for review, according to the Data Contributor's data sharing policies and criteria.
    - To learn more about individual Vivli Members' data sharing policies, please see the Vivli Members Page.
    - For an overview of the data request review process, please see the Vivli Platform Process overview
    - Please review the Vivli policies in brief about active requests and active enquiries before submitting a data request.

## 1.1 Searching for studies on the Vivli platform

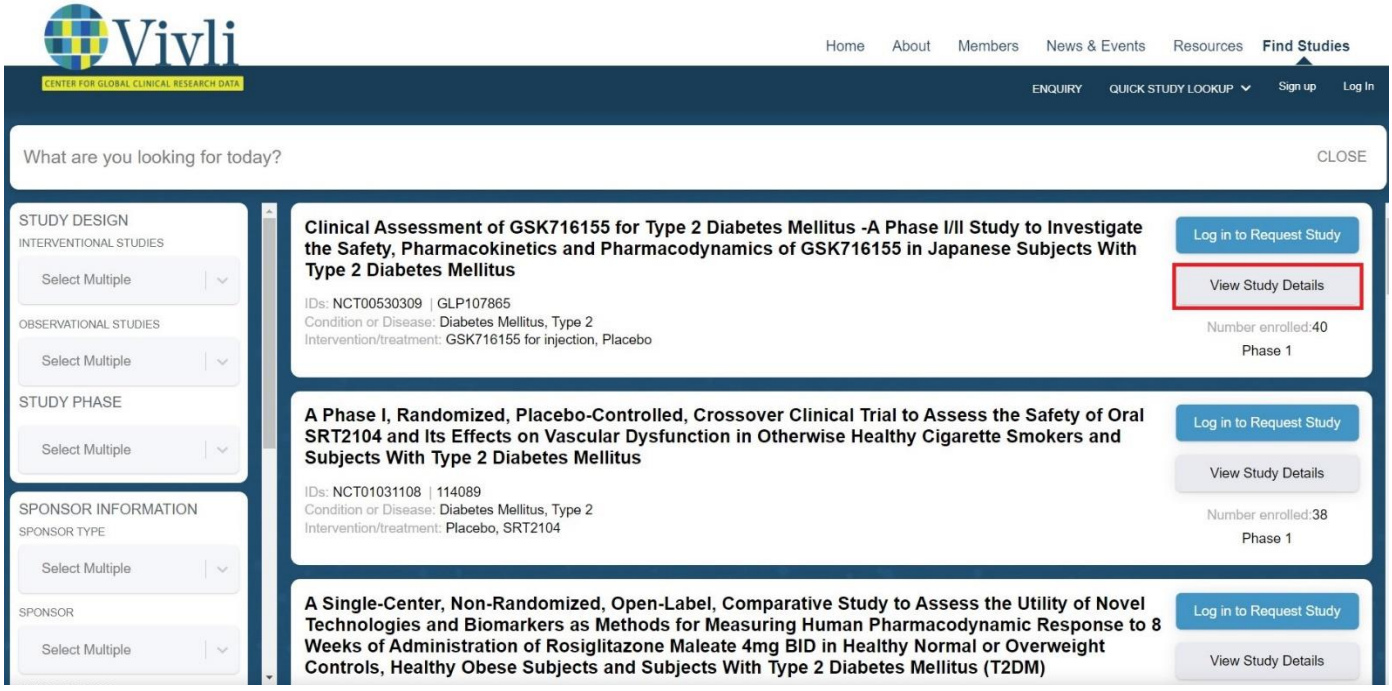
- To search for studies on the Vivli platform using the search page, *https://search.vivli.org/* enter a search term into the Keyword search bar where it says 'What are you looking for today', and/or use the drop-down filters:
    - Study Design (Interventional studies, Observational studies), Study Phase, Sponsor Information (Funder, Contributor), Sample Size, Location, Start Date, and End Date.
- You may also use the quick study lookup option to search using NCT ID or Sponsor ID.



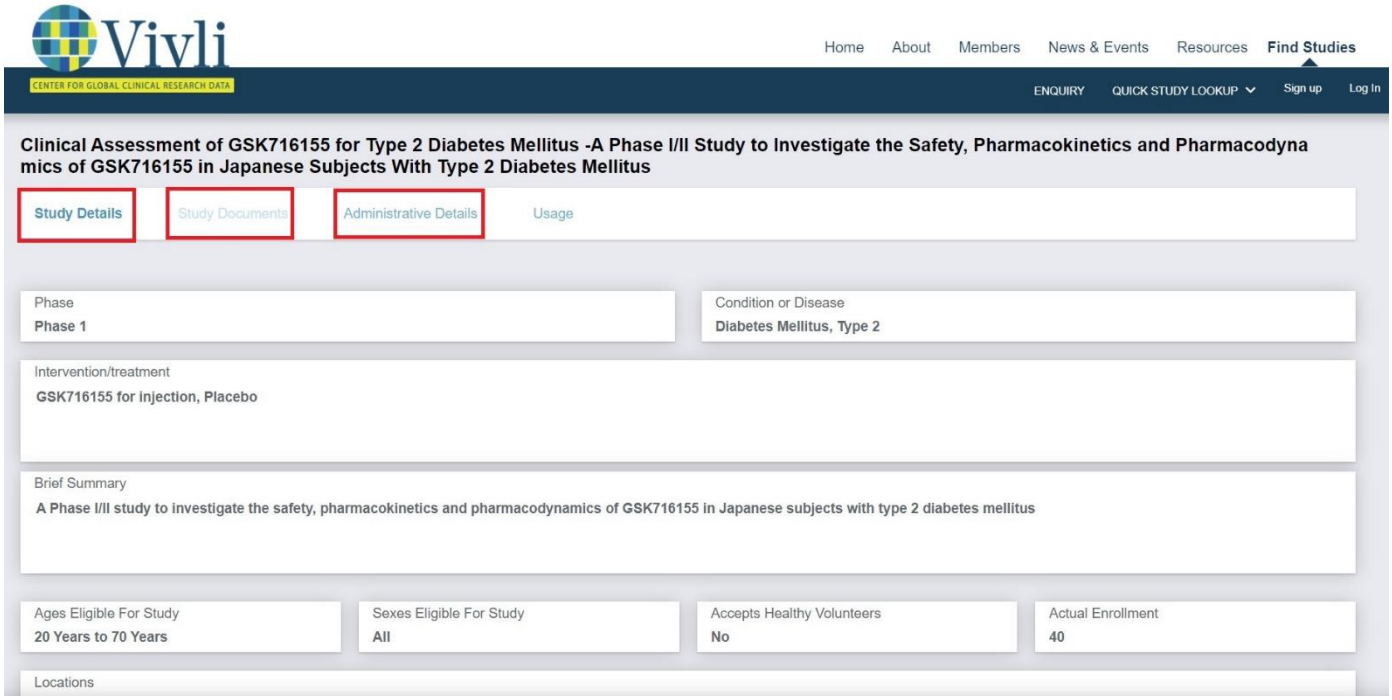

- Type in the keyword or study ID. The number of studies that include the search term will appear in the blue bar at the bottom of the page. If you click on the number at the bottom, or the magnifying glass, it will take you to a list of studies including that term.




- To view more information, click on “View Study Details”.




- You can find additional information about the study under Study Details, Study Documents and Administrative Details section




## 1.2 Login/Account Setup

- You must be logged in as a Vivli user to begin your data request.
- If you do not have a Vivli account, you will need to set one up before beginning a data request. To learn more about creating a Vivli account, please review our Vivli User Account Quick Start guide.

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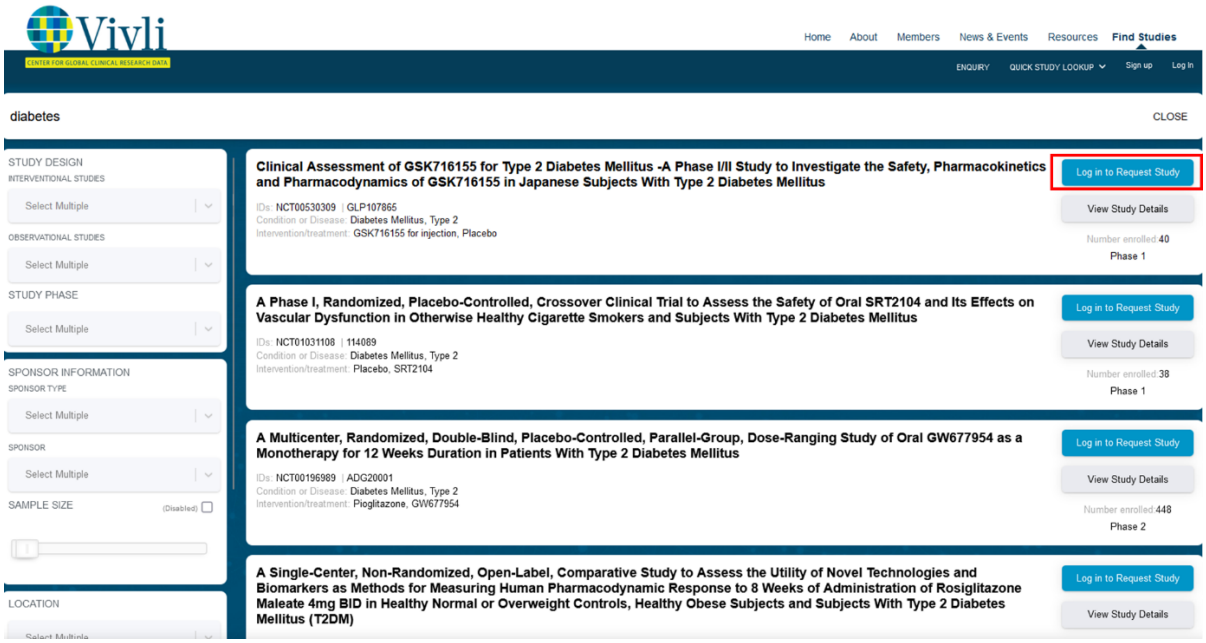
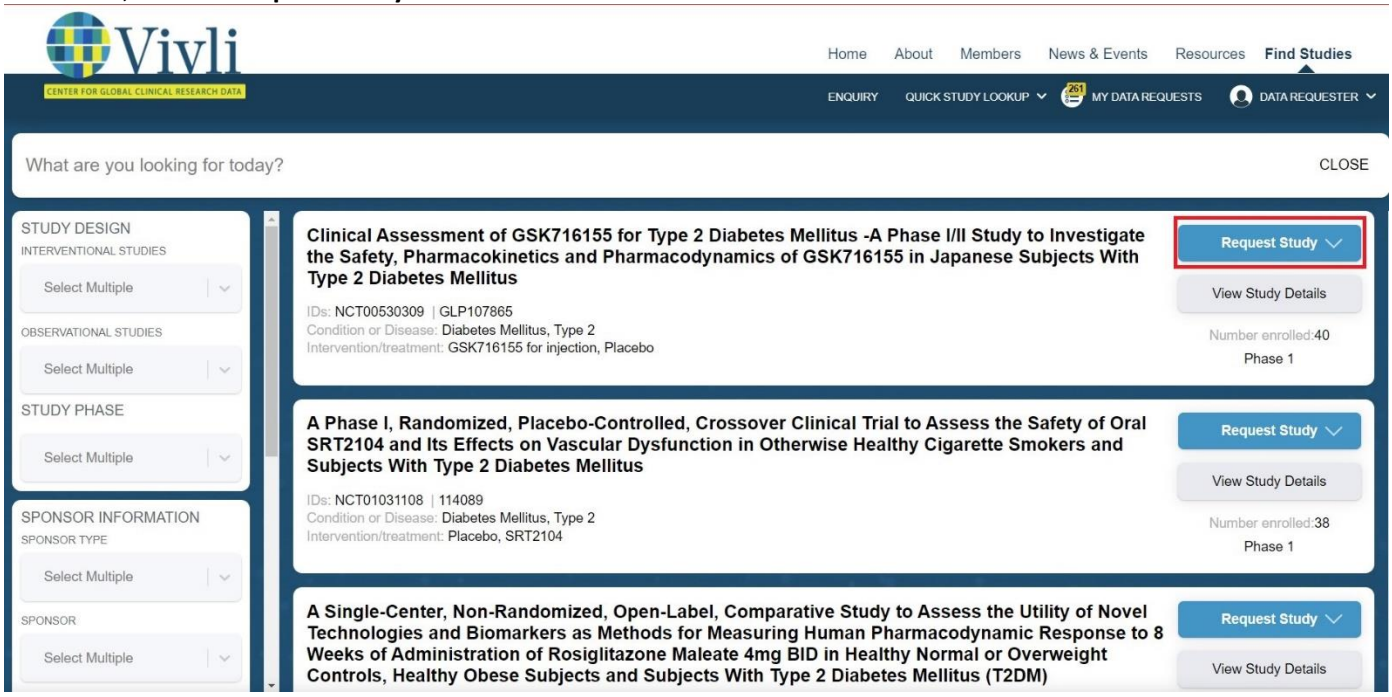
If you are not logged in, you will be prompted to do so. After you log in, you will return to the search results window:

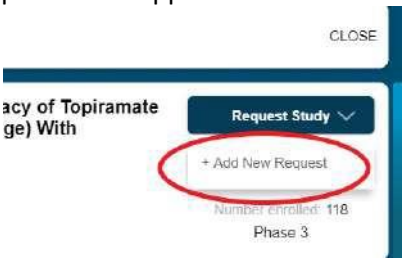


## 1.3 Add studies to your data request

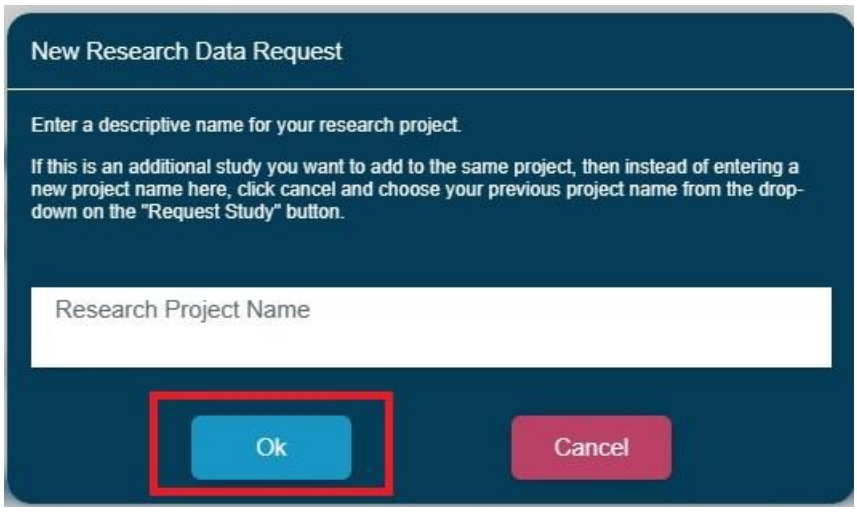
**1.** Starting a data request begins with the addition of studies. To add studies from a search to a Data Request Form, click on **Request Study.**



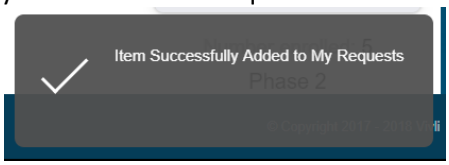

**2.** A dropdown will appear - click on +**Add New Request:**



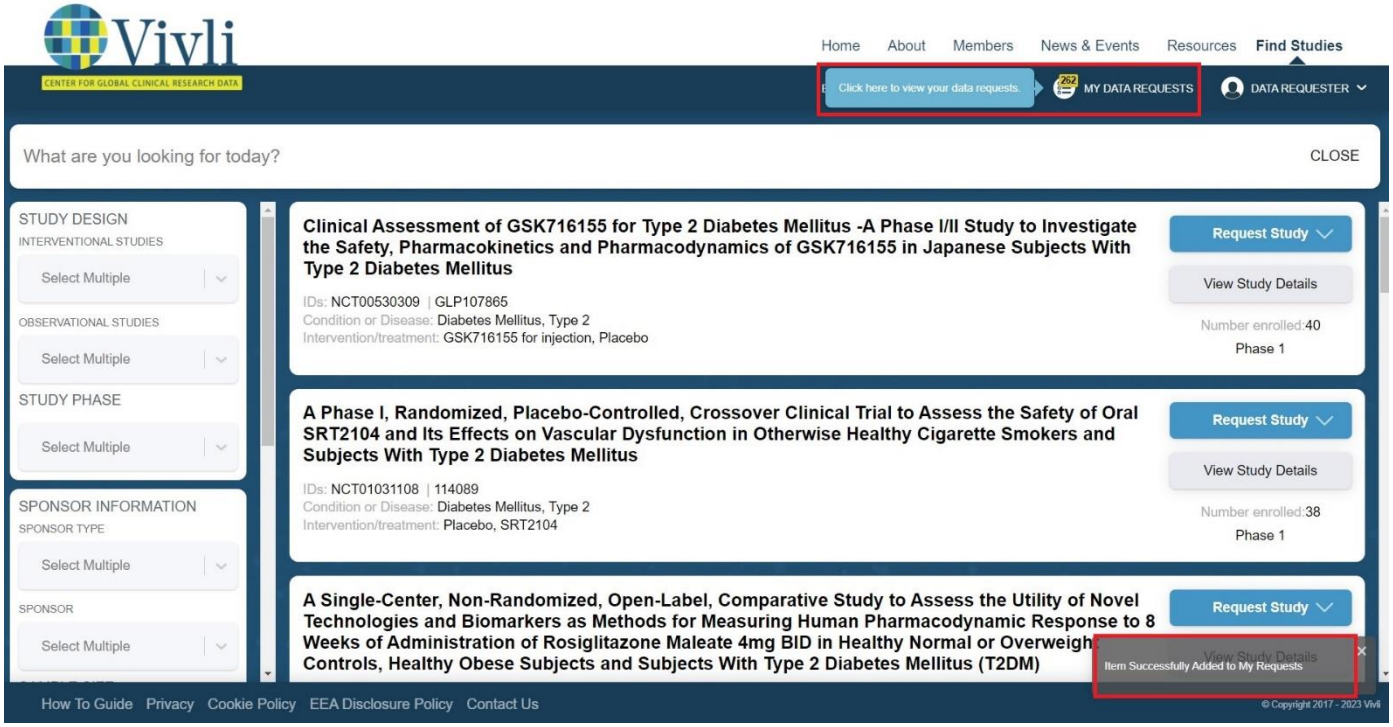

3. A dialogue box will pop up where you can provide the Research Project Name for your research project. **Note:** Your Project name must match the "Title of Proposed Research" within the data request form. This can be edited before submitting the data request for review. After entering a research project name, click **Ok** to create the data request.




4. A pop-up will briefly appear at the bottom of the screen, indicating that you have successfully added the study to the new data request:

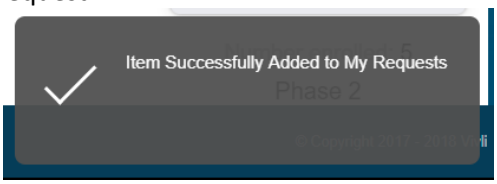



5. You will also get a notification that you may review **My Data Requests** to see the new request:



6. To add an additional study to an existing data request, click on **Request Study.** Then click on the existing data request's title from the dropdown. Note: If you have multiple studies to add to your research project, add them to the same request by repeating this step for each study you want to request.


7. You will receive the same pop-up notification indicating that the study was added to your existing data request:



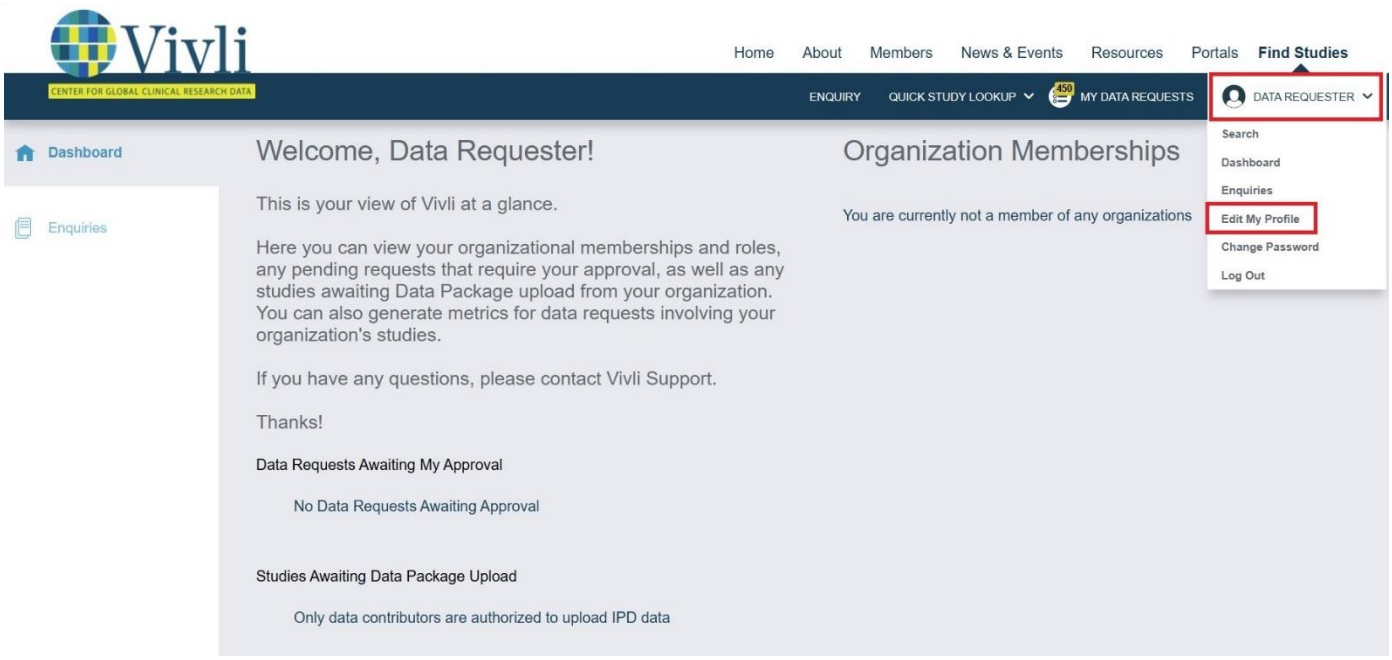

8. Once you have added all desired studies listed on the Vivli platform, you can complete the Data Request Form (See 2.0 Your Data Requests for more information).

## 1.4 Active Platform Accounts

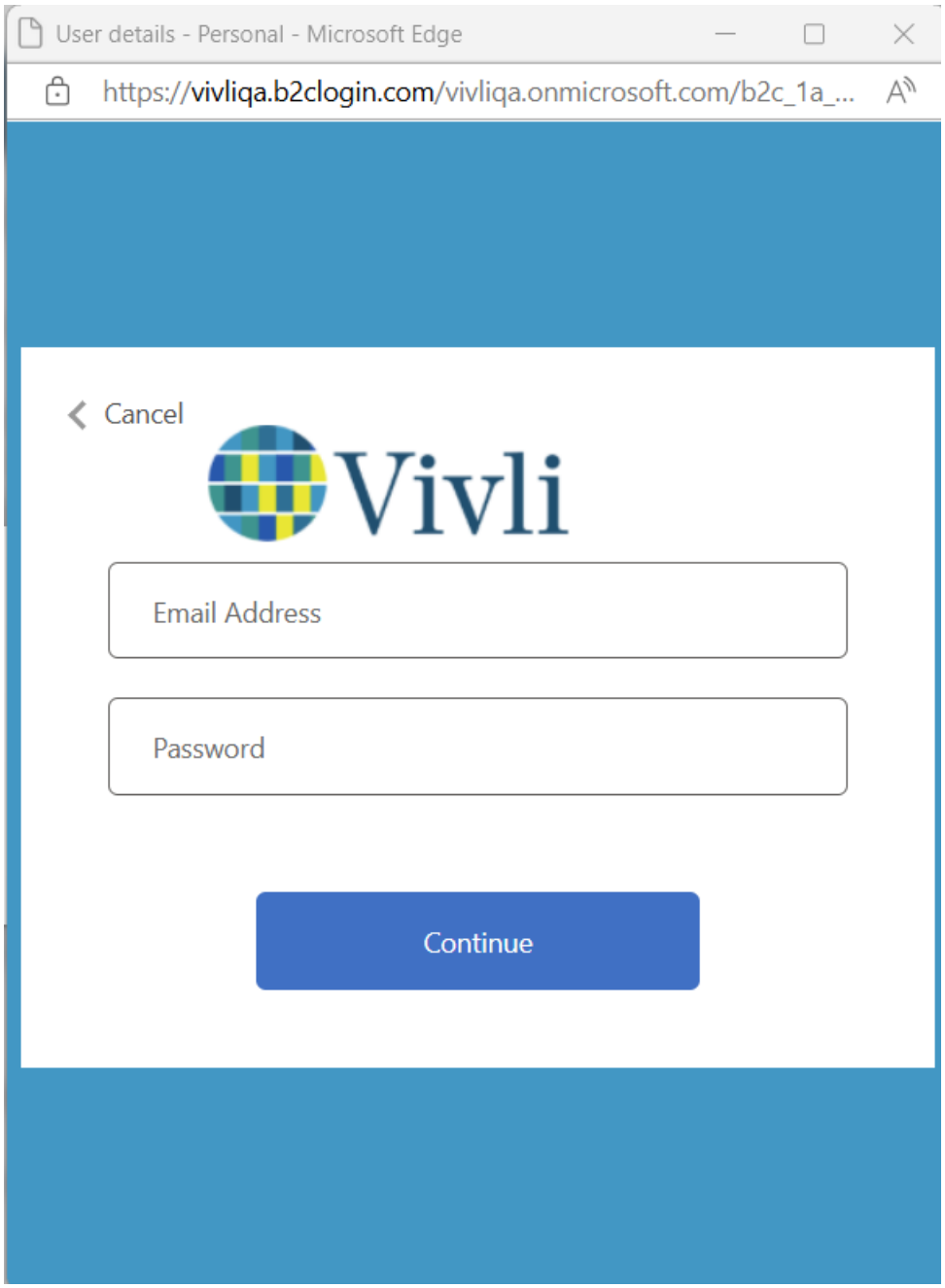
1. As part of Vivli's security policy, for accounts to remain active on the platform, users must log in every six months.
2. If you have not logged in for more than six months, the Vivli team will email you asking that you log in to your account. The Vivli team cannot accept notifications via email to keep these accounts active. It will require you to log in every six months.
3. If this is not done within 10 business days of the six-month notification email the account will be de-activated. If you want your account re-activated, you can email us at support@vivli.org and, we can re-activate your account at any time.

## 1.5 Edit display name in profile

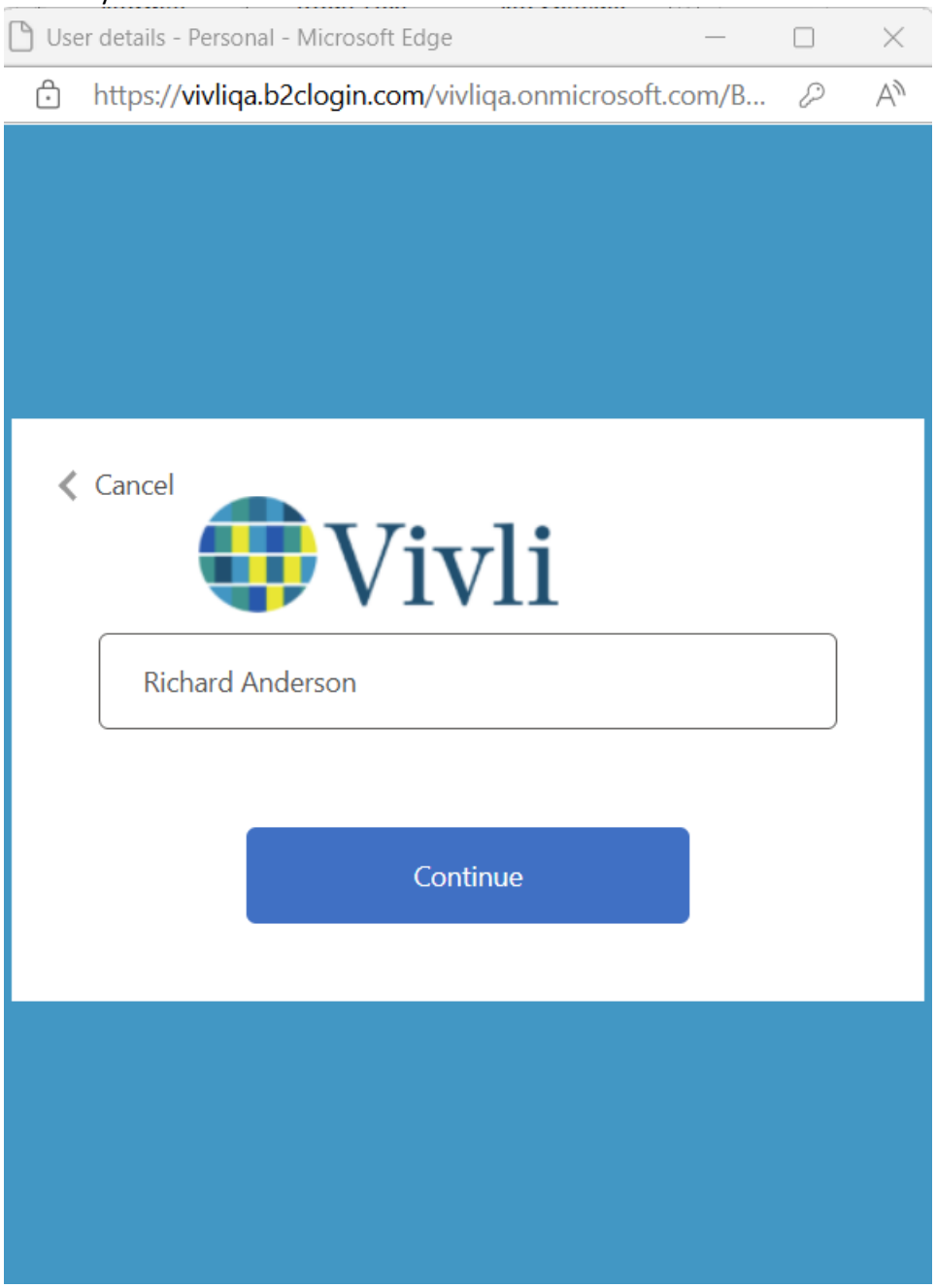
1. To edit your display name, click “Edit My Profile” on the right hand side of the platform underneath your name



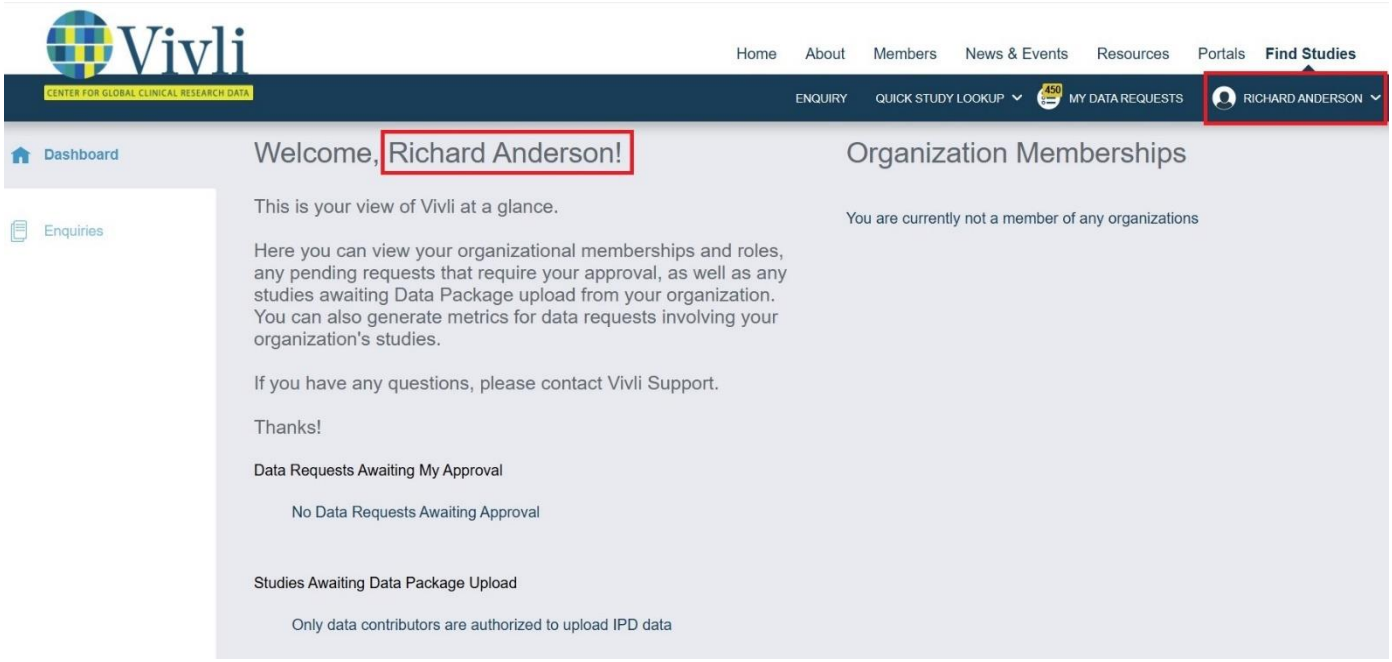
2. You will be prompted to log in again with your credentials



3. Provide your full name and click **Continue**



4. The system will bring you to the Dashboard where you can see the updated name

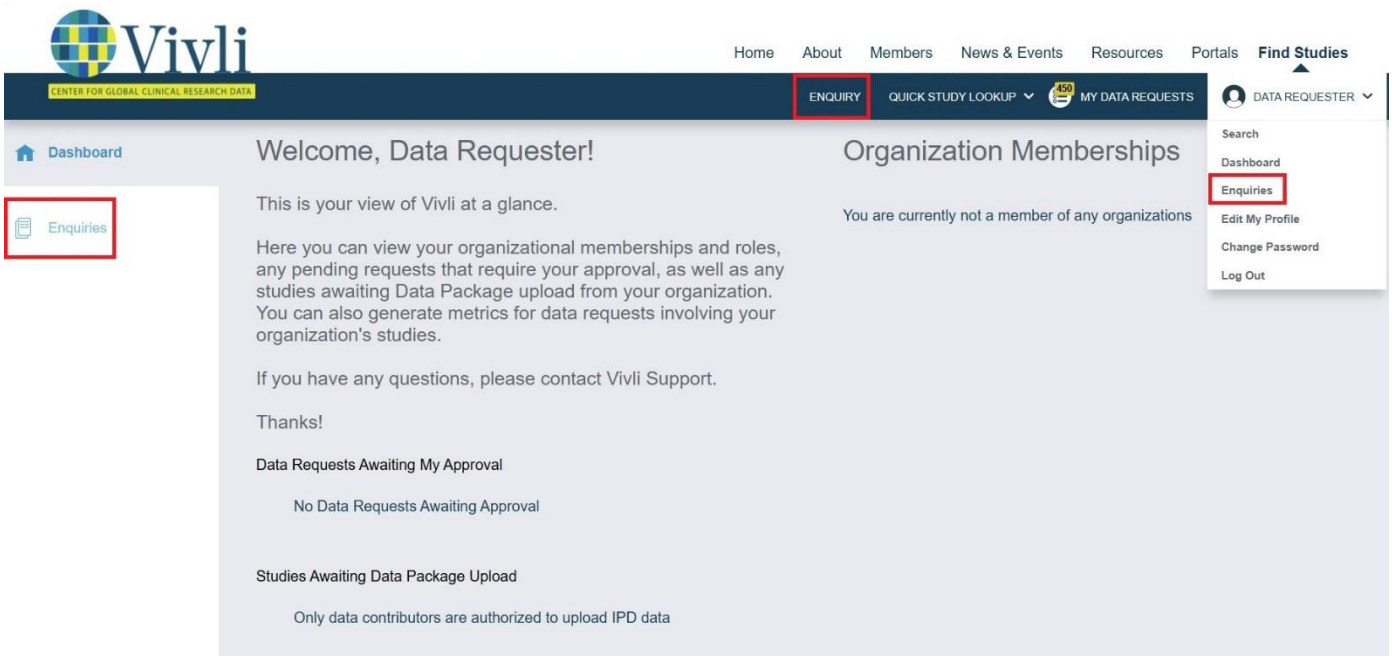



## 2.0 Your Enquiries

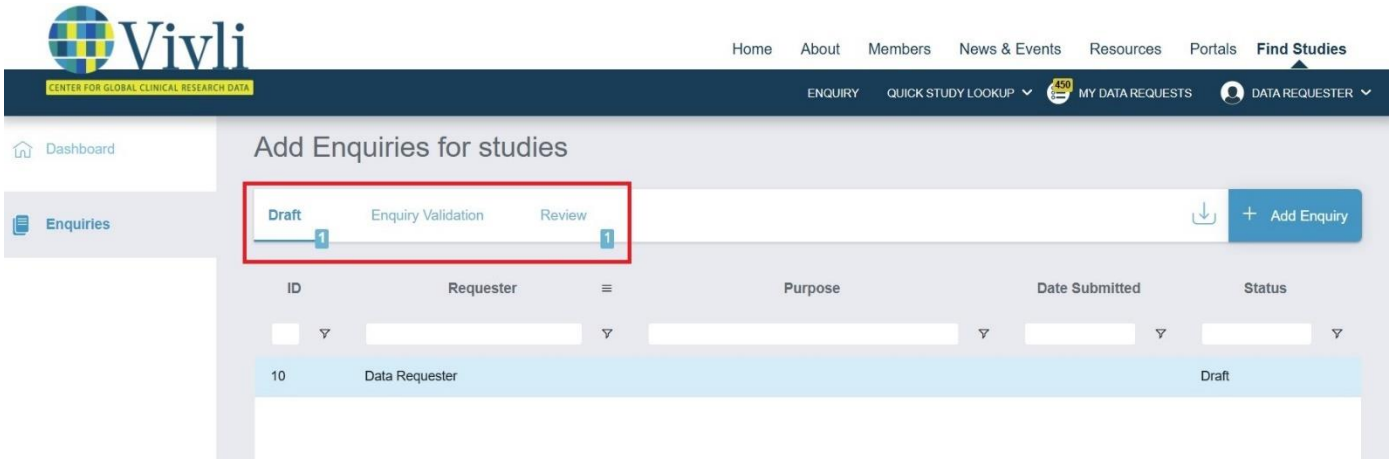
1. You can submit an enquiry using the Vivli platform https://search.vivli.org/enquiries/ regarding the availability of a Vivli Member study not listed on Vivli or for additional study information not included in a study listing.
2. Enquiry tab Allows Vivli and Data Contributors to receive, respond and track enquiries.
3. Please fill out one Enquiry form for multiple studies that will be part of oneresearch project, even if the studies are from multiple Vivli Members.
4. For more information on Vivli Members, please visit the Member Page. Some Vivli Members may require that enquiries be submitted via their own portals. Enquiries will be answered at the discretion of the Member. Please note that most members do not share studies where the primary completion date has not yet been reached.
5. To create an enquiry, you must have a Vivli account. Please see Section 1.2 Login/Account Setup to create a new account

## 2.1 Navigation and Enquiry Dashboard

1. Once you have logged in to the dashboard, you can navigate to Enquiries using the toolbar on the left-hand side of the screen. You can also use the dropdown menu on the upper right-hand corner of the screen or the top center of the screen




2. The Enquiries Dashboard displays a status bar at the top of the page which displays all the Enquiries for your organization's studies.



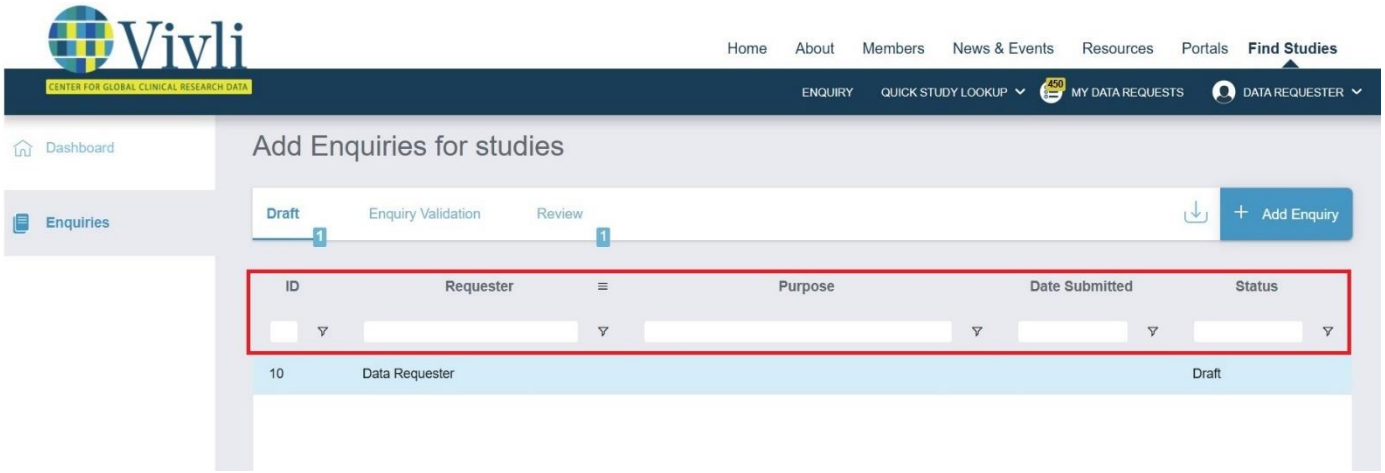
3. The status bar contains 3 sections:

**Draft:** Displays Enquiries that are being drafted but not yet submitted.

**Enquiry Validation:** Displays Submitted Enquiries that are in Vivli review. The Vivli team may request you more information or send it back for any revision or may process it forward. You will receive an email notification for any updates.

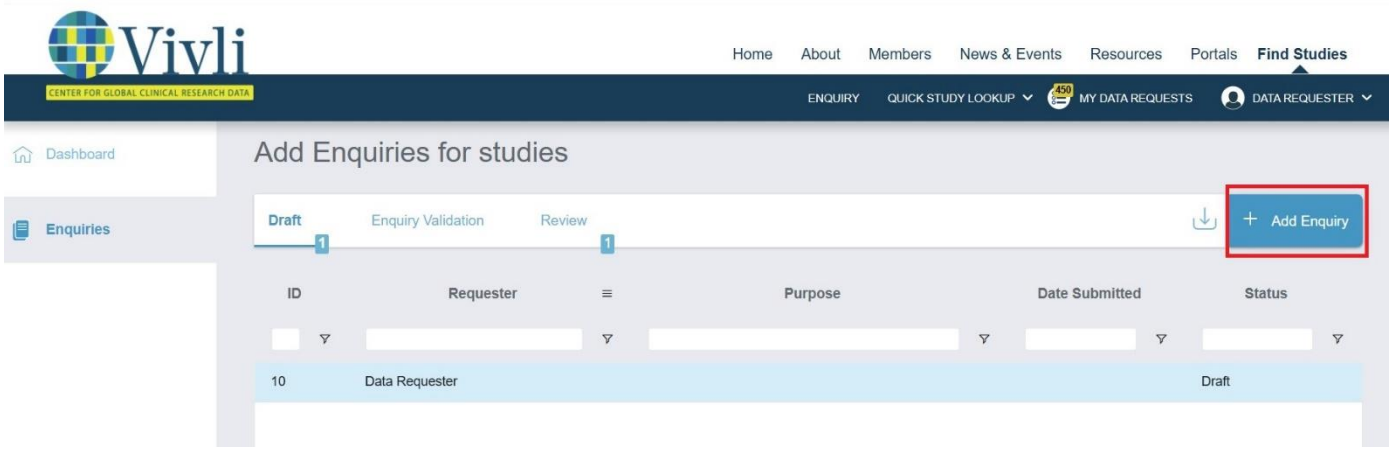
**Review:** Displays Enquiries that are in review by the Data Contributors. It also includes Enquiry where decisions are made.

4. Each Enquiry recorded on the dashboard displays the Vivli Enquiry ID, Requester Name, Purpose of research, Date Submitted, and Status of the Enquiry.

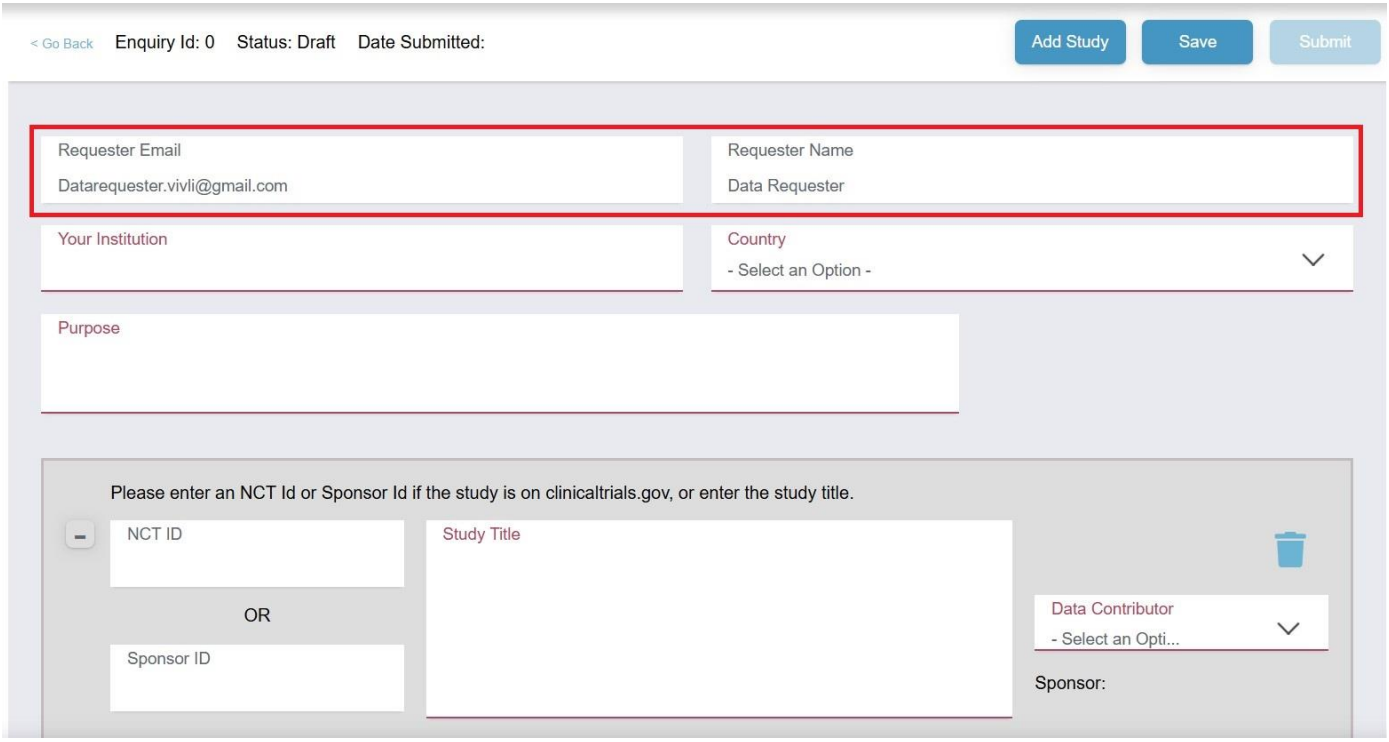



## 2.2 Creating an Enquiry

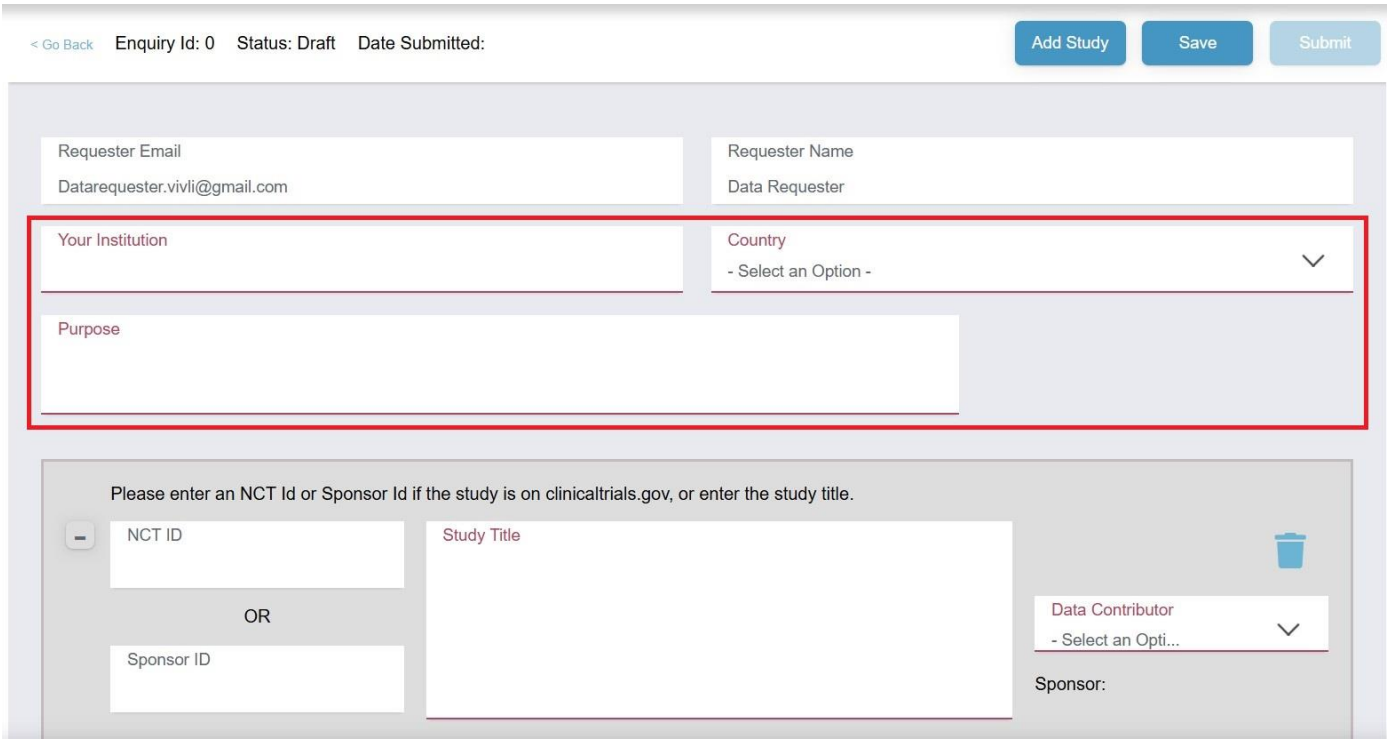
1. To create an Enquiry, go to the Enquiry Dashboard and click on the **Add Enquiry** button




2. In the Enquiry form, Requester Email and Requester Name is automatically pulled from your Vivli Account profile. If your name is incorrect, please **stop** here and update your profile. Do not hit the Save button. Please see Section 1.5 Edit display name in profile for more information.

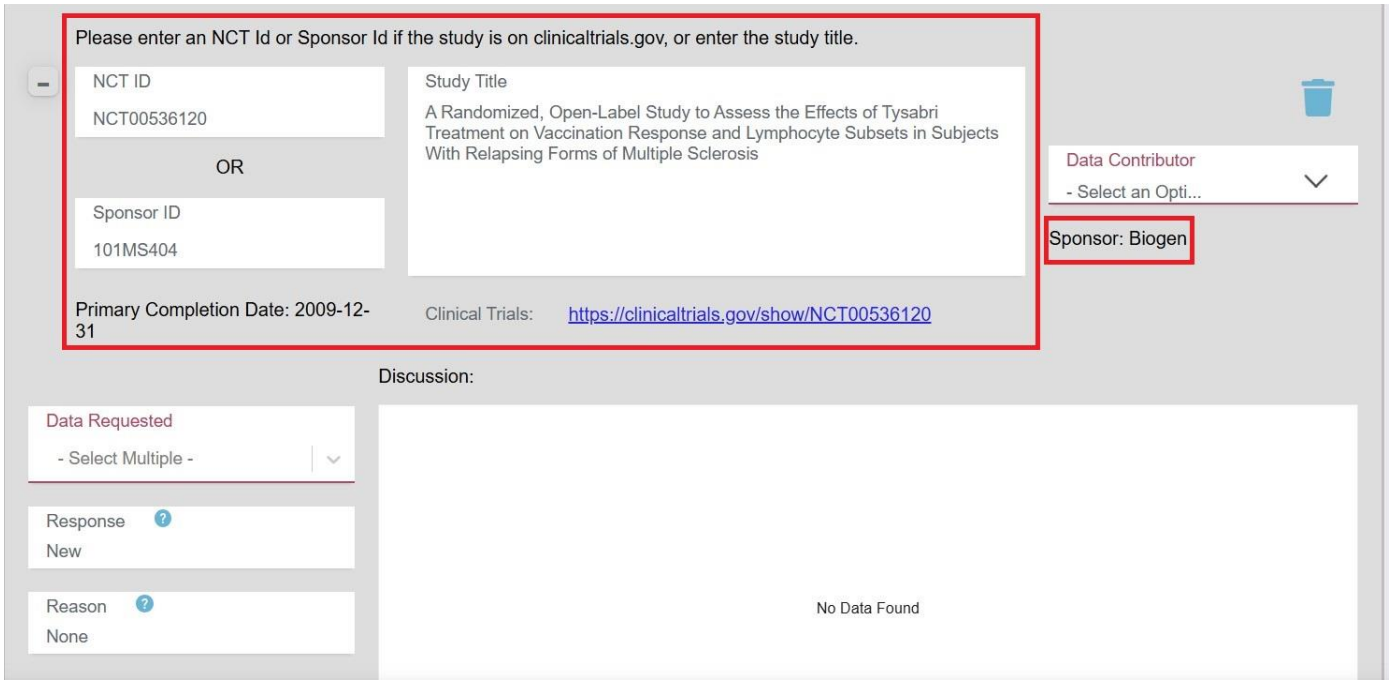



3. Fill in your Institution name, select your country, and provide the purpose of your research

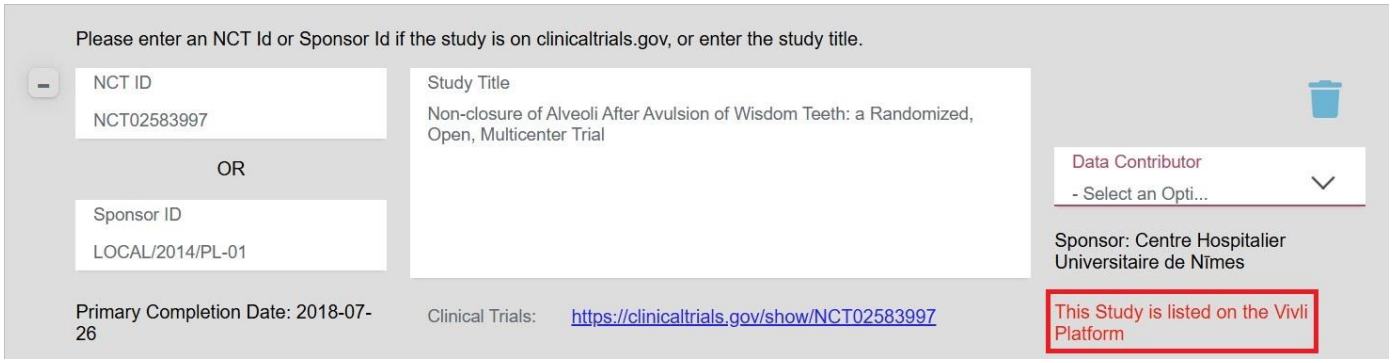


4. Type in the study information:

    a. If you have the NCT ID from https://clinicaltrials.gov/ website, type it in the NCT ID field. The Vivli platform will automatically populate the Sponsor ID, Study Title and Sponsor name, Primary completion Date, and Clinical Trials.gov link from Clinicaltrials.gov website.
    b. If you do not have the NCT ID, then please provide the Study Title and any additional information that will help the Vivli Member to identify the study. This may include but is not limited to study ID, Drug intervention/Drug Name, indication, Study Phase, primary publication, etc.

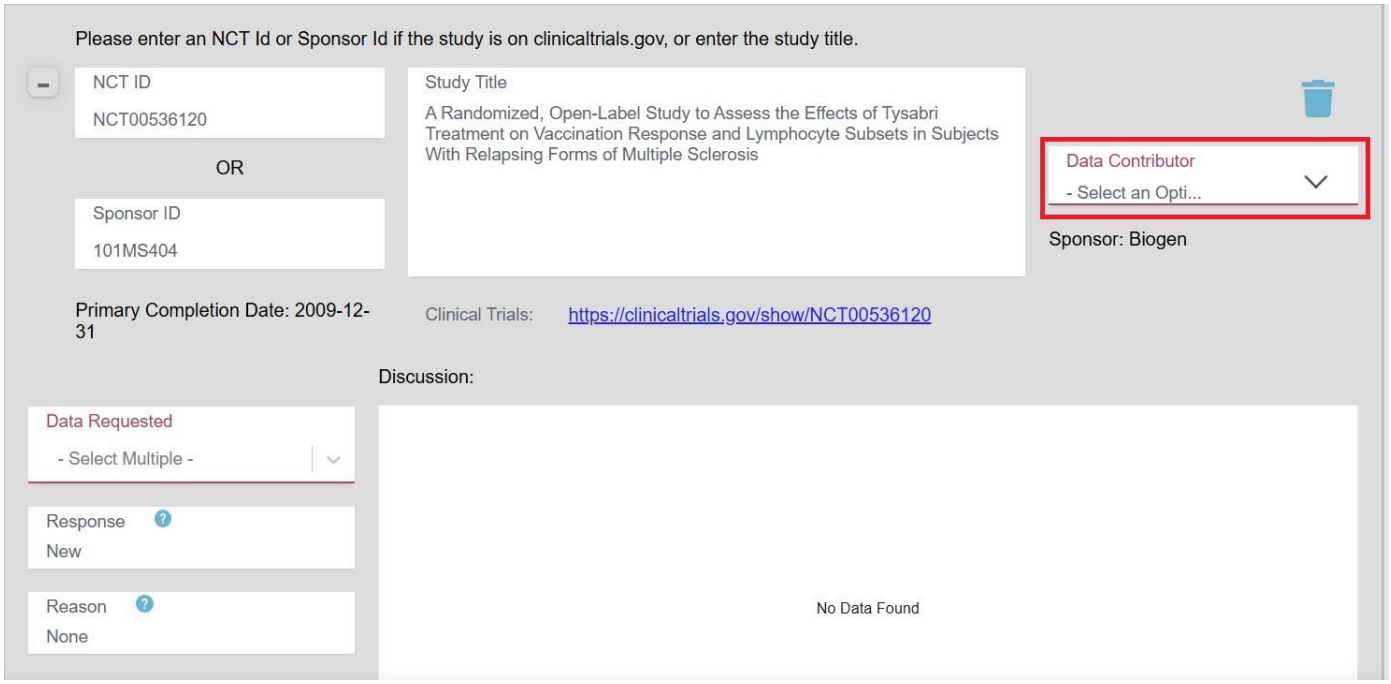



5. If a study is already listed on the Vivli platform, you will see a note in red. At this point, you may stop your enquiry and go to the search page to add the study to your data request. Please see Section 1.1 Searching for studies on the Vivli platform. Do not hit the Save button. If you need to enquire about further information on the study, you can continue to proceed with the Enquiry.

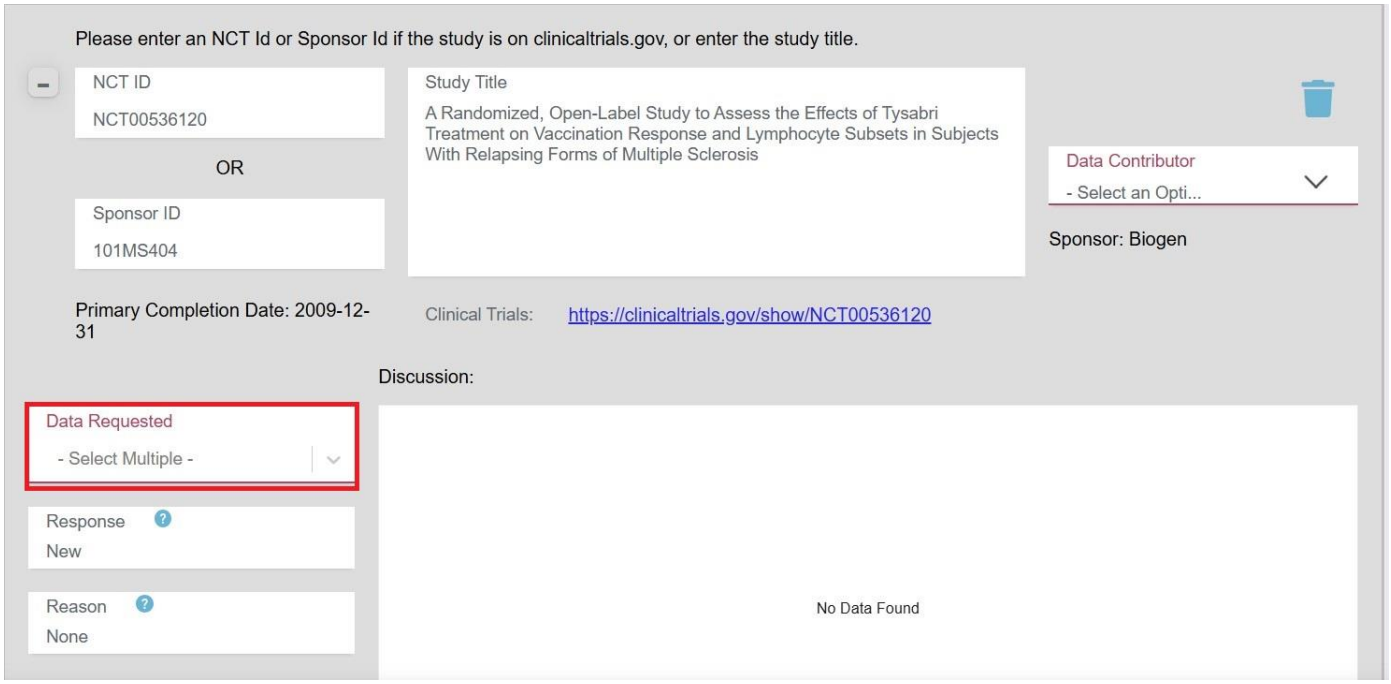



6. Select the Data Contributor from the dropdown list. If a Data Contributor is not listed in the Data Contributor dropdown, they are likely not a member of Vivli and therefore, the study is unlikely to be shared via the Vivli platform. We recommend reaching out directly to the data contributor to learn more

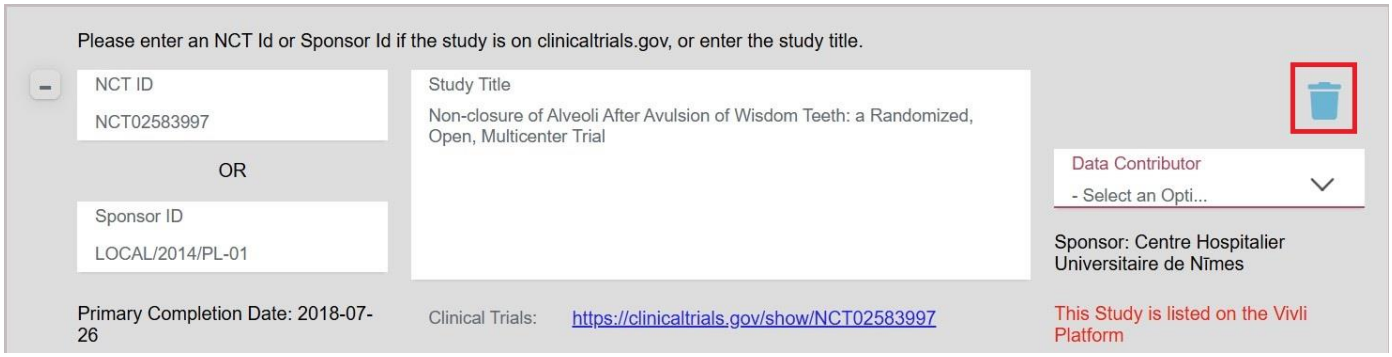
about their data sharing policies. Some Vivli Members may require that enquiries be submitted via their own portals and will not accept enquiries via the Vivli platform.



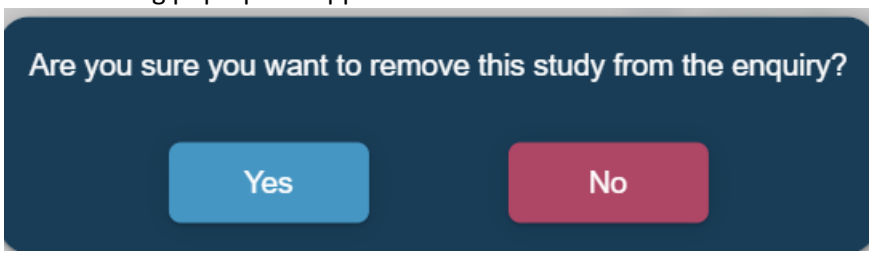

7. Select the type of Data you need for your analysis. Three options available are **Clinical Documents, Participant Data, and Summary Data**. You can select one or more options.



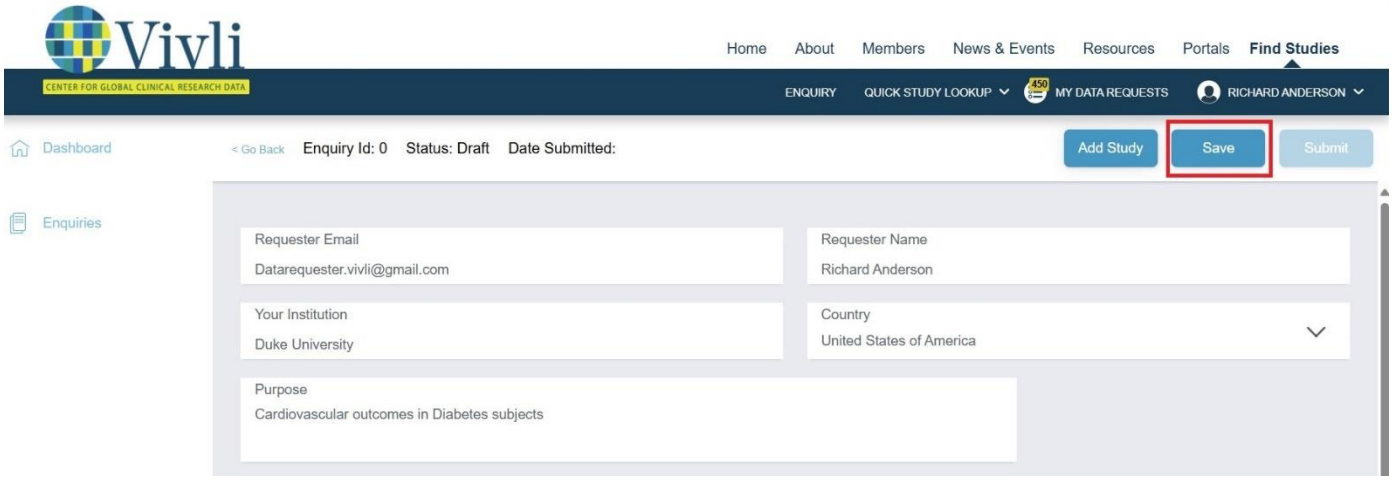
8. To delete a study, click the delete icon



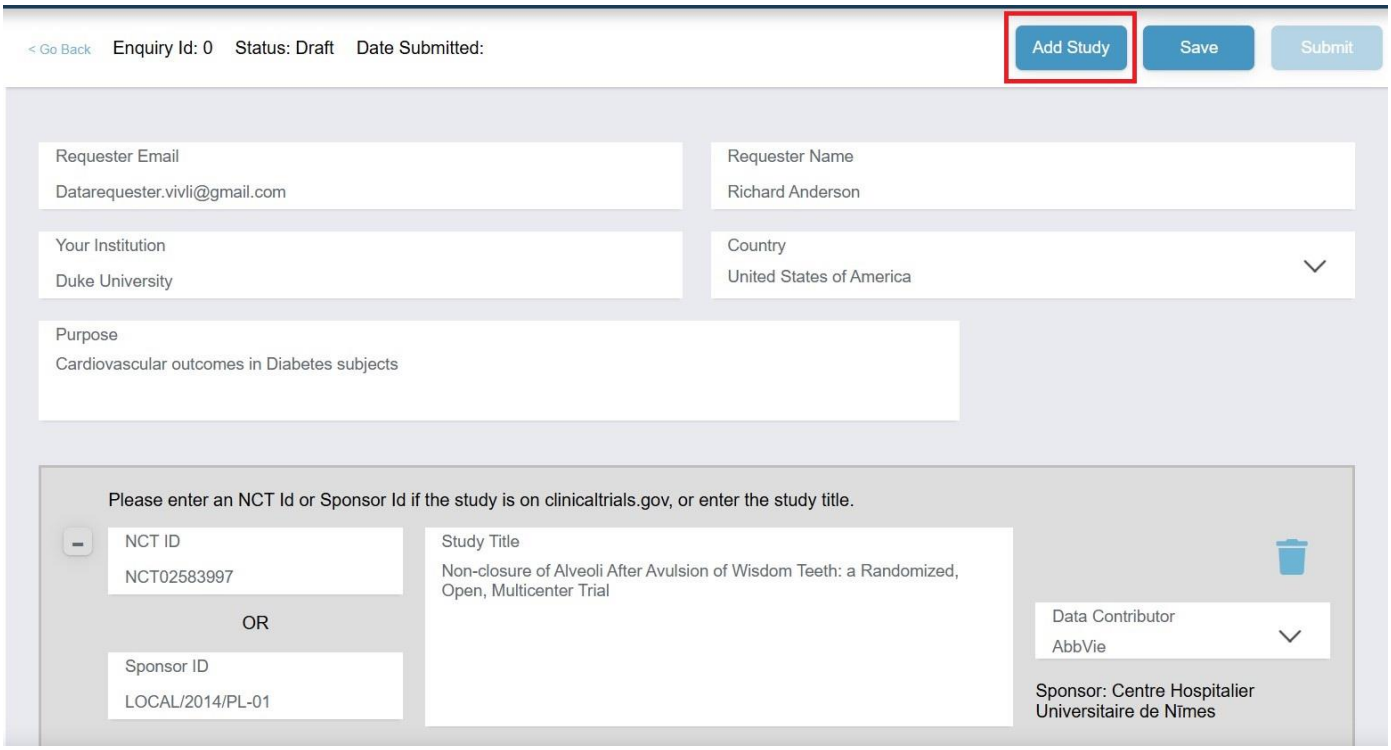

9. The following pop-up will appear. Click **Yes**



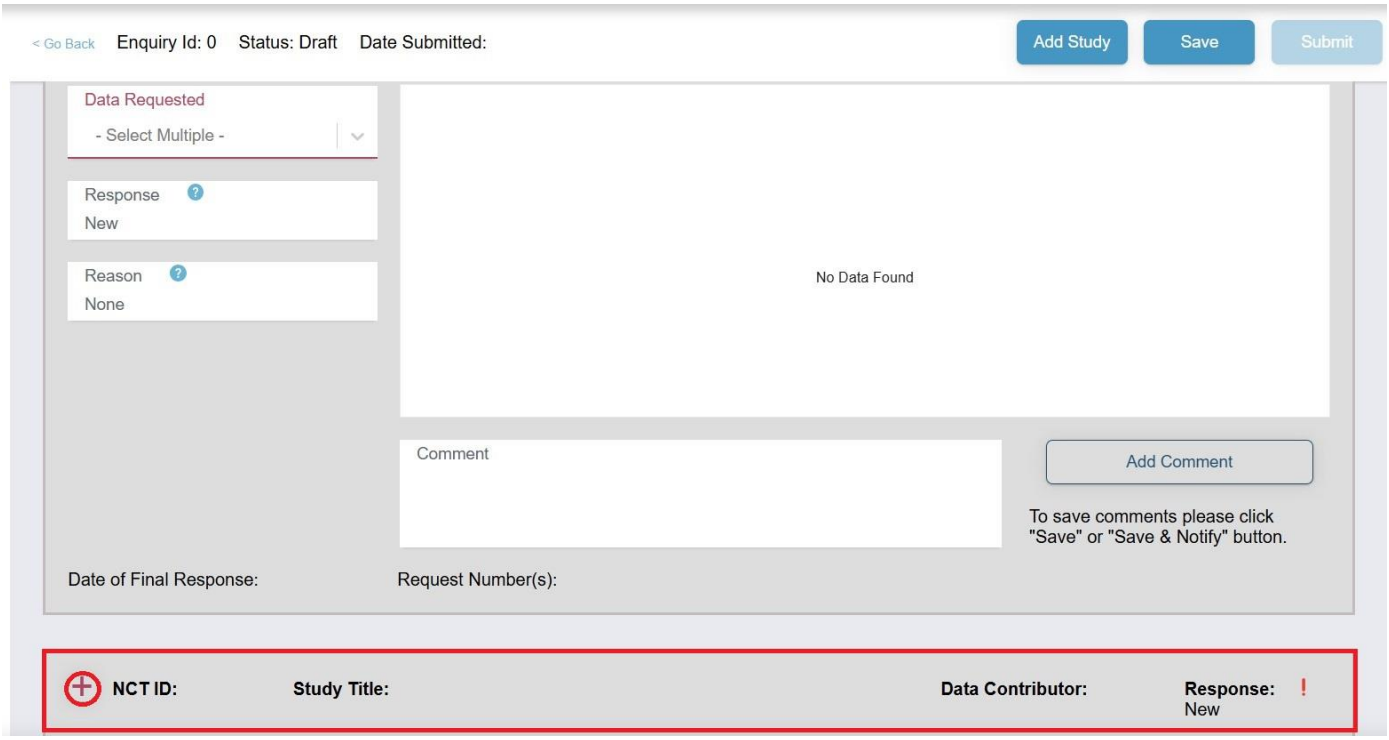

10. Click the **Save** button on the top to save your Enquiry form. Once saved, the Vivli system will assign an Enquiry ID.



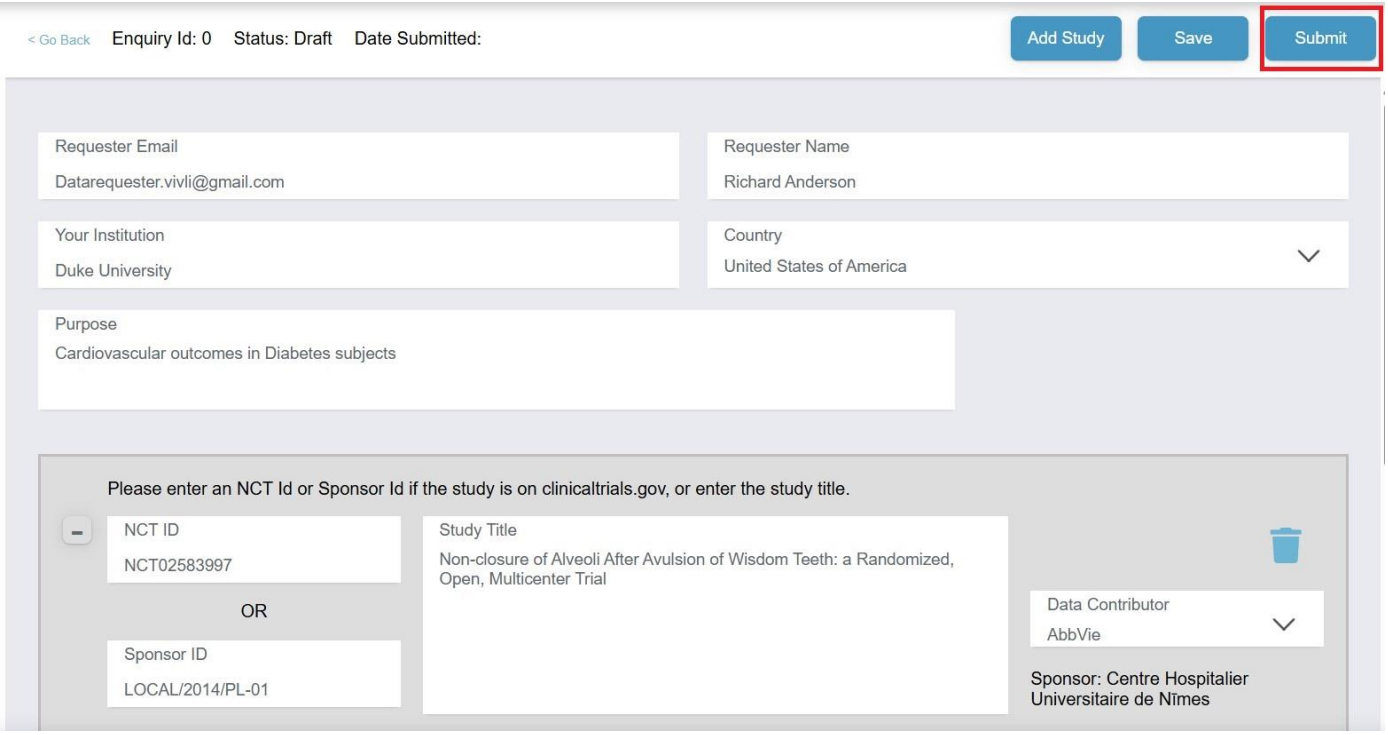

11. To add studies to the enquiry, click the **Add study** button on the top. Please add all the studies relevant to the project in the same enquiry even if it is from different Data contributors.



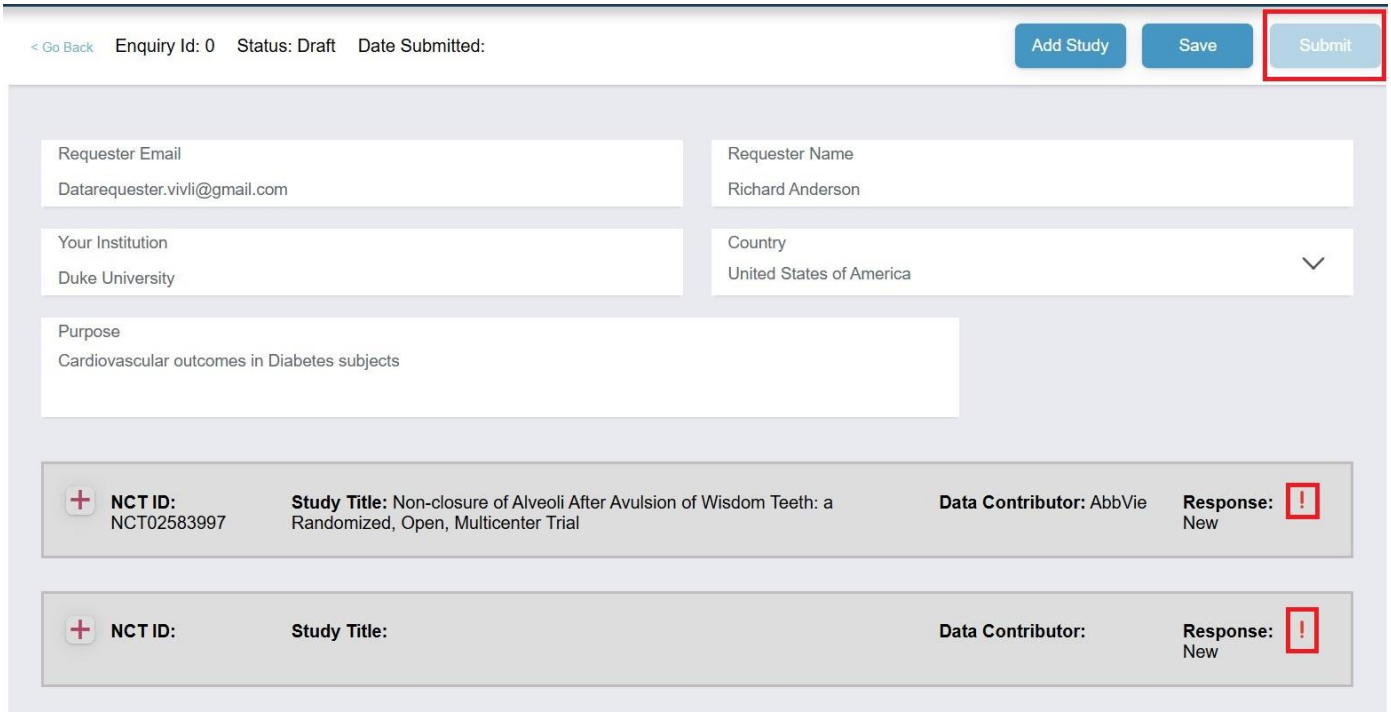

12. Scroll to the bottom to see the new study field. Use the + to expand the study field and fill out the details of the additional study



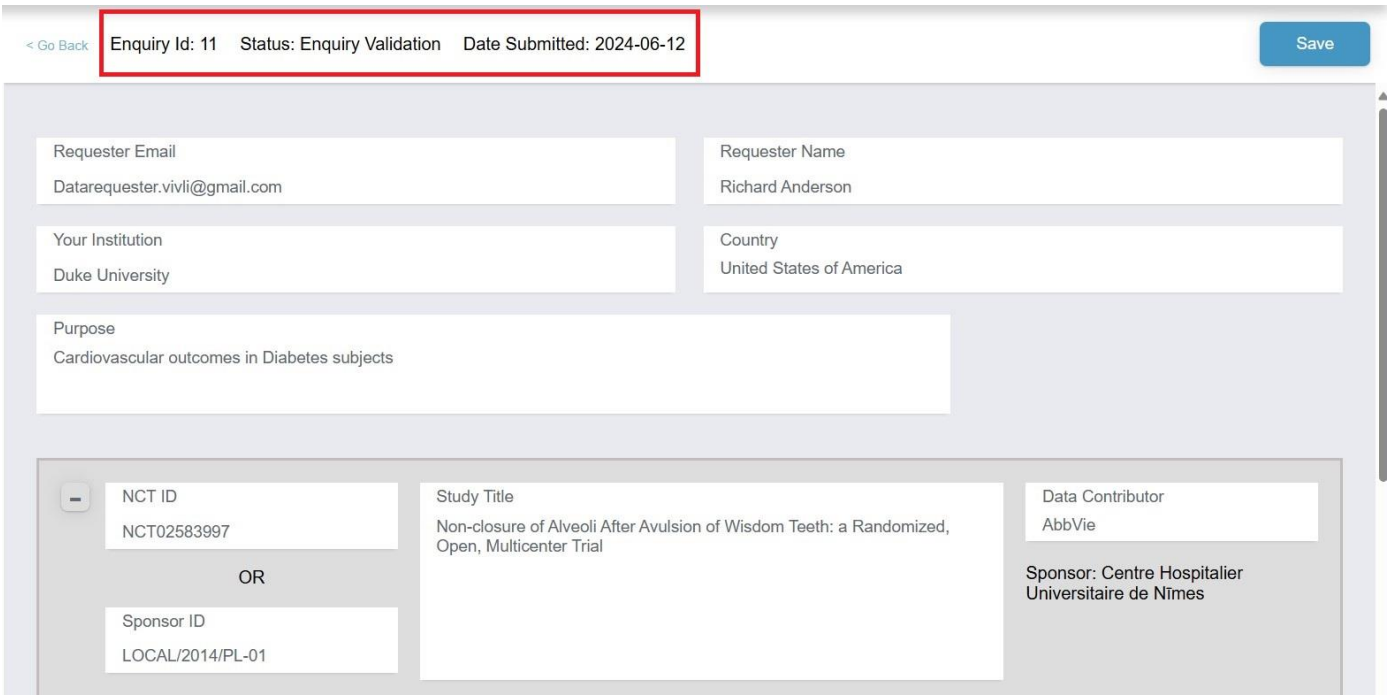
13. Once you have completed the form, click the Submit button on the top




14. If the Submit button is not enabled, look for the red exclamation mark which points the incomplete field




15. Once submitted, the enquiry moves to the Enquiry Validation stage. You can see the Enquiry ID, Enquiry Status, and the Date Submitted on the top of the request and in the Dashboard. Please see Section 2.1 Navigation and Enquiry Dashboard




## 2.3 Enquiry Discussion

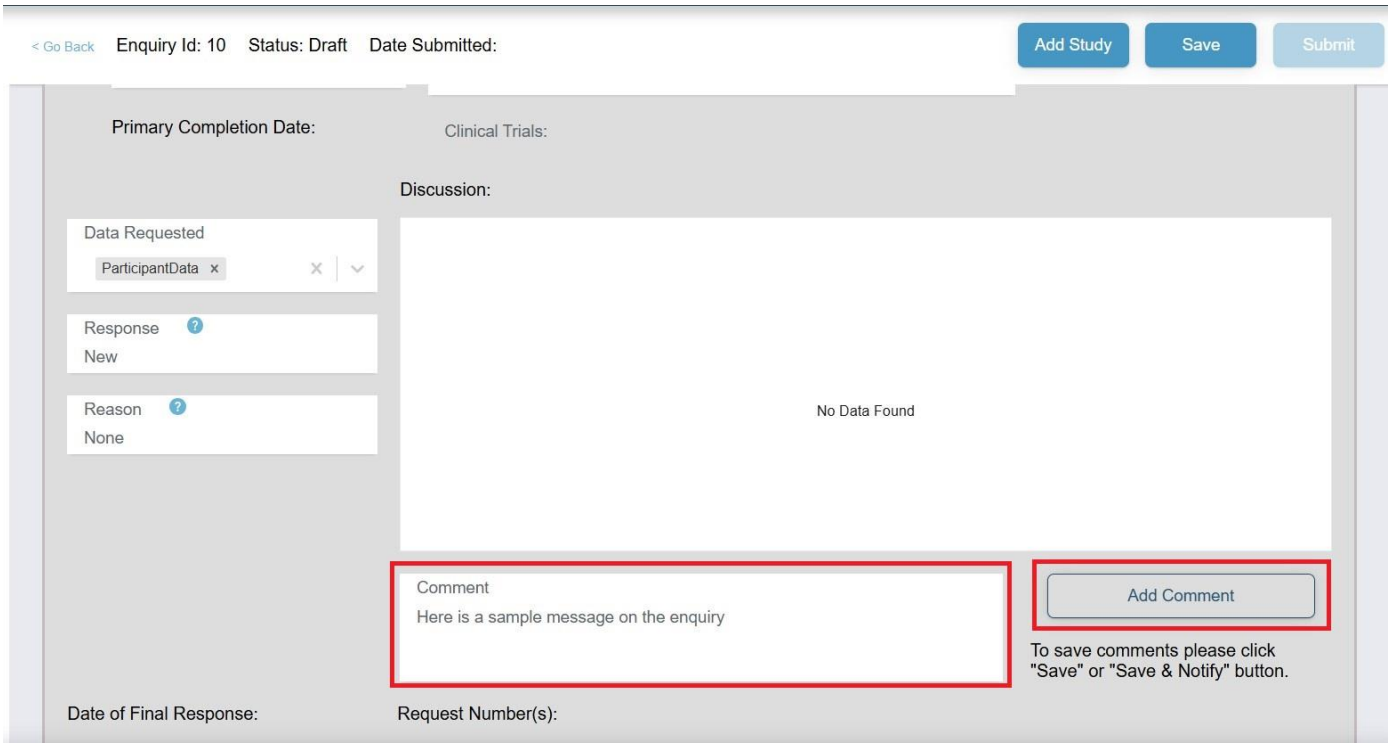
1. You may add comments in the discussion field to either provide additional information to the Data Contributors or Vivli or respond to their questions at any stage.

2. The 

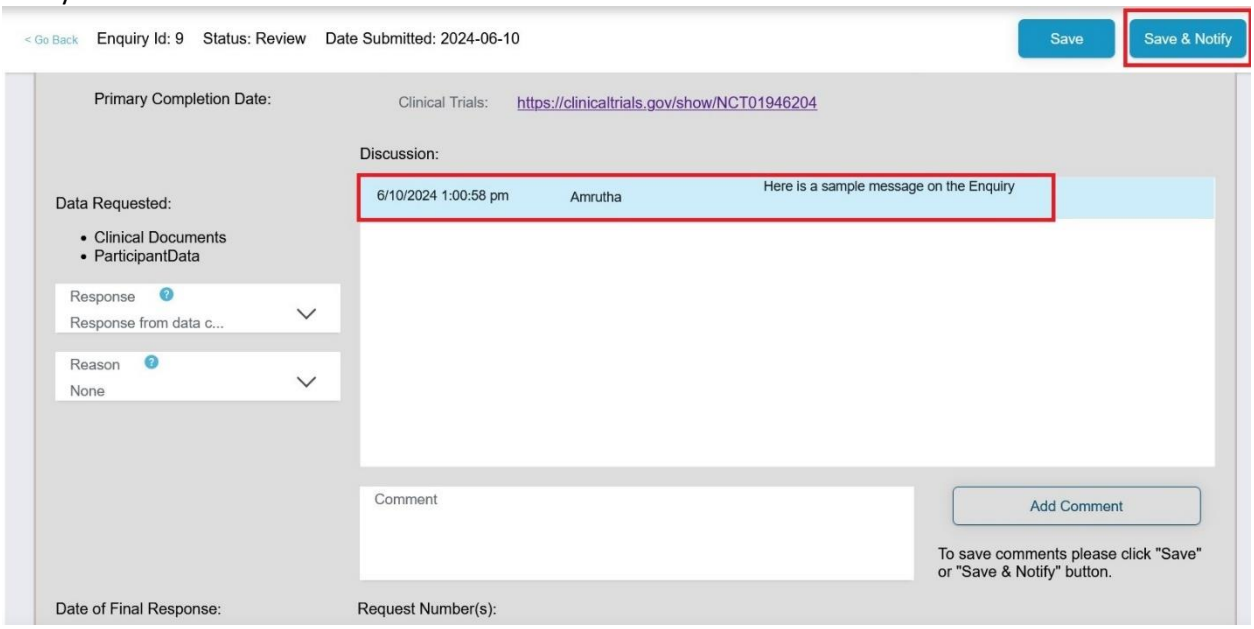
button allows you to save any information you provided on the enquiry but don't notify the Data Contributor and the Vivli Admin

3. The 

button allows you to save any information on the enquiry and notify the Data Contributor and the Vivli Admin
4. If you are responding to multiple studies in the same Enquiry, you may choose to use the **Save** button the changes and at the end, you can click Save & Notify.
5. Type in your comments in the comments field and click the **Add comment** button.




6. Your comments will show up in the Discussion field. Click on the **Save & Notify** Blue button on the top to notify the Vivli team and the Data Contributor



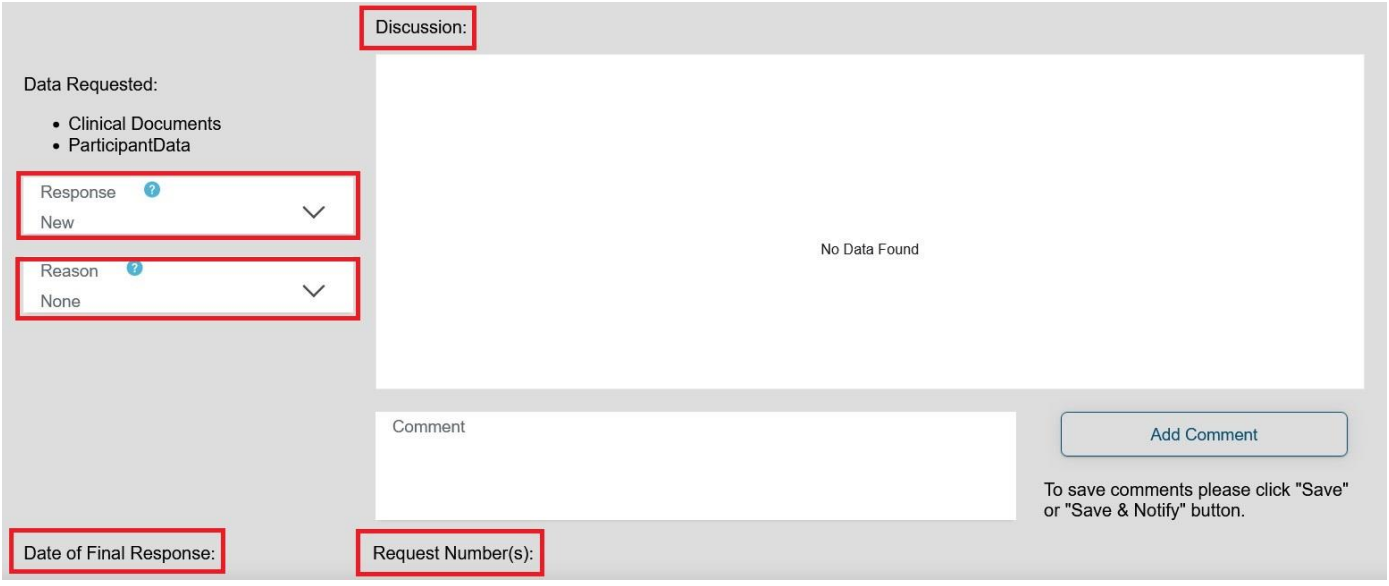

7. If the Vivli team or Data Contributor provides their comments, you will receive an email notification and their response will be displayed in the discussion field.

## 2.4 Enquiry Response

Each study will have the following fields:

a. **Responses**: This includes updates to the Enquiry discussion and decisions made by the Data Contributor:
   i. None – No responses
   ii. New – Meaning no one has responded yet – this is the initial default value
   iii. Response from requester – You have added information to the discussion. This is automatically set when you add a comment and click Save or Save and Notify.
   iv. Response from data contributor – The Data Contributor has added information to the discussion. This is automatically set once the Data Contributor responds.
   v. Response from Vivli – The Vivli Admin has added information to the discussion. This is automatically set when the Vivli team responds.
   vi. Eligible for Request as an Unlisted Study – You can Add this study to your data request. For next steps, see Section 2.5 Adding studies to your data request
   vii. Study is Listed - You can Add this study to your data request. For next steps, see Section 2.5 Adding studies to your data request
   viii. Not Available – Study is not available. No Action is needed from you

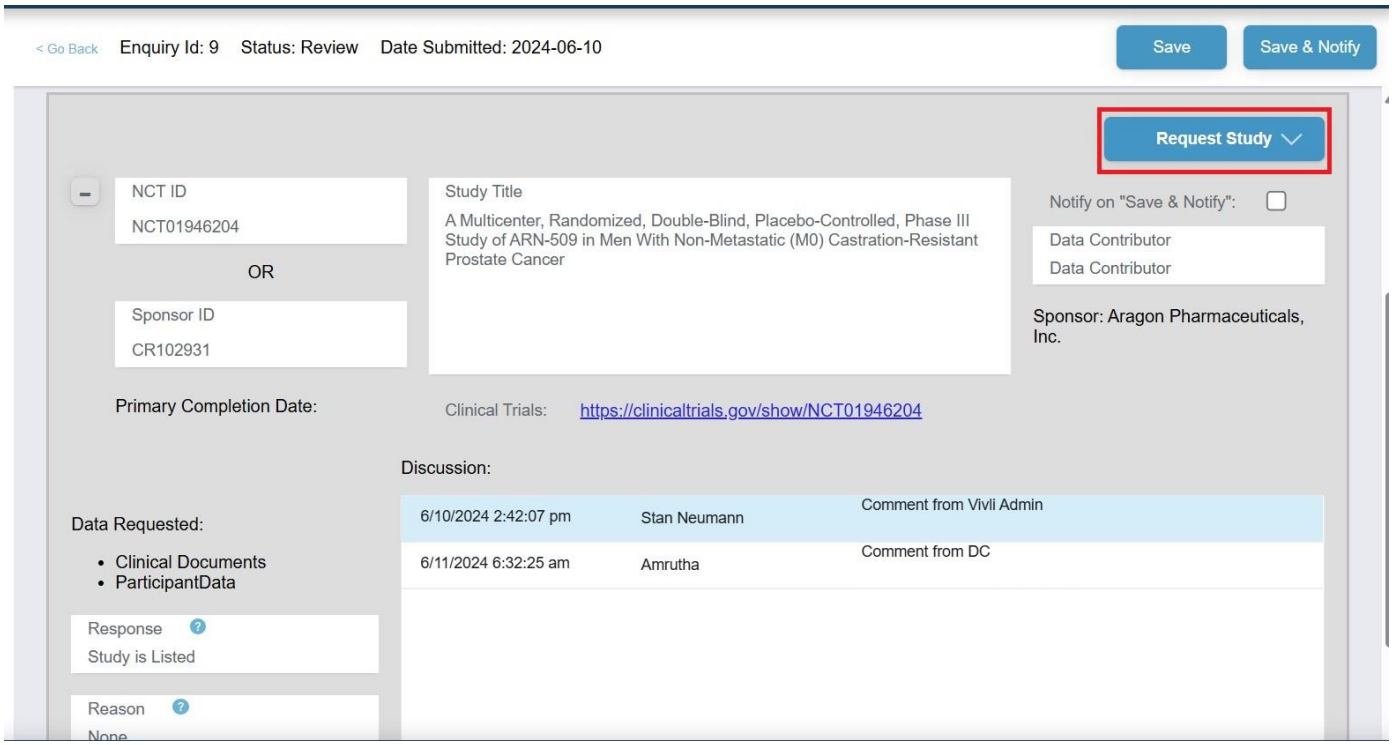
b. **Reason** – When the response is Not Available, the reason field provides more information. Other
c. **Comment** – You, Vivli Admin and Data Contributors can add a comment about the Enquiry
d. **Discussion** – This includes all the comments provided by you, Vivli Admin, and Data Contributor for this specific study
e. **Date of Final Response** – Date when Data Contributor makes a final decision
f. **Request Number(s)** – You can add studies from the Enquiry directly into the data request form. In such instances, the Enquiry will display the associated Data request ID once the data request is submitted on the platform. For more information See Section 2.5 Adding Studies to your data request.



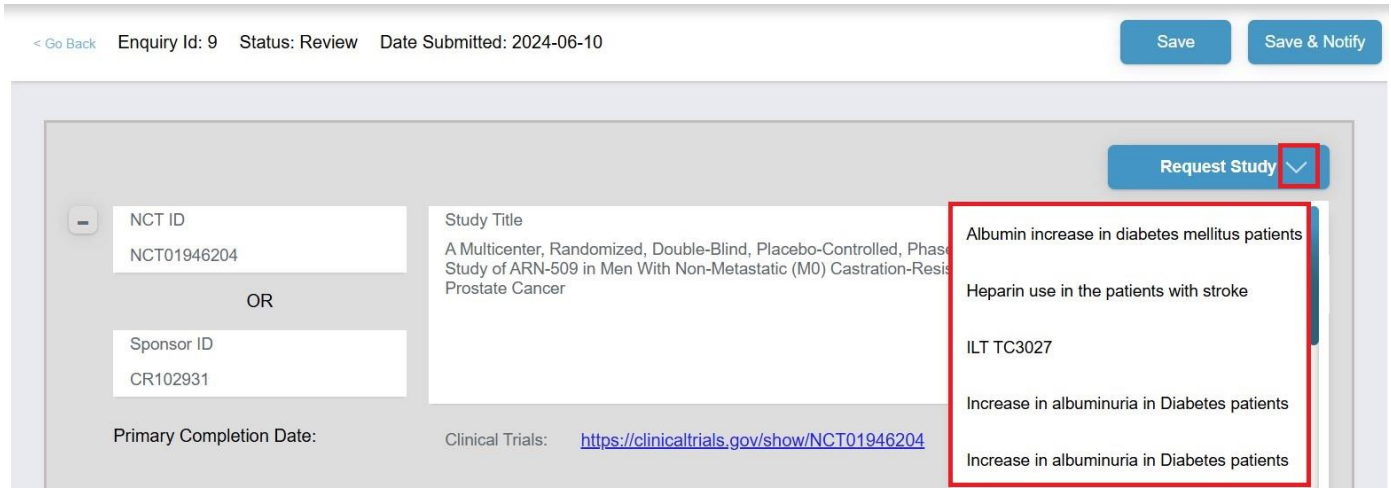
## 2.5 Adding studies to your data request

1. If a study is Eligible for Request, you can add studies from the Enquiry directly into the data request form.
    - If the study is unlisted, you can add them immediately.
    - If the study is listed, wait for instructions from the Vivli admin when the study is ready to be added (this might take a couple of days).

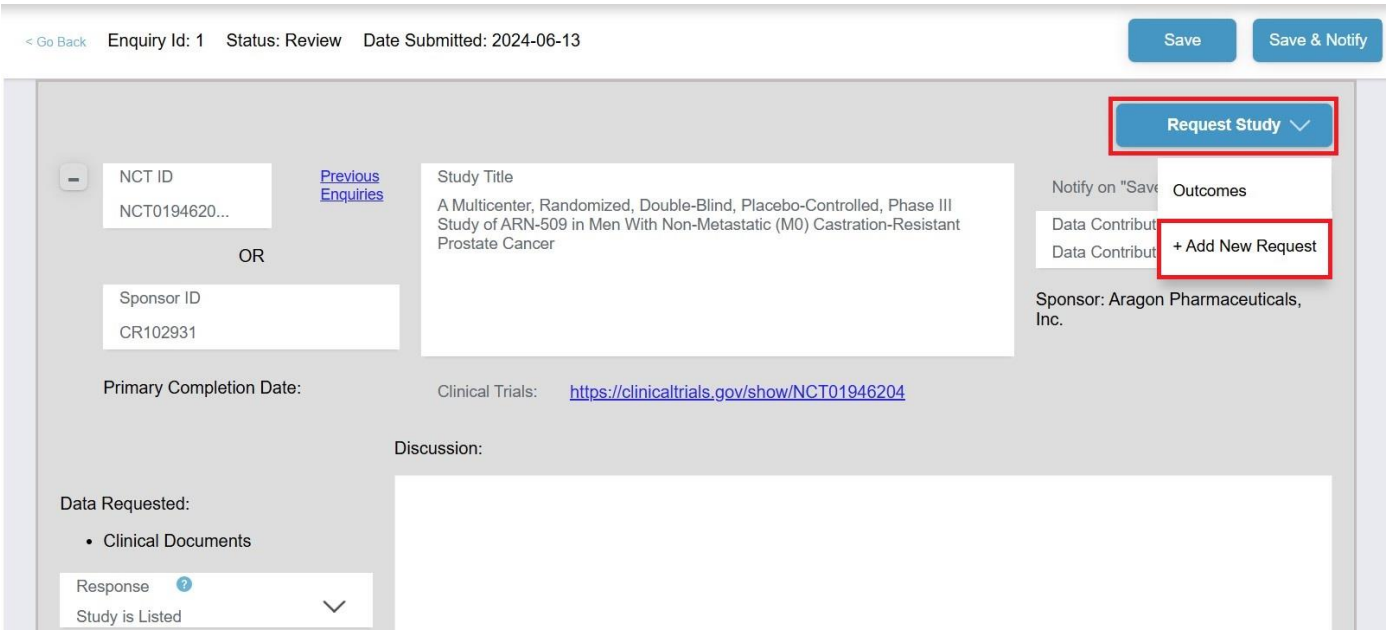
2. Open the Enquiry and scroll down to studies. Click the **Request Study** button and click the down arrow next to it.



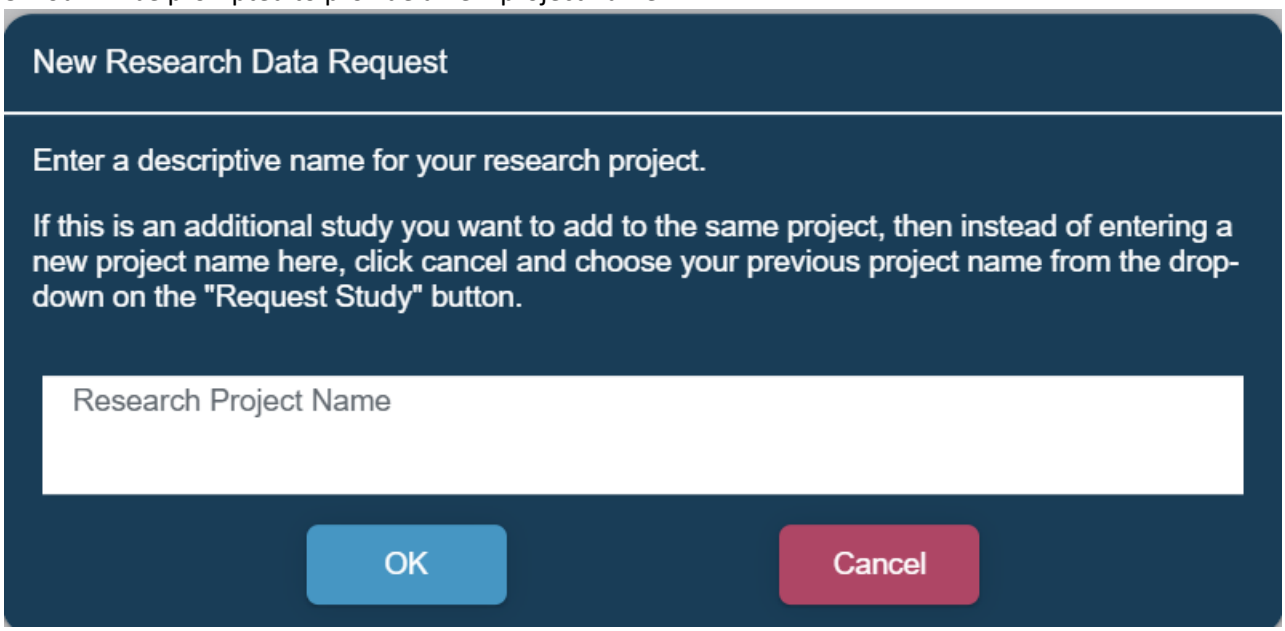

3. If you have an existing data request in drafts, you will see a list of them. Select the appropriate data request.



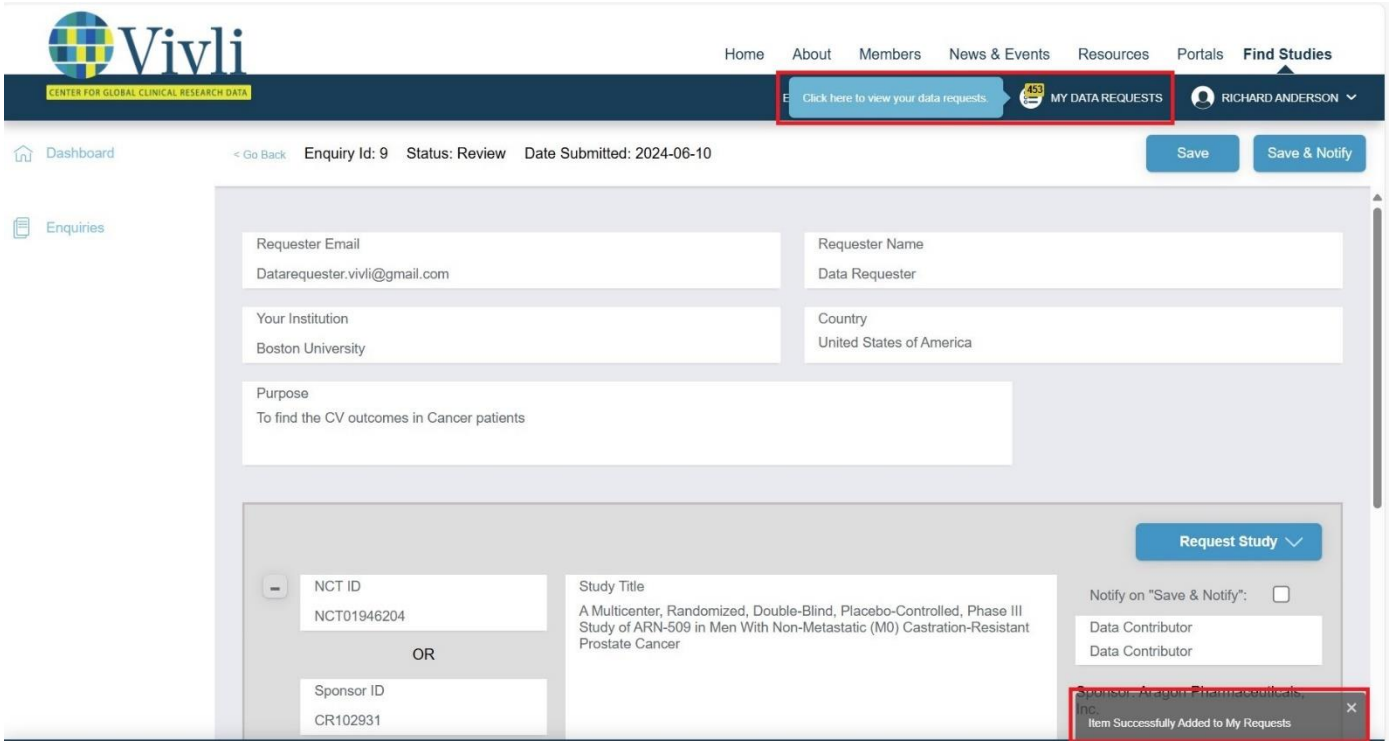
4. If you do not have an existing data request in drafts or if you want to create a new data request, Select **+Add New Request**




5. You will be prompted to provide a new project name.



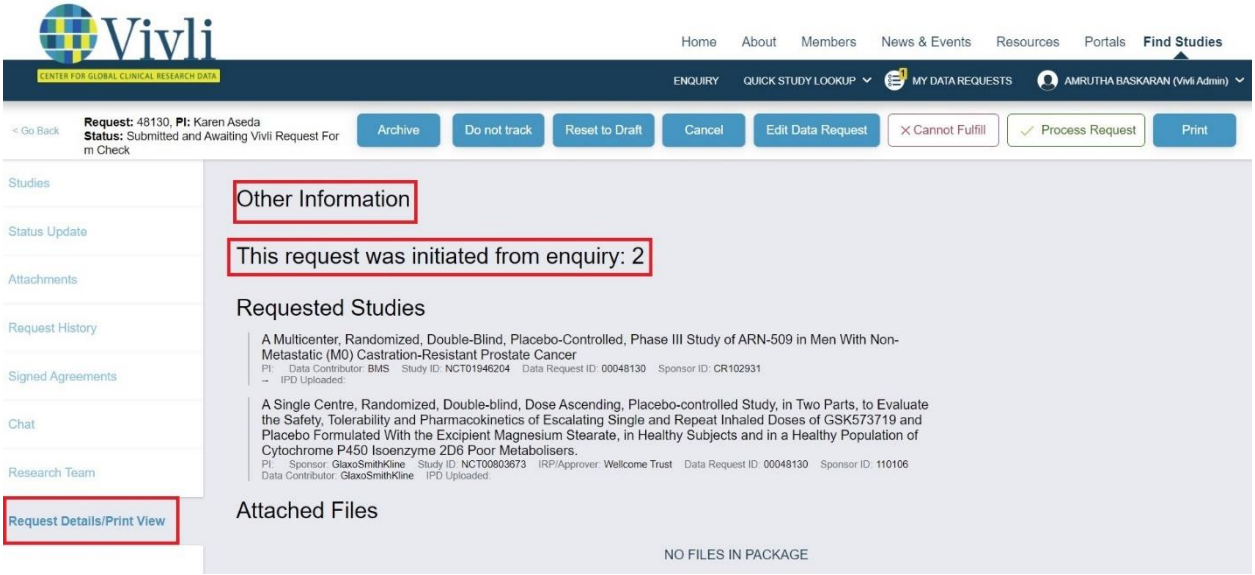
6. The following notification will appear




7. Note: you have to take the above steps for <u>each study</u> in the Enquiry that is available for the data request and add it to the same data request.

8. Once you have added the studies to your data request, you can fill out the remaining fields in the data request and submit the request. For more information, see Section 3.0 Your Data Requests

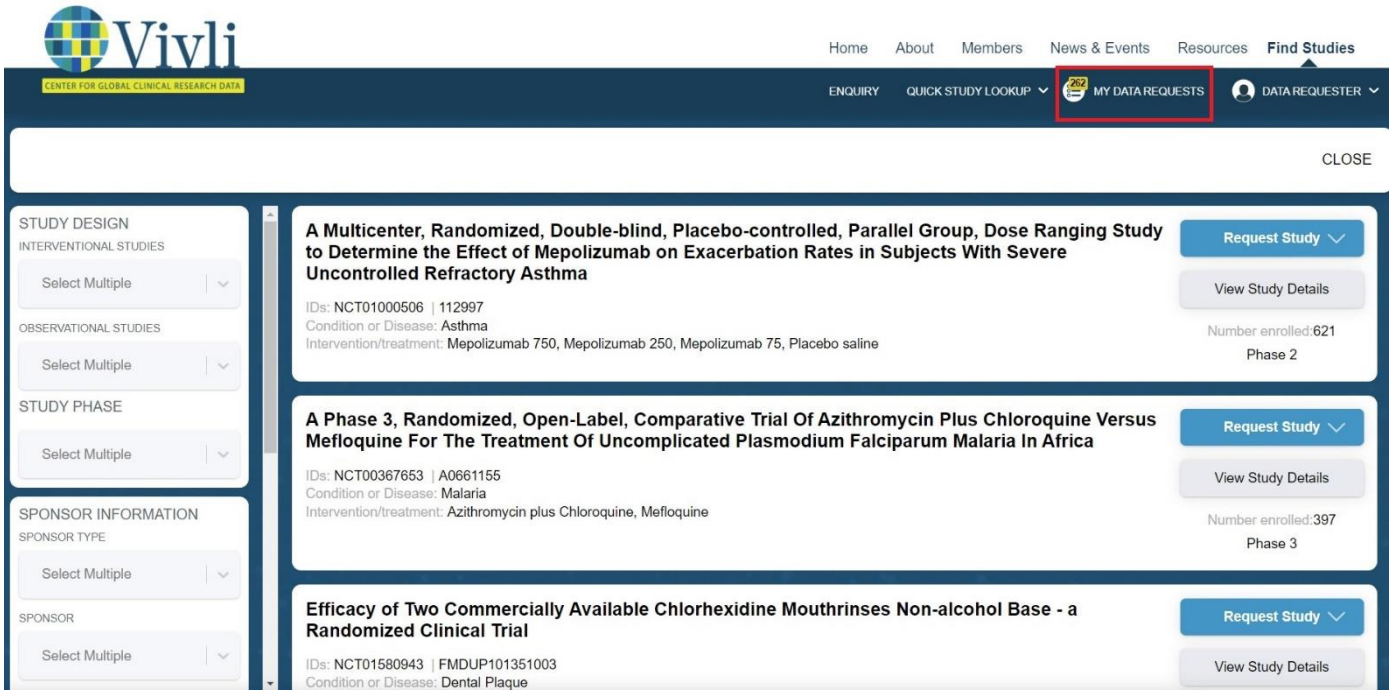
9. Once submitted, a note will also be placed in the data request form under other information stating “This request was initiated from enquiry ID (s)”.




10. Also, the Enquiry form will display the associated Data request ID

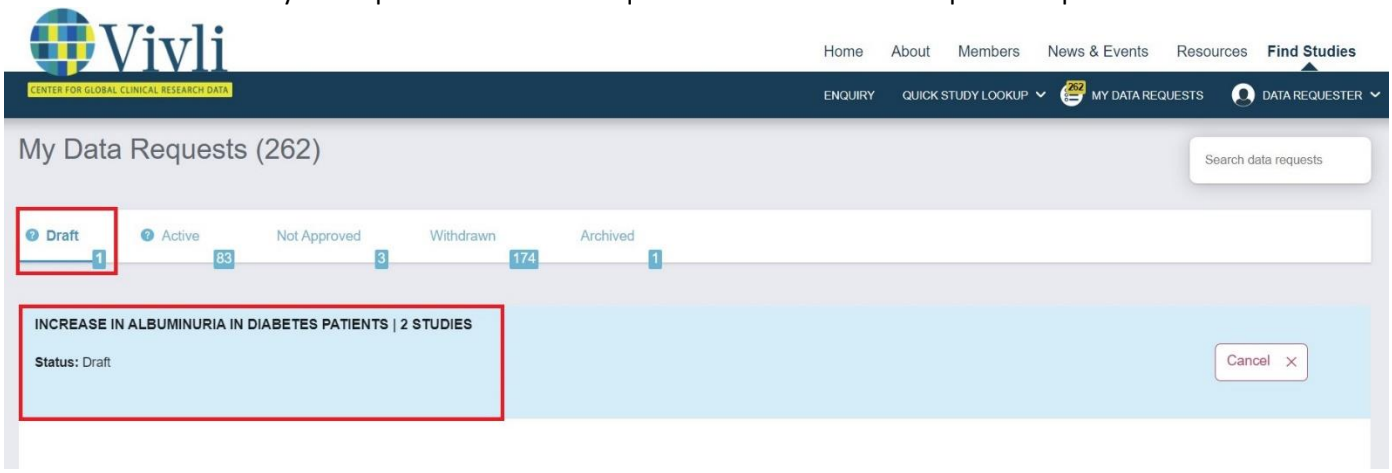
# 3.0 Your Data Requests

To find your data requests, click on **My Data Requests** in the top right corner of the screen:




This will take you to your data requests page, where you can navigate to complete the Vivli Data Request Form and check the status of any previously submitted data requests.

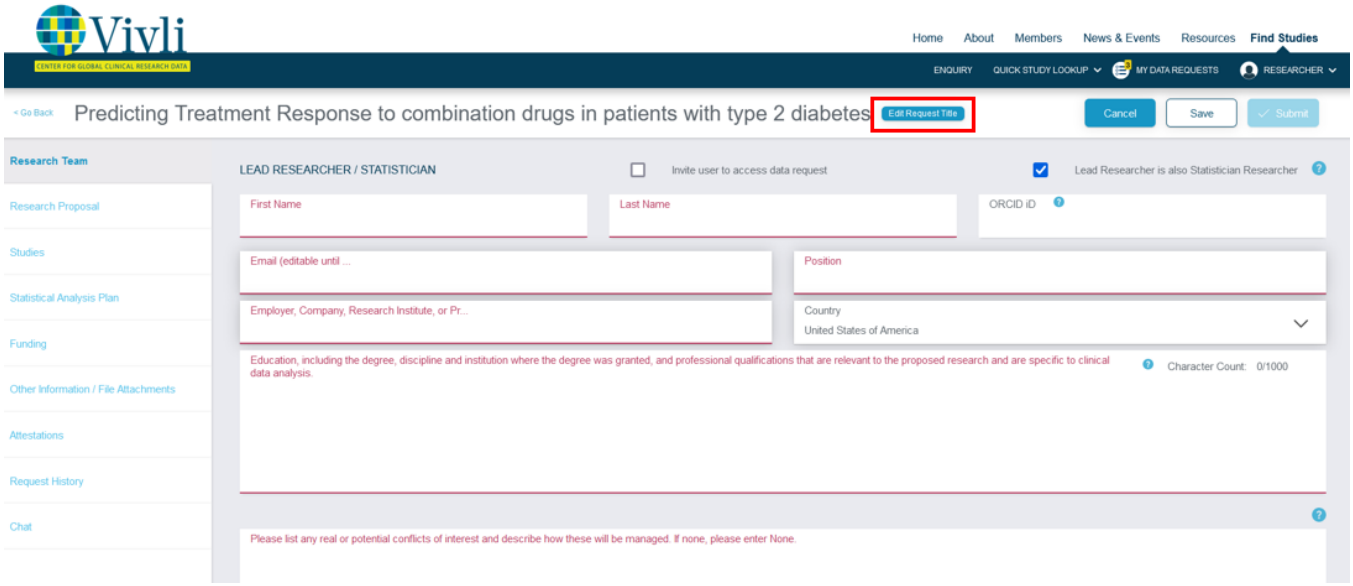
Click on **Draft** to see any incomplete or new data requests. Click on the data request to open it:



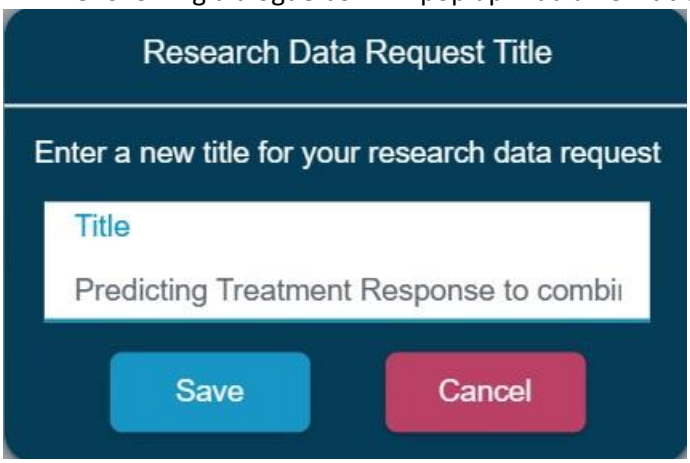

## 3.1 Editing a data request

You may edit the Project name of your data request as it will appear on the Data Request Form and Vivli Dashboard. The Project name of your data request should be the same as the "Title of Proposed Research" as it appears on the Data Request Form.

1. Click on **Edit Request Title** to edit the Project name:




2. The following dialogue box will pop up. Add a new title and then click **Ok**:



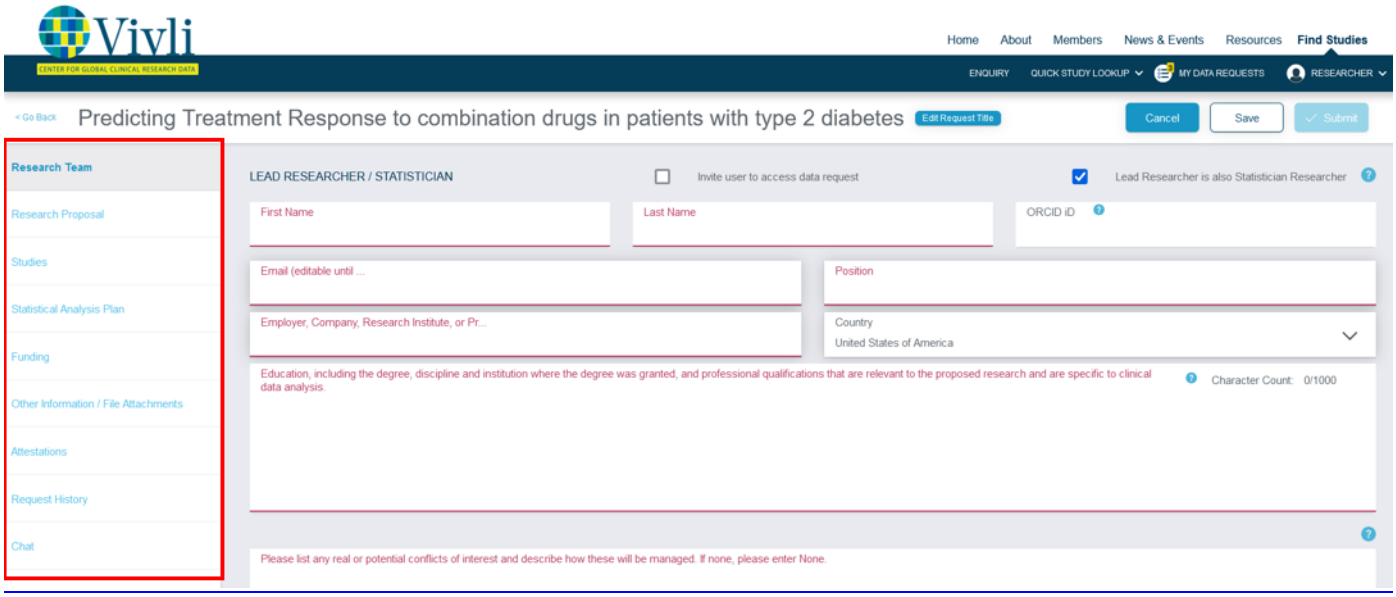

## 3.2 Completing a data request

To complete a data request, you must add all required information to the Data Request Form. For guidance, please see Vivli Data Request Form Worksheet. Please note that the data request must include:

- The name, contact information, primary affiliation and position, country, qualifications, degrees and where the degrees were obtained of all team members.
- Conflict of Interest Statement
- The title of the proposed research with a description of the study design (which should match the Project name)
- Lay summary explaining the relevance of the project to science and public health

- Brief description, main predictor variable and outcome elements, specific aims and objectives and hypothesis to be evaluated
- Purpose of analysis and outcomes
- Project timeline, dissemination and publication plan.
- Statistical Analysis Plan
- Information about funding
- Attestation
- All other required fields, including all data sets associated with the proposal
    - This includes studies you may request from Vivli; studies requested from other Data Sharing Platforms or Portals; and any additional data, tools, and scripts that you want to bring into the Vivli platform. If you will not be bringing studies into the Vivli platform but they are part of your overall research analysis plan, then please add this list of studies as an attachment.

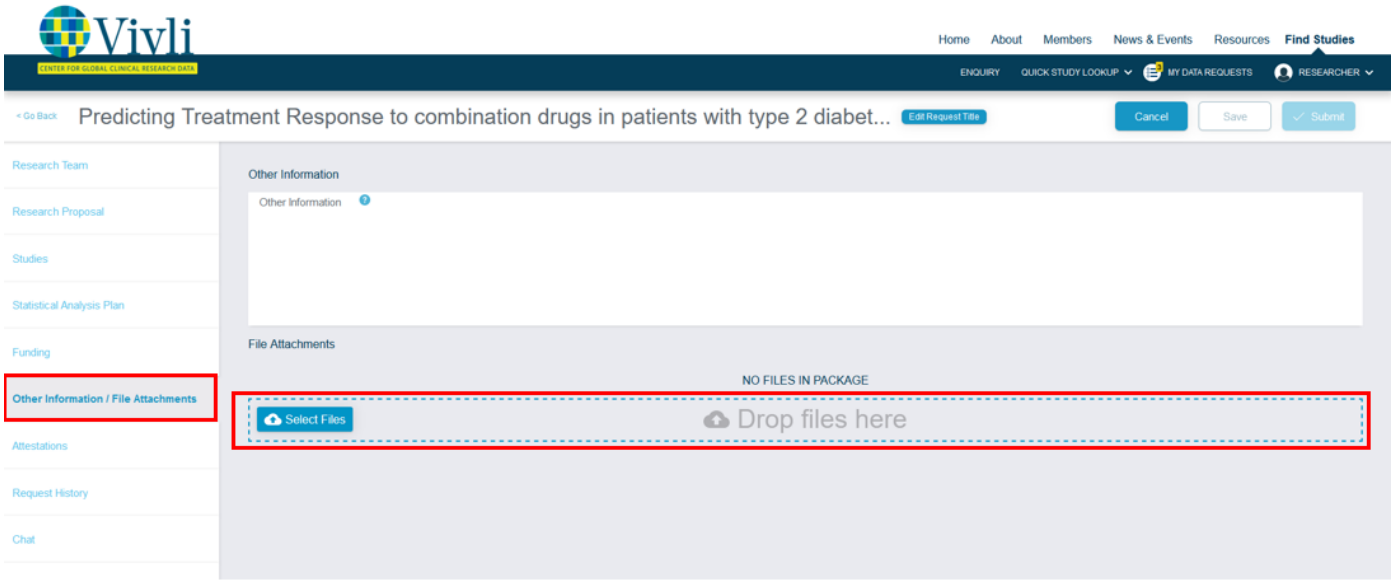
For more information on requesting studies not listed on Vivli, please see Section 5.0 Requesting data from studies not listed on Vivli, but available for provisioning into the Secure Research Environment.



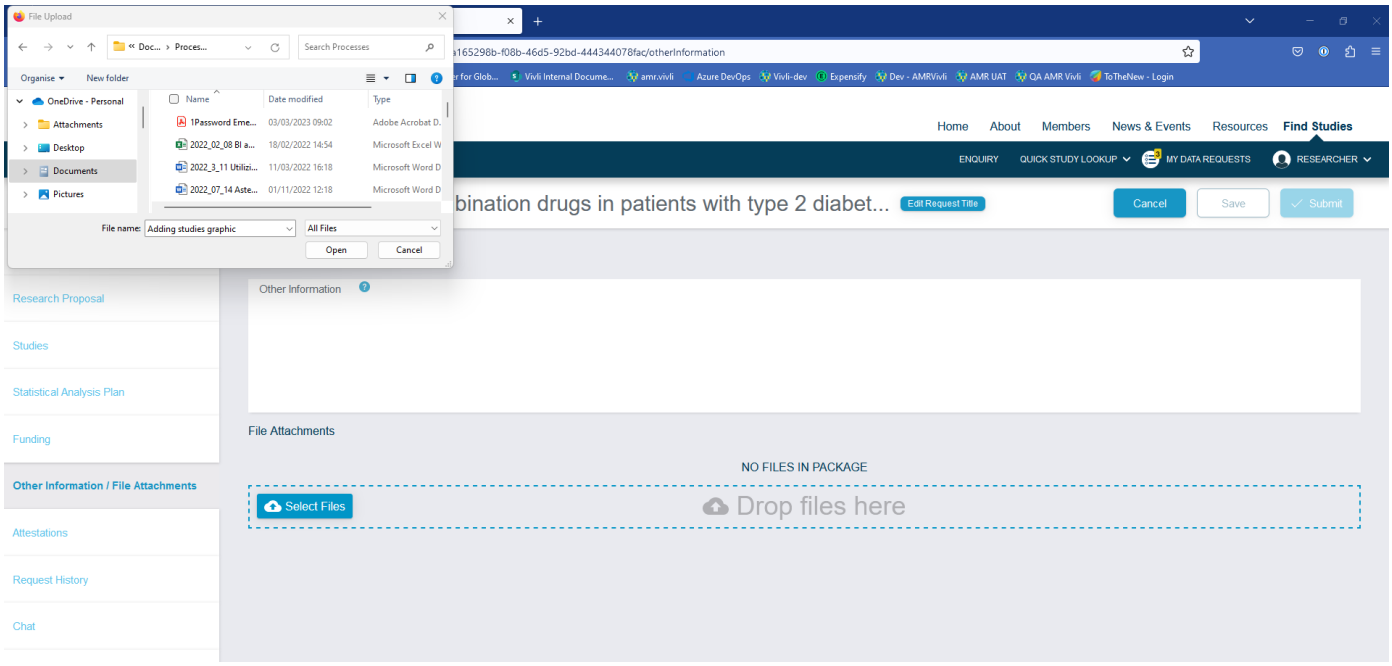
### 3.2.1 Adding Files or Other Information to your data request

1. You may also attach files to your data request using the **Other Information/File Attachments** tab:

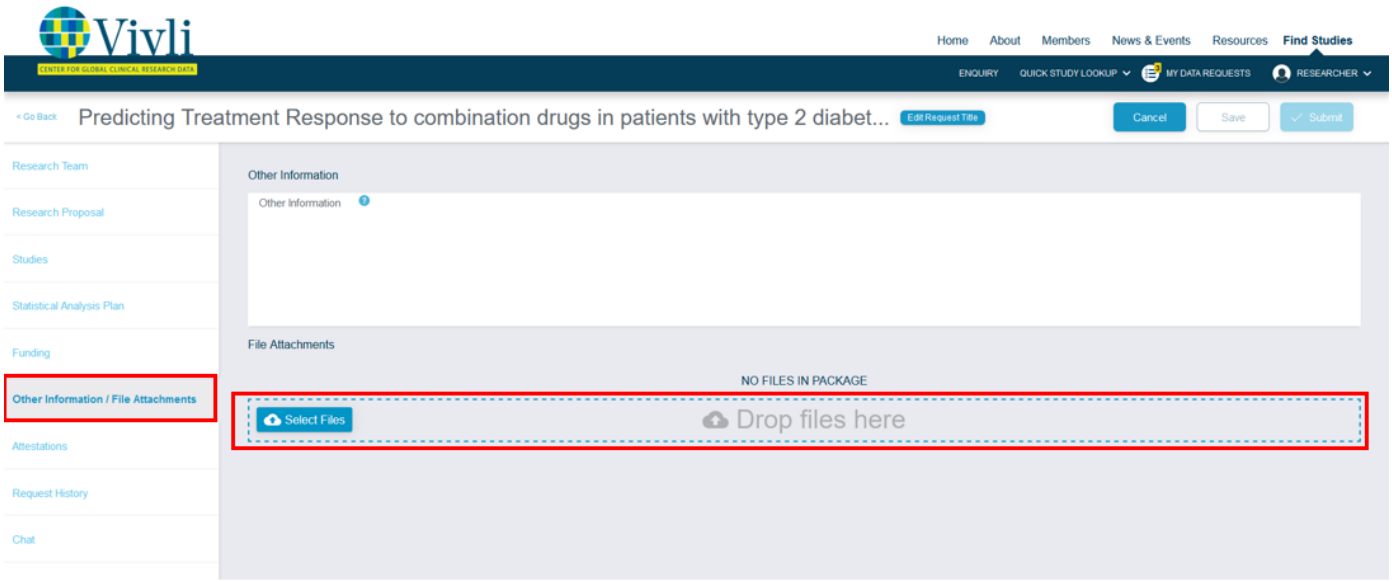

2. Click on **Select Files** to choose a file:



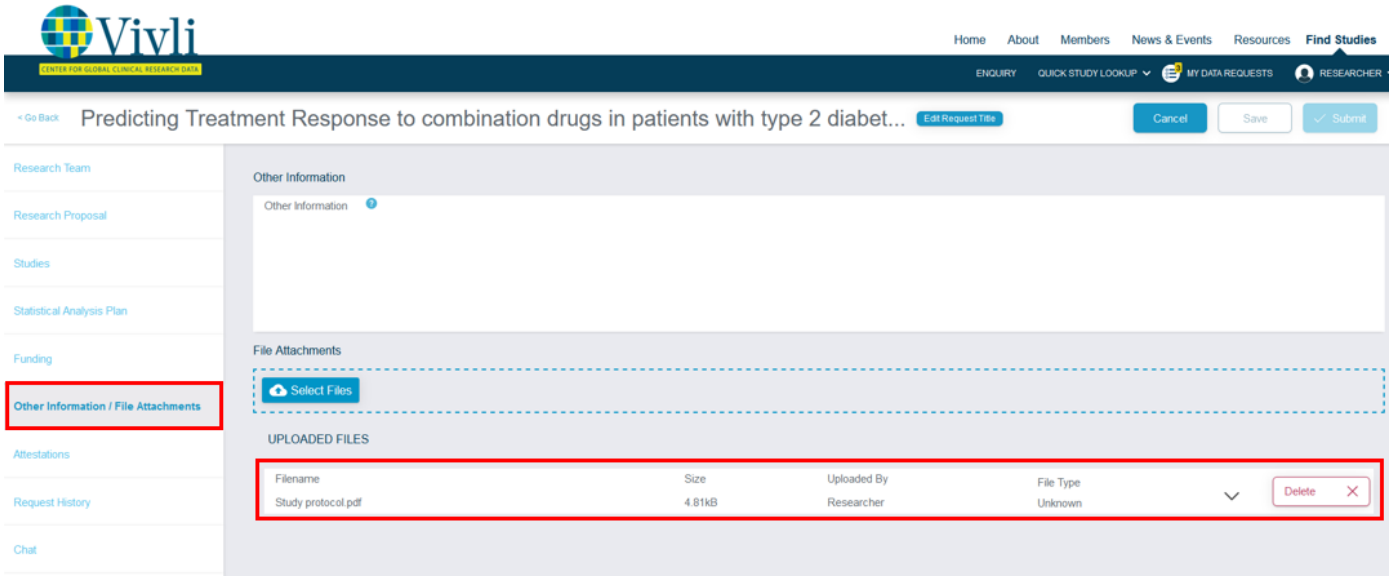
3. Then simply select the file from your computer:



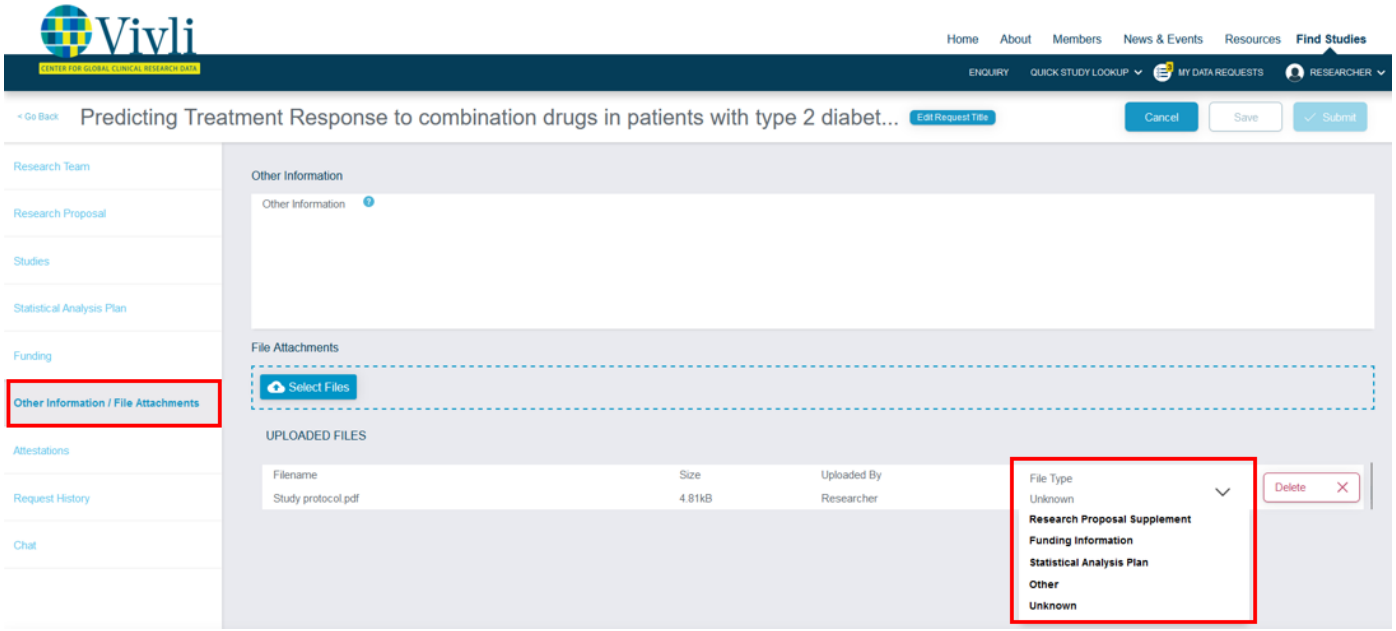

4. You may also drag and drop files into the '**Drop files here'** box:



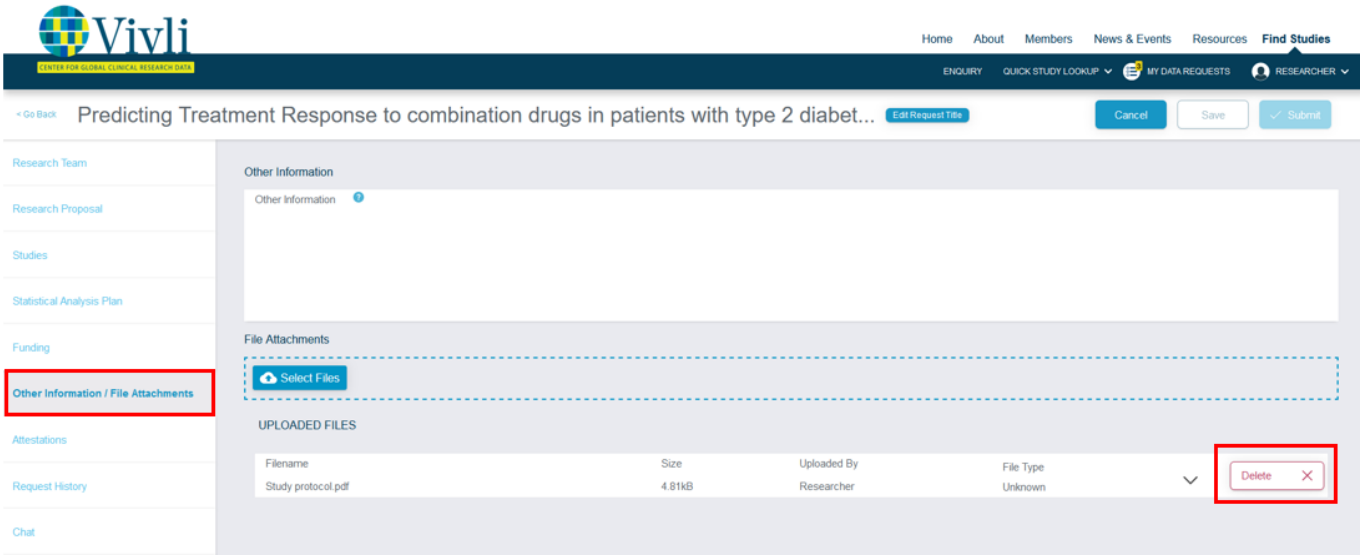
5. Your uploaded files will appear under **Uploaded files**:



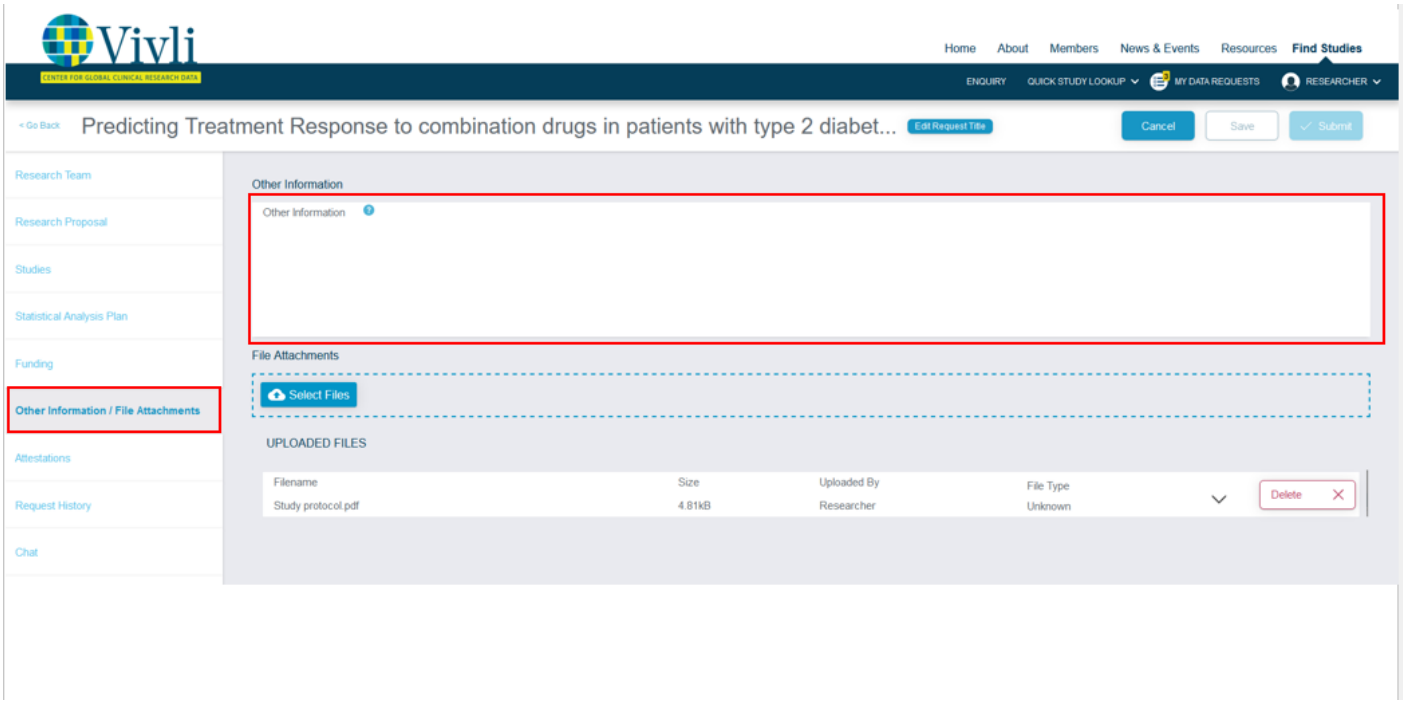

6. You can select the file type from the dropdown menu after upload is complete:



**7.** To delete the file, simply click on **Delete:**



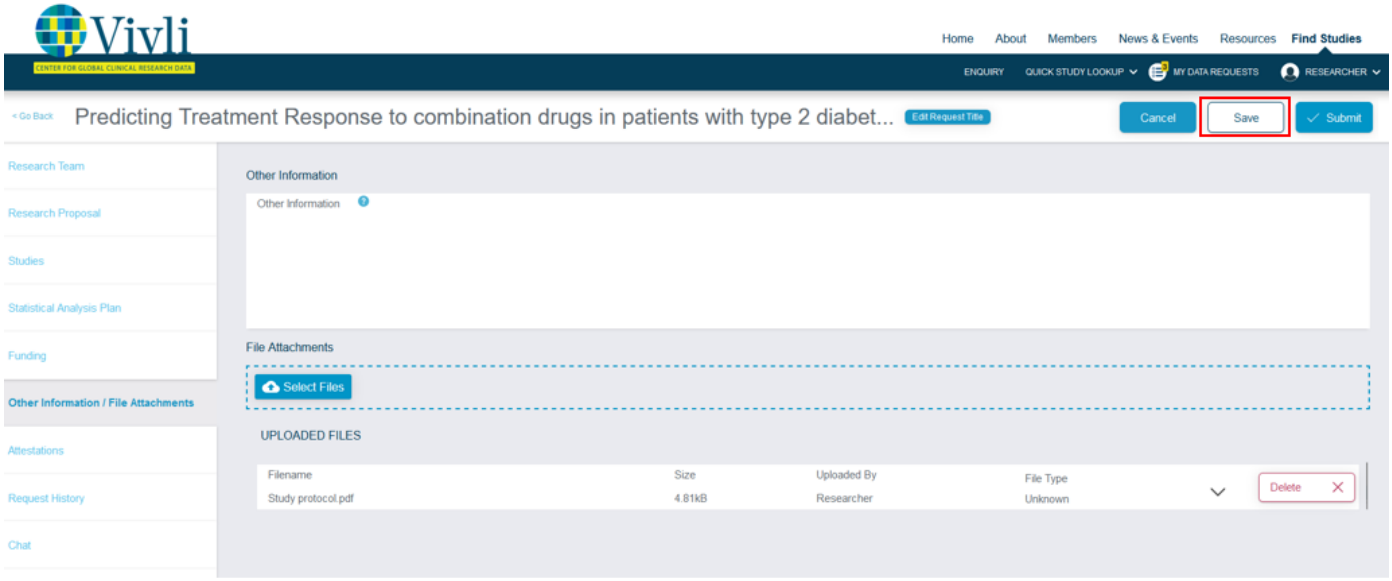

8. To enter any other information, simply type into the dialogue box:




## 3.3 Saving your data request

You do not have to complete the Data Request Form in a single session; you can save the Data Request Form as many times as needed prior to submission.

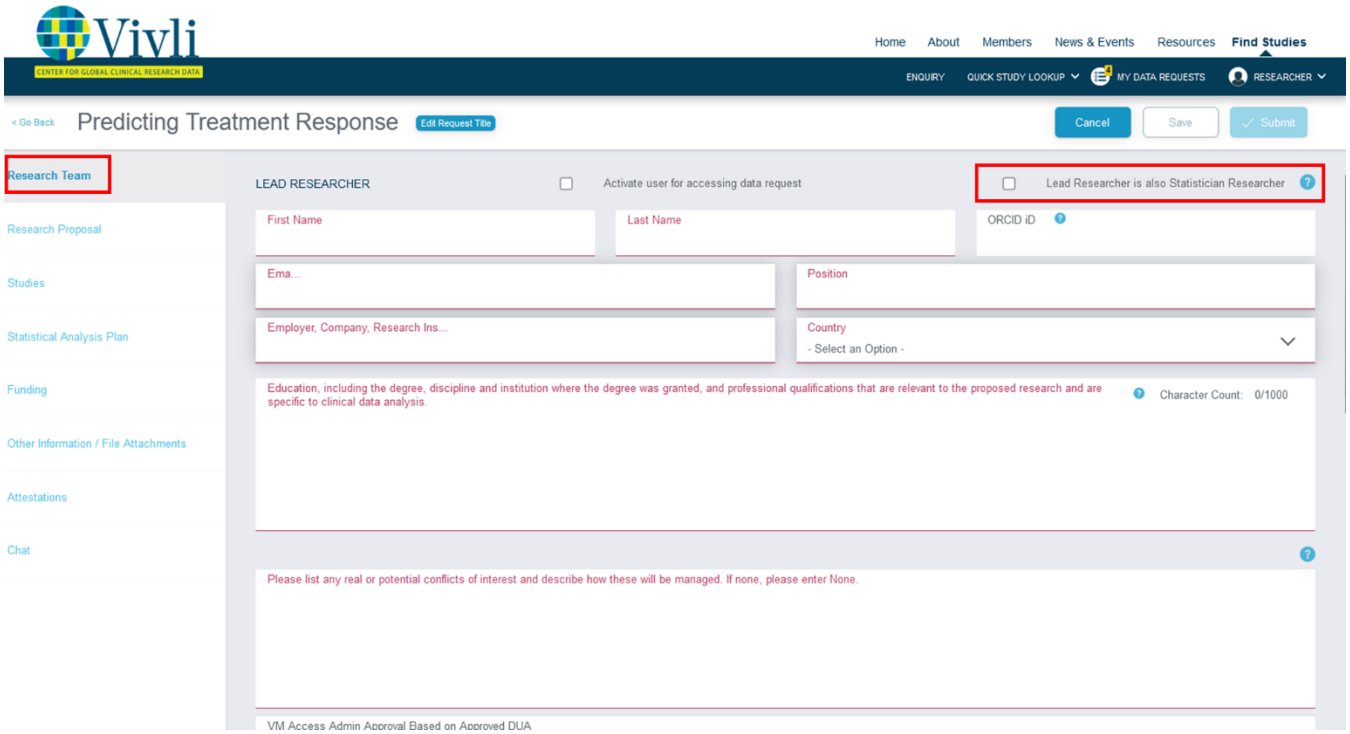
To save a Data Request Form, click on **Save** in the top right corner of the screen:



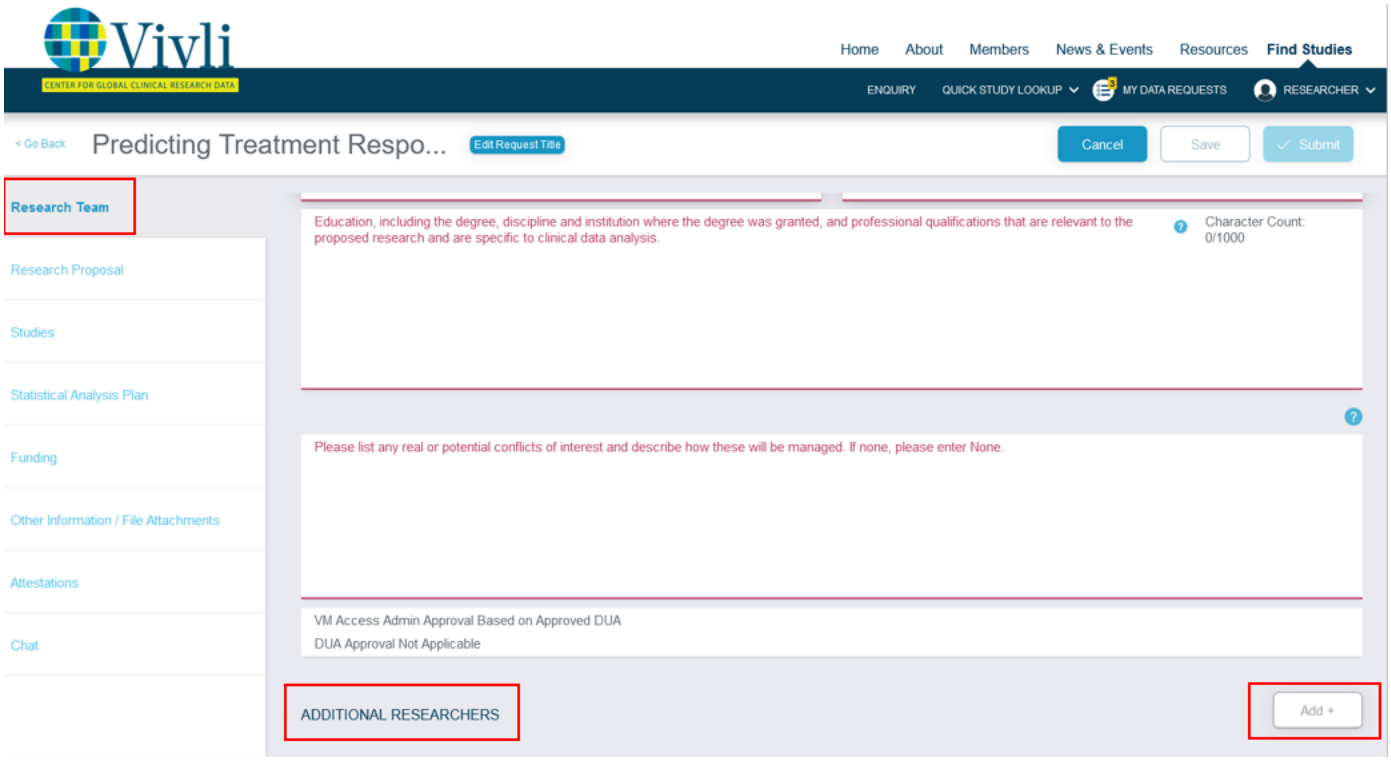

## 3.4 Adding Research Team Members

- Individuals activated for a data request will be able to view and edit the Data Request Form
- If the Data Use Agreement (DUA) covers the individual, they will have access to the Secure Research Environment
- These permissions can also be changed before starting the research environment and while the research environment is running.
- If you would like to make changes to the Research team members including the Lead Investigator or Lead Statistician during the review process, please reach out to the Vivli team via platform chat. Please note that according to Vivli policy, any changes to the Lead Investigator, Lead Statistician, their conflict of interest, adding and removal of studies in the request, changes to the Statistical Analysis Plan will require that Data Contributors have the opportunity to re-review your data request and have it go through their entire approval process.
- If your team member is from a different institution than the Lead Investigator and they would like to access the data, they will need to have a DUA in place from their institution before accessing the data.

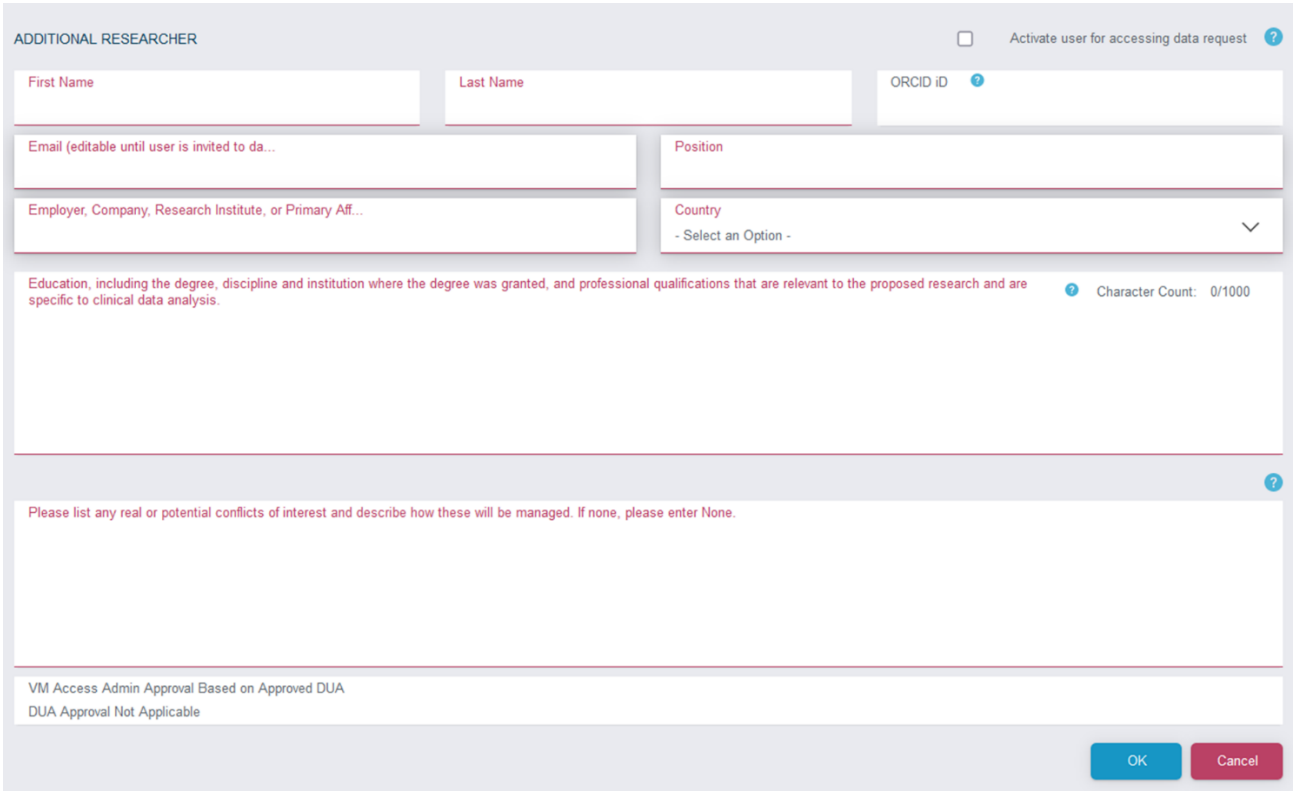
1. If the Lead Investigator is also a Statistician Researcher, select the checkbox as shown below



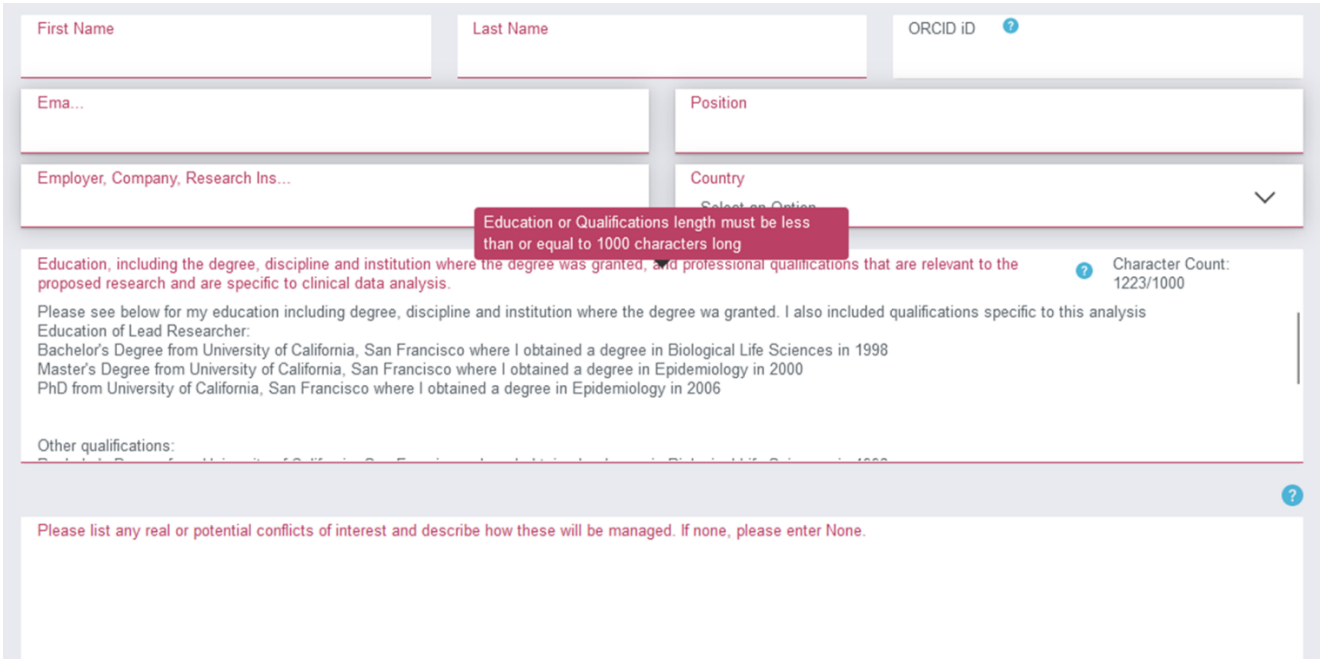

2. To add additional team members, scroll down to add additional team members - click on **Add+** in the lower right corner, opposite **ADDITIONAL RESEARCHERS**:




3. The following dialogue box will appear:

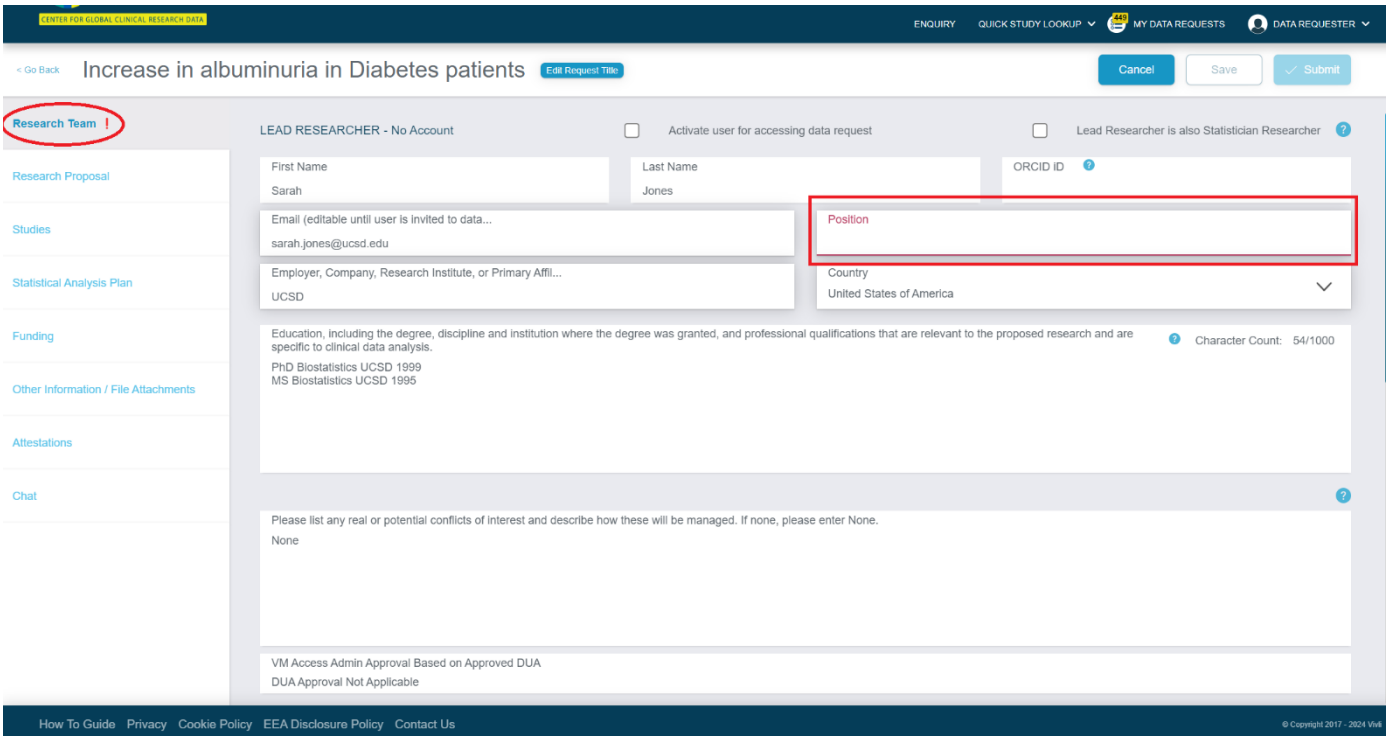



4. Note that the character limit in the Education text field is 1000 characters. If the number of characters entered exceeds this limit, a pop up will appear alerting you that the Education/qualification field exceeds the limit:




5. Note that if there is missing information in a required field in the Research Team section, the field will be outlined in red and a red exclamation mark will appear in the “Research Team tab” on the left side. Once the

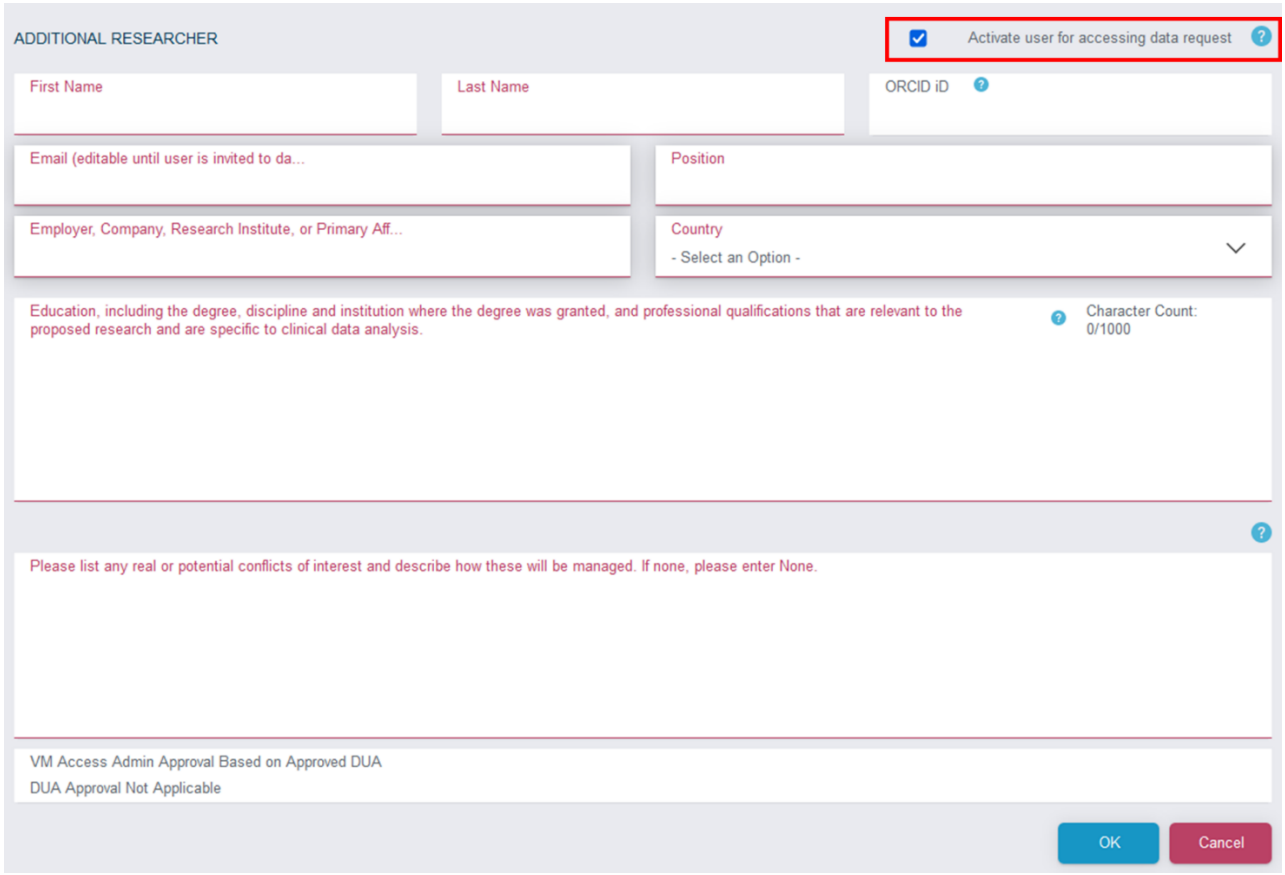
required field is input, the exclamation mark will disappear.



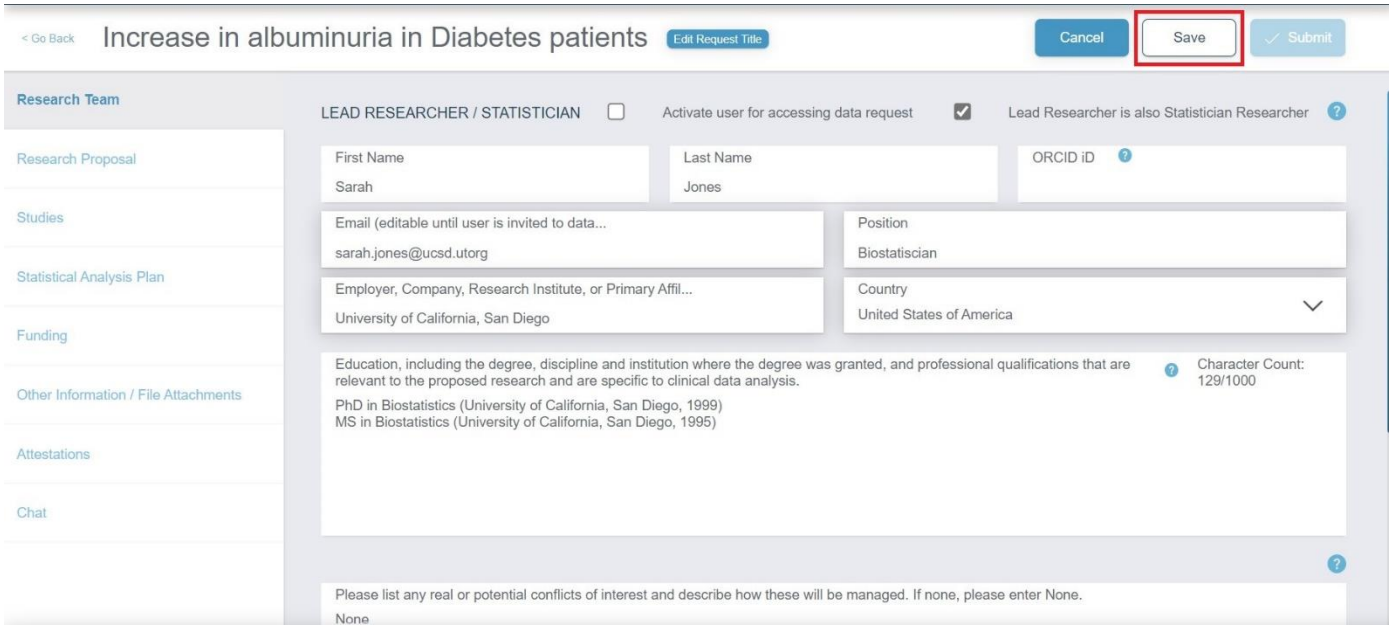

6. Complete all fields, and click 


7. Please ask the research team member to "sign up" for a Vivli account. They can follow Section 1.0 of the Vivli User Account Quick Start guide

8. Once the Research team members have created their Vivli account, you can activate them for accessing the Data Request Form by checking the checkbox **Activate user for accessing data request** and then click **OK:**



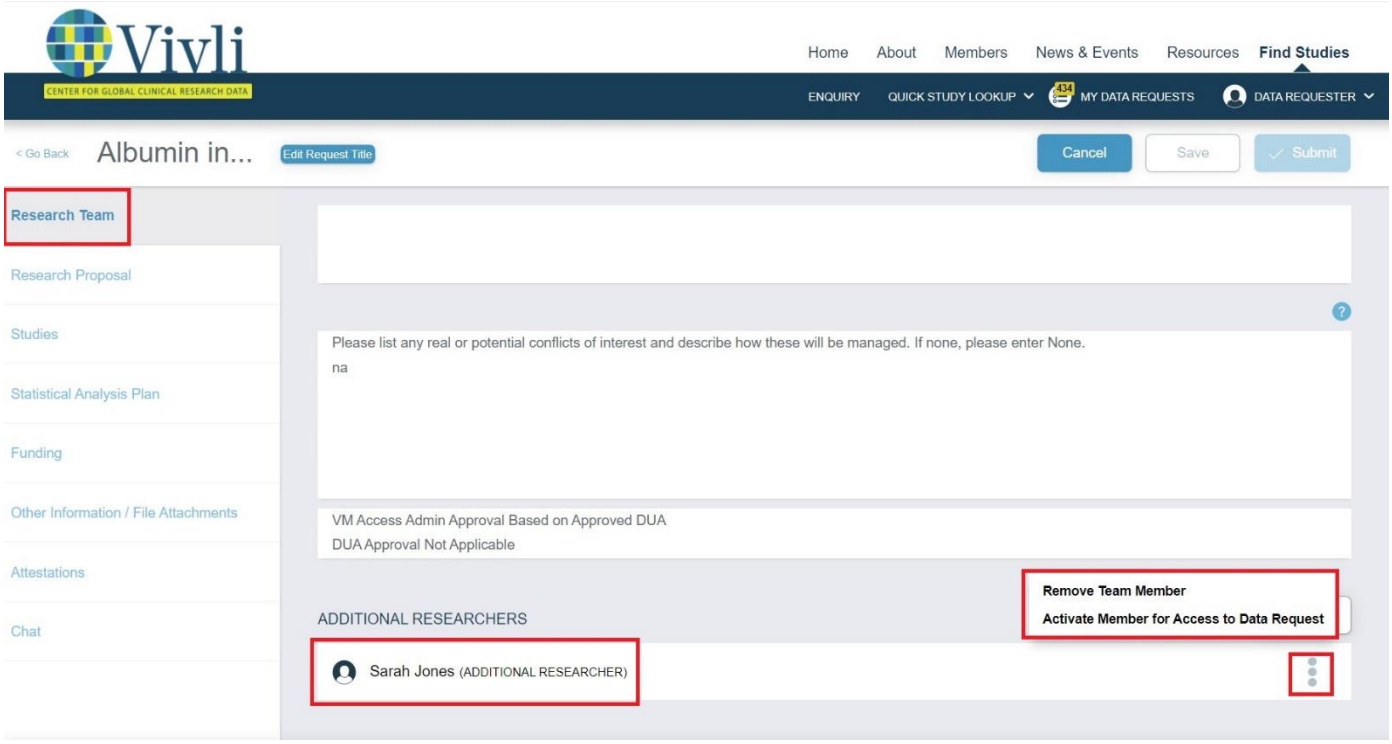

9. On the main data request form, click **Save**. The team member will be automatically added to the data request.



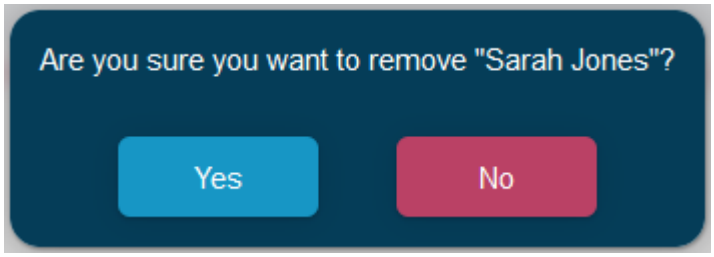
## 3.5 Deleting research team members

Follow these steps to remove a team member from your data request form while it is still in draft:

1. Open your draft data request and Click on the **Research Team** tab:
2. Under **ADDITIONAL RESEARCHERS,** click on the three vertical dots in the lower right-hand corner and select **Remove Team member**:




3. The following pop-up will appear:




4. Click on **Yes** to remove the team member.

# 4.0 Requesting Vivli-listed studies provisioned by external providers

## 4.1 Overview

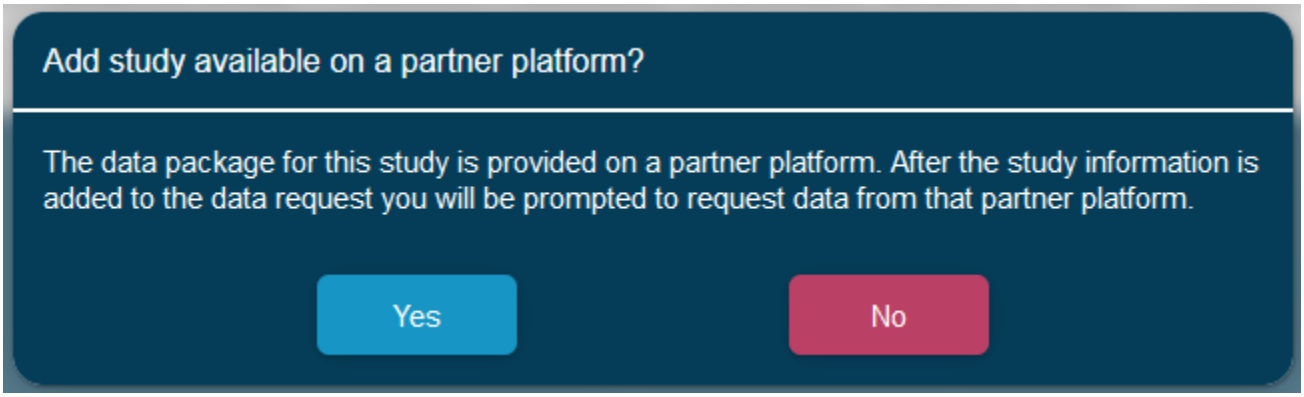
- Some studies are listed and searchable on both the Vivli platform as well as on other platforms that are Partner Platforms with Vivli.
- In addition to completing the Vivli request form, you will need to request such studies directly through the Partner Platform.

- After the relevant Data Contributor(s) have approved your request, you will sign a Data Use Agreement (DUA). The Data Contributor will then provision the data from their platform into the secure research environment.

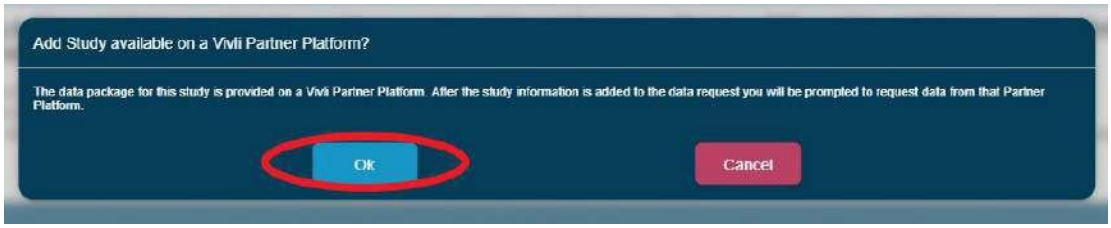
## 4.2 Requesting studies provisioned by external providers

1. If the study you are searching for is on the Vivli Platform but provisioned by an external provider, it will appear on the Studies page when you search for studies as described in section 1.1, *Searching for studies on the Vivli platform.*

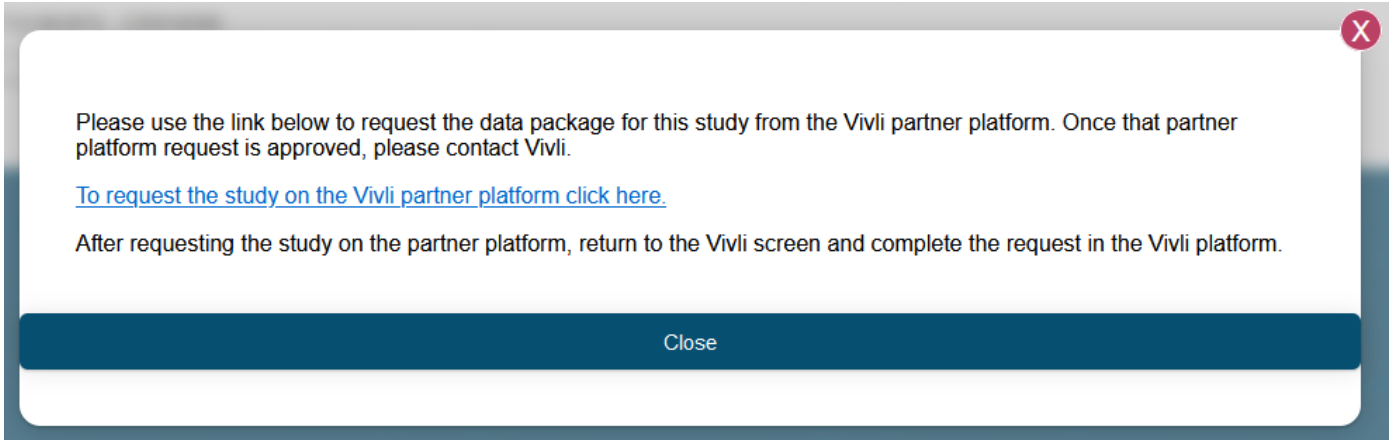
2. When attempting to add a study in this category to a Data Request Form, the following pop-up will appear:



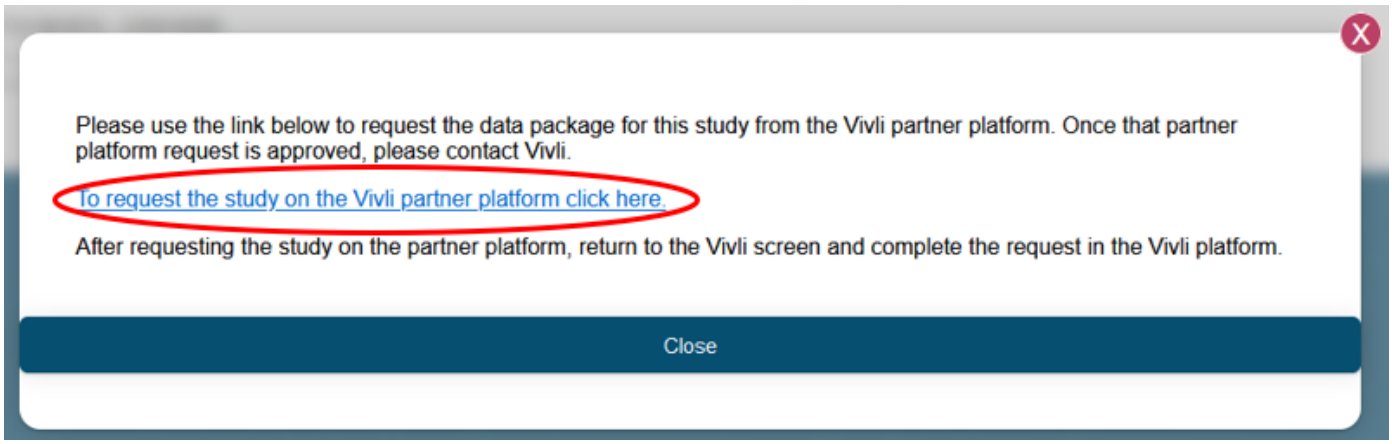

3. Click on **Yes** to add the study to the Data Request Form:




4. The following pop-up will appear:

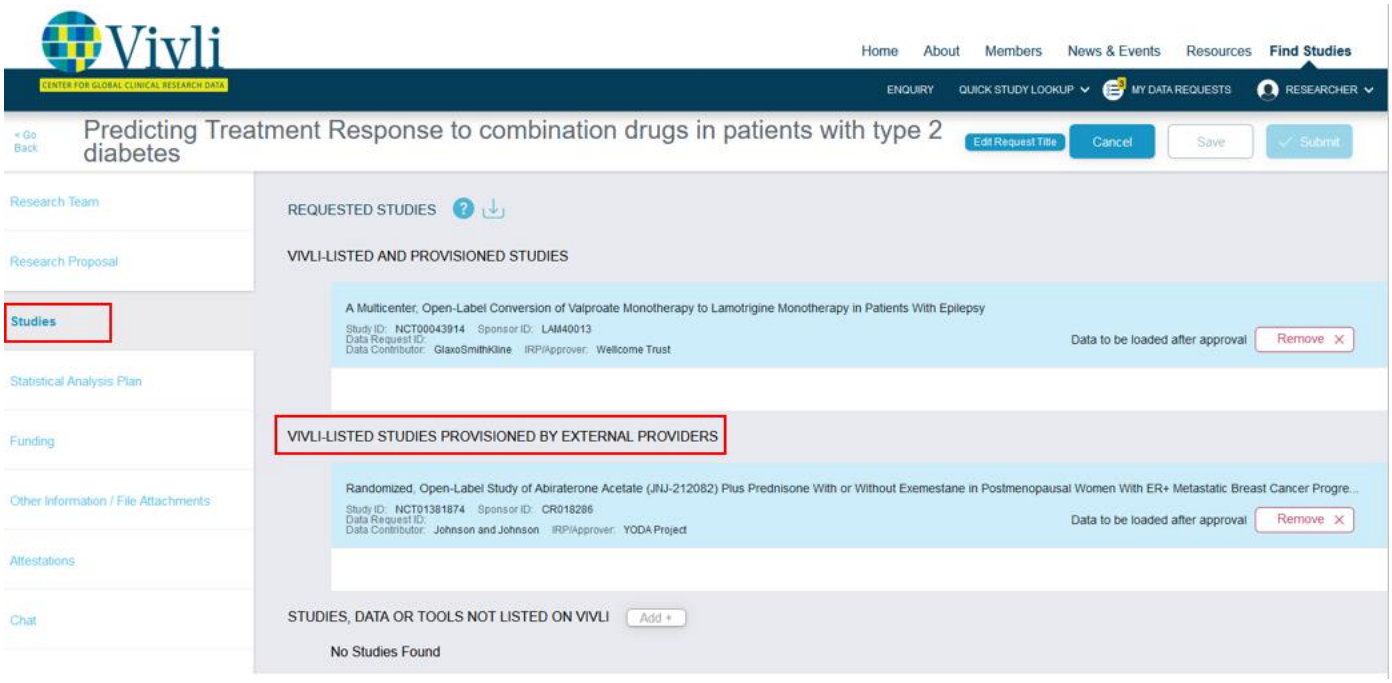



5. Follow the link to view and request the study on the Partner Platform:




Note: this link will open up the Partner Platform Website in another browser tab.

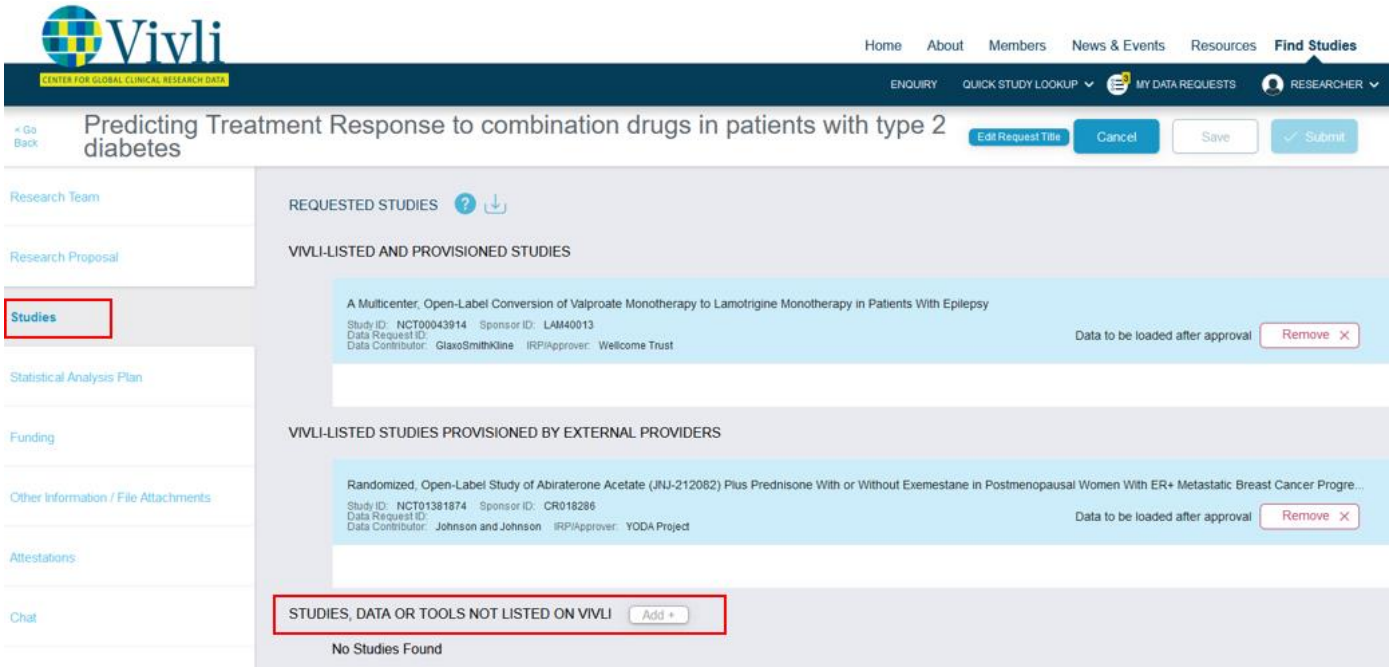
6. Complete and submit the request on the Partner Platform, as well as the Vivli Data Request Form.
7. When you review the studies tab on your Data Request Form, the study will be categorized as **Vivli-Listed Studies Provisioned by External Providers:**




8. After all the Data Contributors associated with the request have approved it and you have signed a Data Use Agreement, all the data package(s) will be provisioned directly into the secure research environment.

## 5.0 Requesting data from studies not listed on Vivli, but available for provisioning into the Secure Research Environment

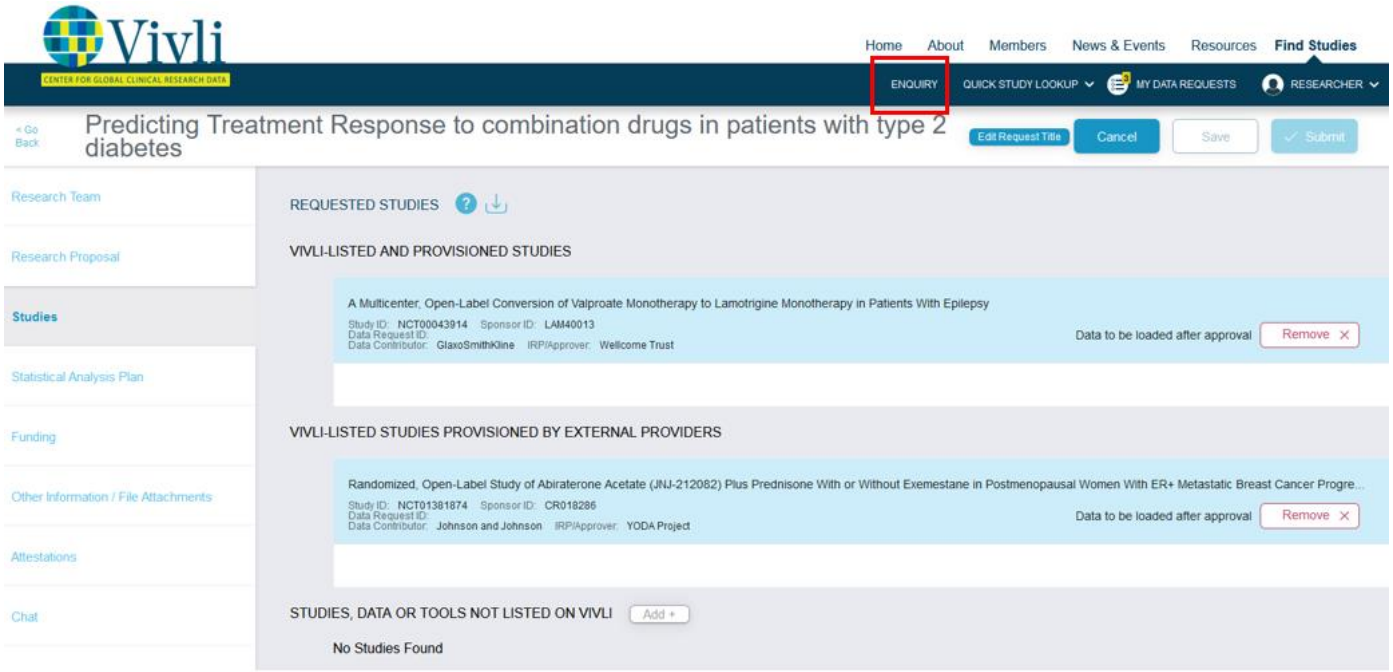
- You may add Vivli Member studies to your data request, even if they are not listed on the Vivli platform as some Vivli members do not list all available studies.
- Such studies will be designated on your Vivli Data Request Form as **STUDIES, DATA OR TOOLS NOT LISTED ON VIVLI**.




## 5.1 Process Overview

To request data from Vivli Member studies that not listed on Vivli, complete the following steps:

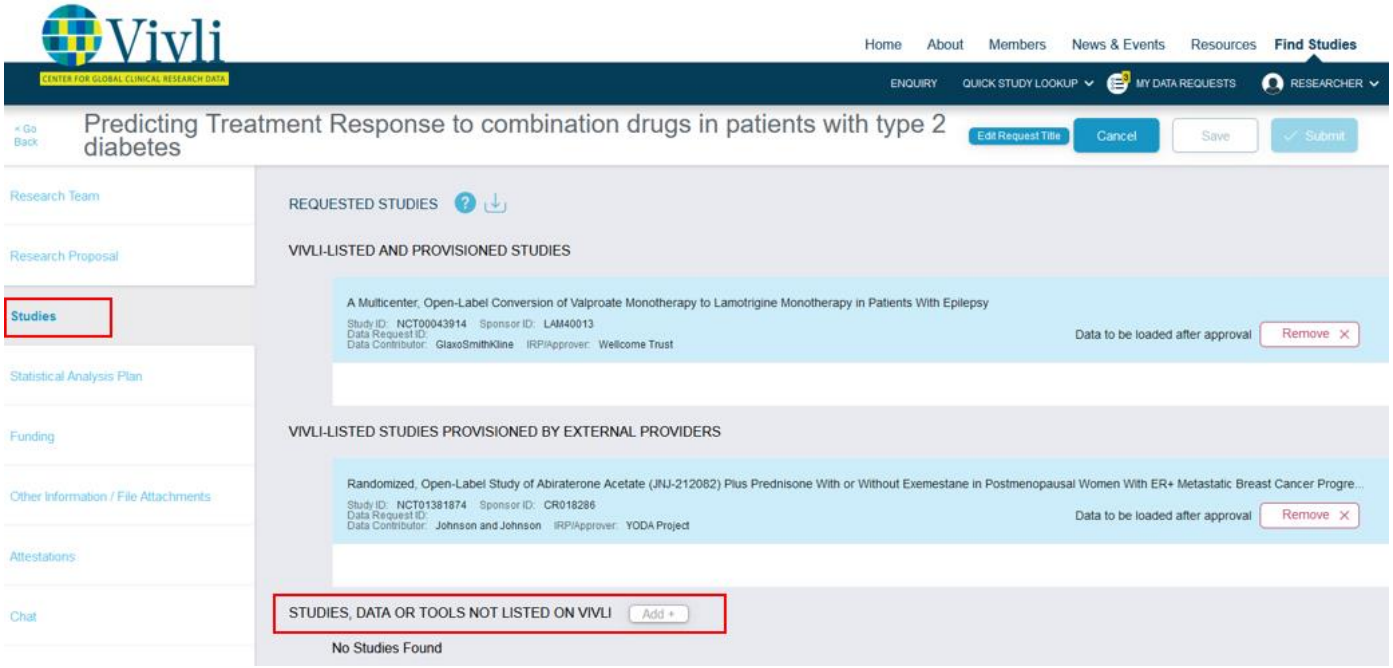
1. Put in a study enquiry by filling out the Enquiry form by clicking the Enquiry button on top.



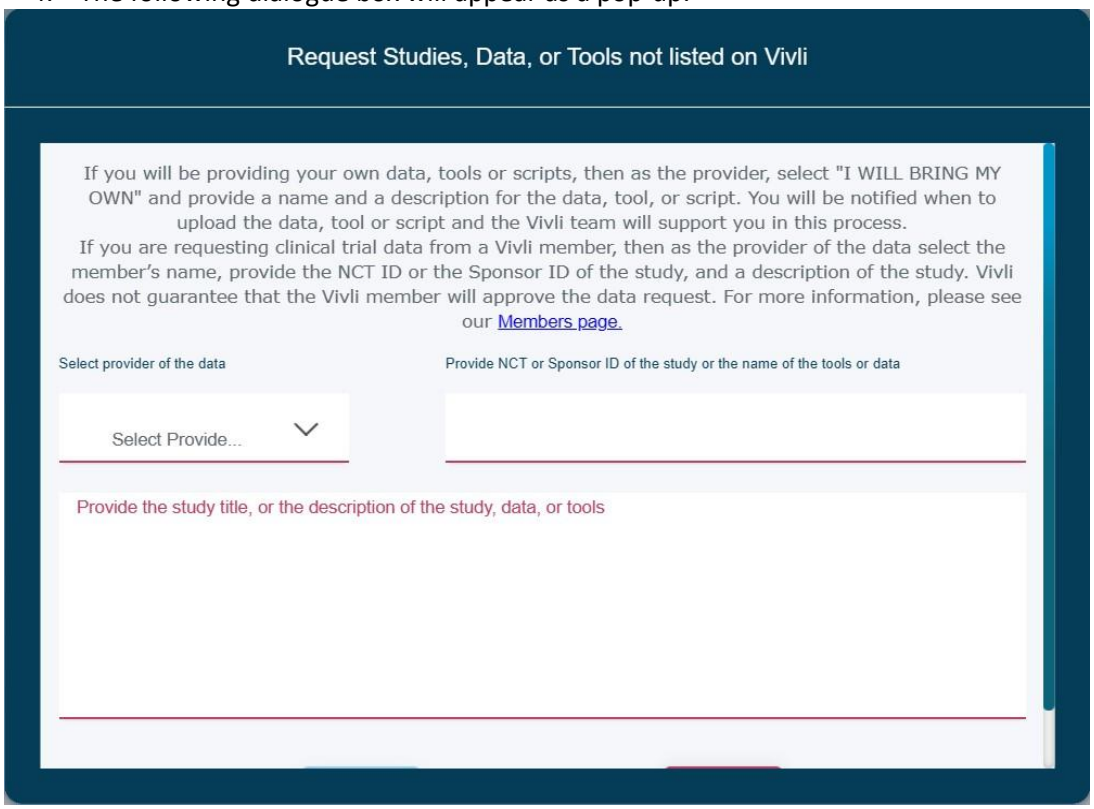

2. If the enquiry is approved and study is available for sharing, complete the Vivli Data Request Form for all studies to be analyzed on Vivli and add in the study.
3. After all Data Contributors have approved your request, all the data packages will be provisioned into your secure research environment.
4. Note: *Do not submit* a data request before all enquiries have been resolved as this will cause delays.

## 5.2 Steps for requesting data from studies provisioned on Vivli but not listed on Vivli

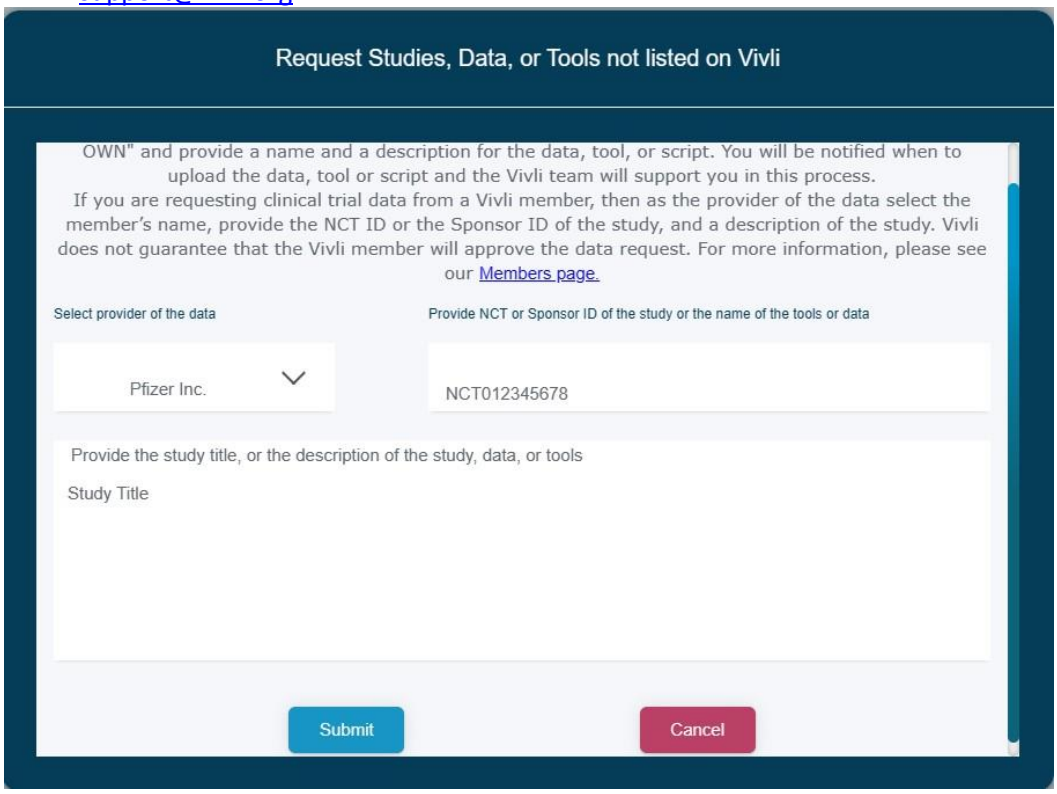
1. If you have access to a study which is included in your project but is not listed on the Vivli platform, you will need to add this to your data request.
2. To add the study to a Vivli Data Request Form, first open data requests by clicking on **My Data Requests** in the top right-hand corner of the browser:
3. Next, open the data request to add the external study. Then, scroll down and click on **Add+** adjacent to **STUDIES, DATA OR TOOLS NOT LISTED ON VIVLI**, in the bottom corner of the screen:



4. The following dialogue box will appear as a pop-up:

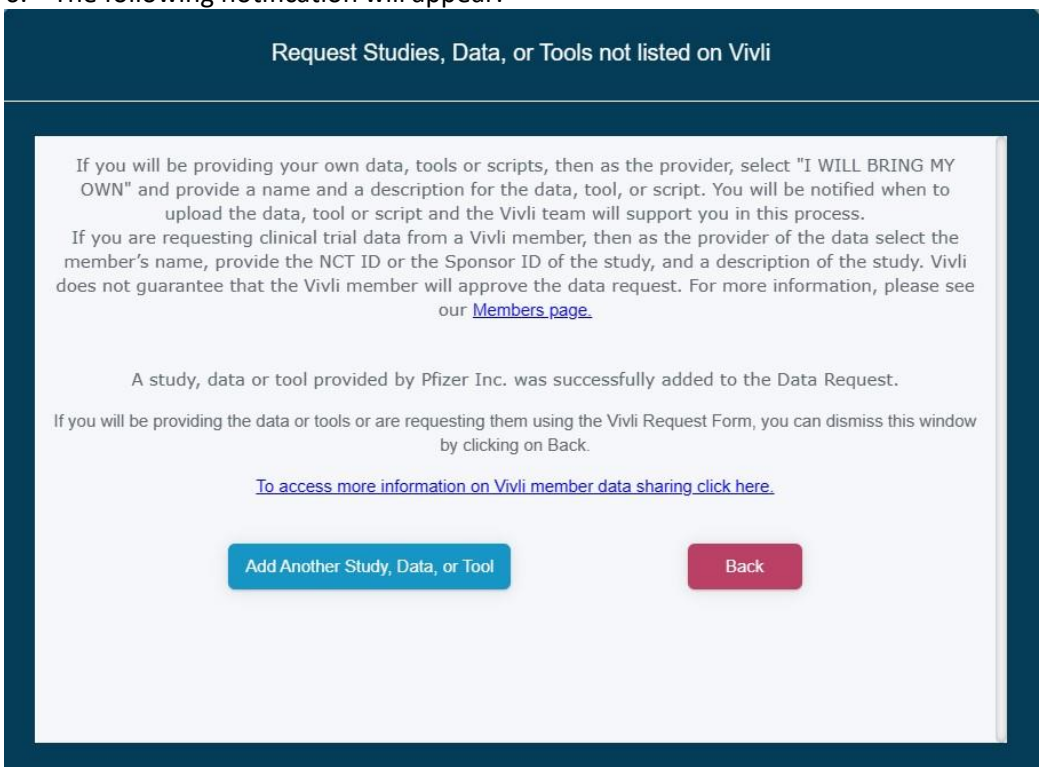



5. Complete all fields, including selection of the Provider of the data from a dropdown menu and then click **submit.** Note: If a specific Data Provider is not available in the dropdown, reach out to support@vivli.org:

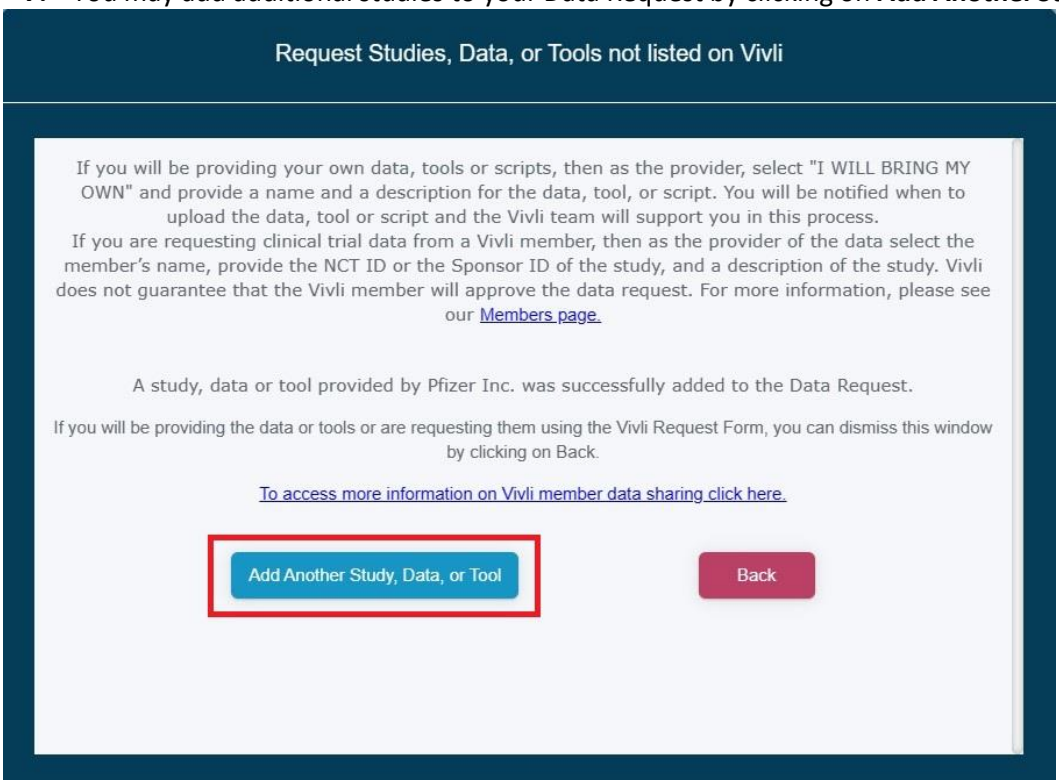


**Note:** Please add only one study in the dialogue box. If you wish to add additional studies, please complete this process, and repeat it for the additional studies.

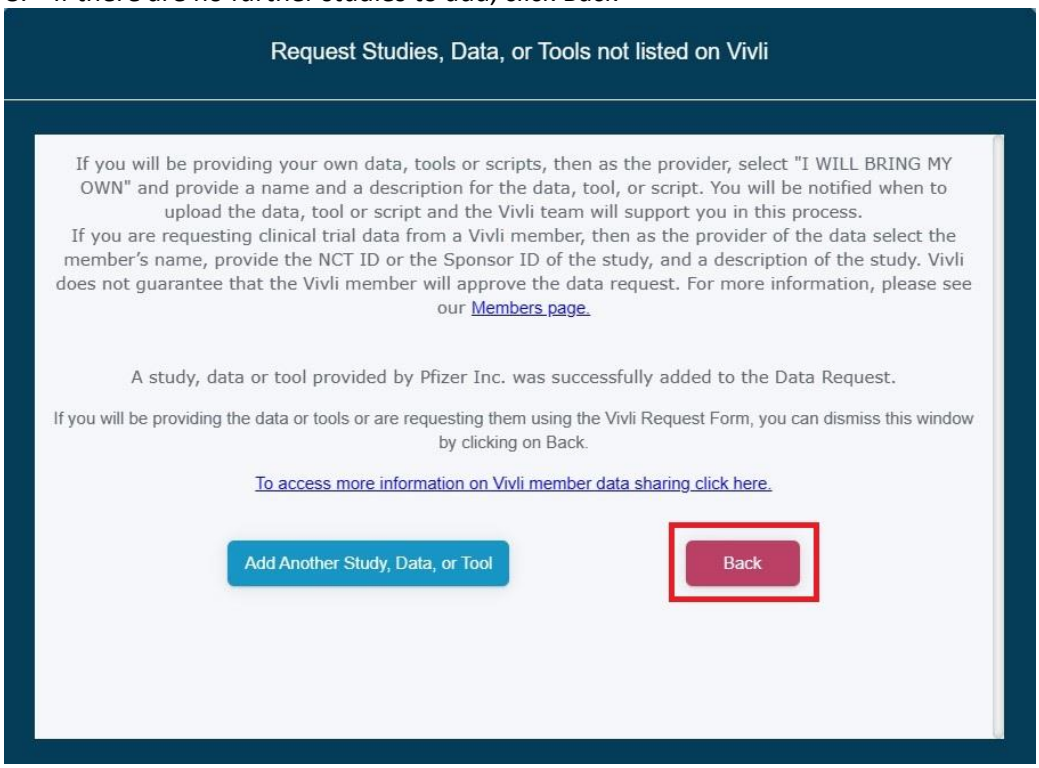
6. The following notification will appear:



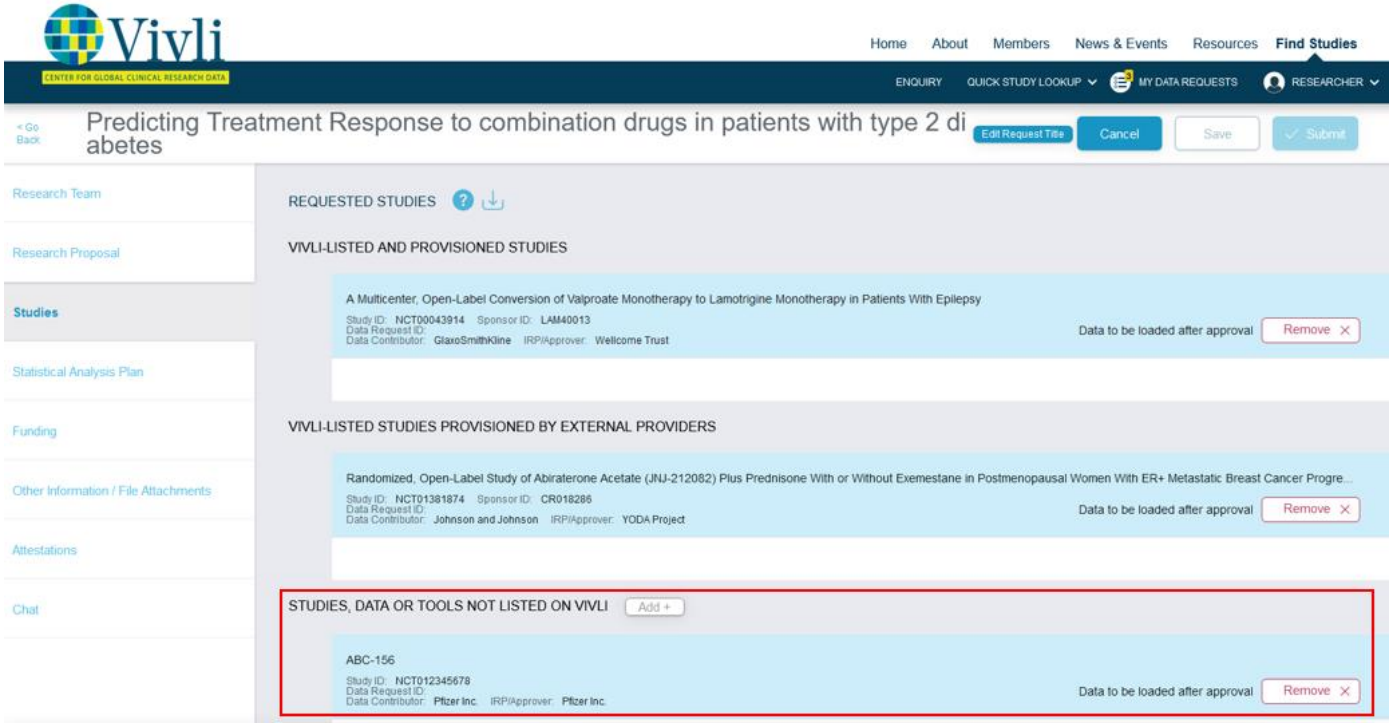

**7.** You may add additional studies to your Data Request by clicking on **Add Another Study:**



8. If there are no further studies to add, click Back




9. The studies will appear in the study list

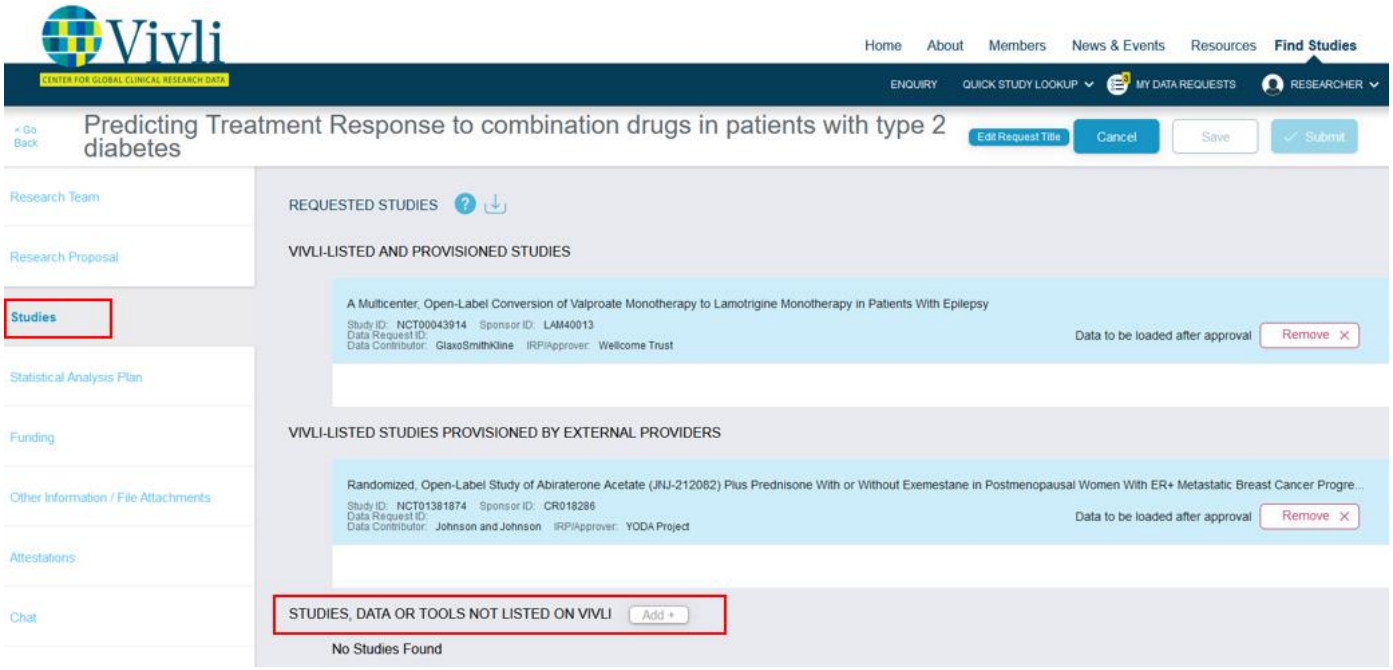



10. After all the Data Contributors associated with the request have approved it and you have signed a Data Use Agreement, all the data package(s) will be provisioned directly into the Secure Research Environment.

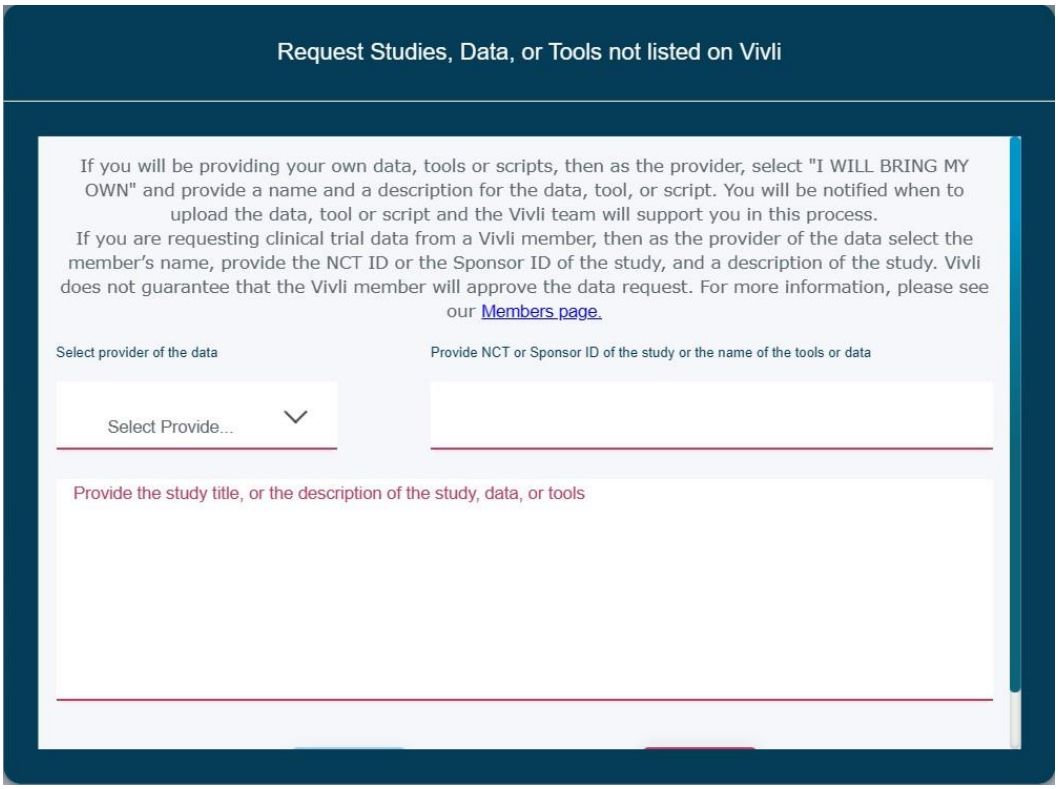
# 6.0 Requesting to add other data or tools / scripts (provided by you) for integration and use on Vivli

## 6.1 Adding your own data

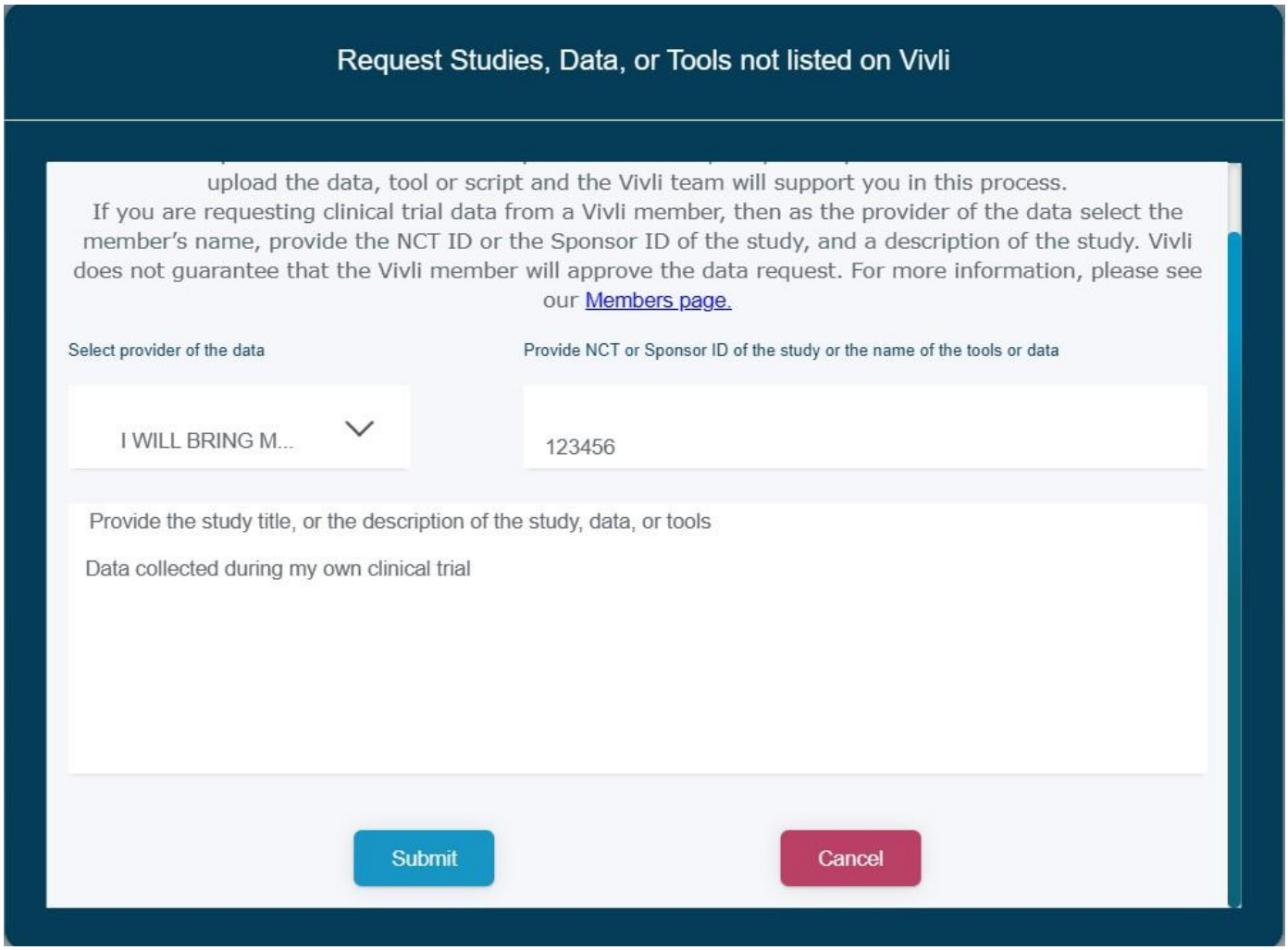
1. You may also request permission to bring in your own data packages to the Secure Research Environment. It is Vivli policy that any data, statistical tools, or scripts need to be included in the studies section of the data request during the review process.
2. Open your data requests by clicking on **My Data Requests** in the top right-hand corner of the browser:
3. Next, open the Data Request to add the external data. Then, scroll down and click on **Add+** adjacent to **STUDIES, DATA OR TOOLS NOT LISTED ON VIVLI**, in the bottom right corner of your screen:



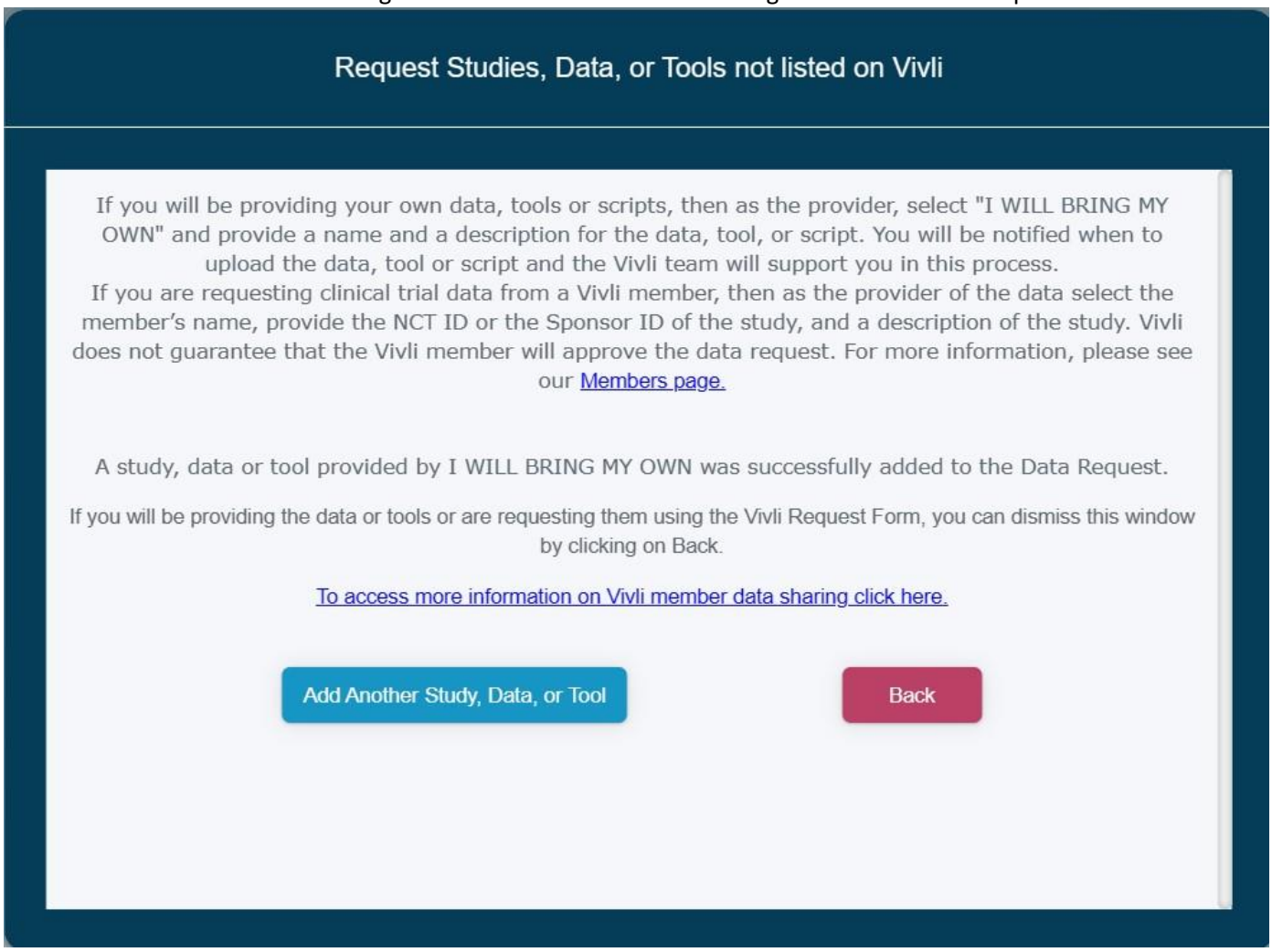

4. The following dialogue box will appear as a pop-up:



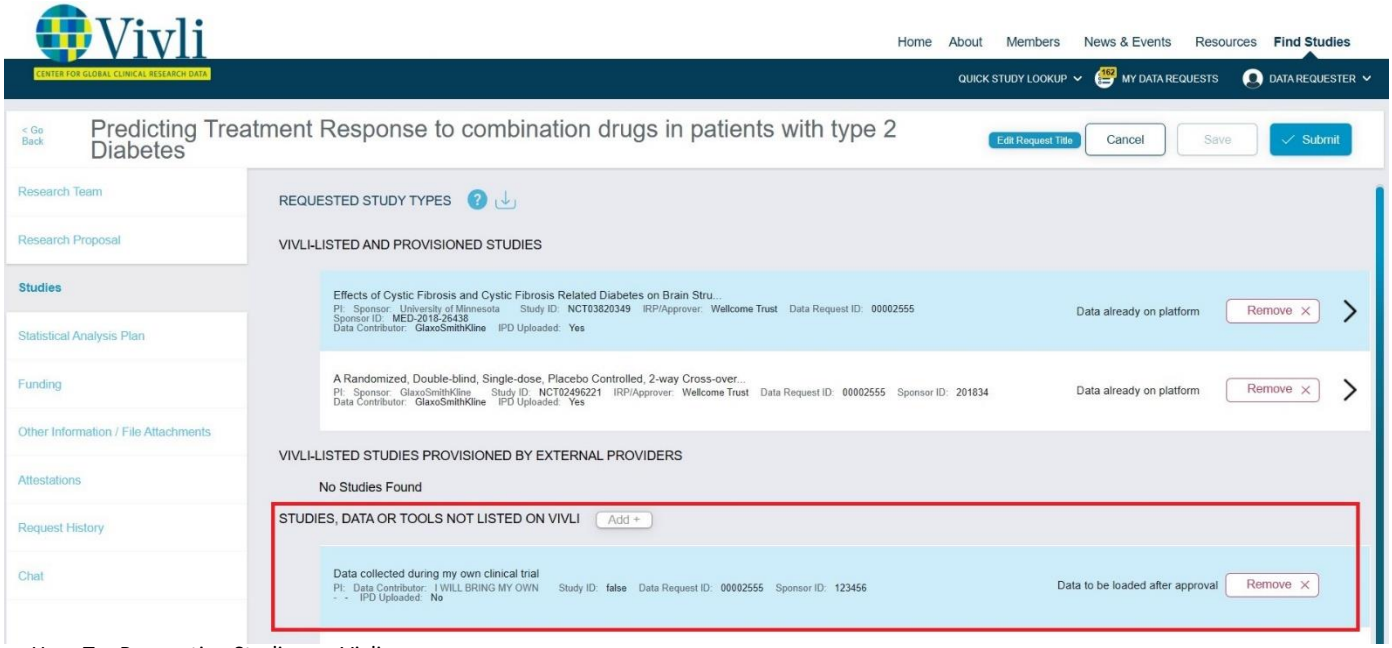

**5.** From the Dropdown menu under **Select provider of the data,** click on **I will bring my own.** Complete all fields and click **submit. Note:** Please include the description of the additional data, origin of the data, the size of the data package, scientific validity and how the external data adds value to the research purpose. Also indicate in the table if the Lead Investigator and Statistician is legally entitled to upload the additional data, e.g., the data is from a study performed by the Lead Statistician or Lead Investigator or is publicly available data that can be used for secondary analysis and that the study being uploaded is anonymized. As part of the Vivli request form, you tick a box acknowledging that you have permission to use that data for your analysis.


Request Studies, Data, or Tools not listed on Vivli
upload the data, tool or script and the Vivli team will support you in this process.
If you are requesting clinical trial data from a Vivli member, then as the provider of the data select the member's name, provide the NCT ID or the Sponsor ID of the study, and a description of the study. Vivli does not guarantee that the Vivli member will approve the data request. For more information, please see our Members page.
Select provider of the data
I WILL BRING M...
Provide NCT or Sponsor ID of the study or the name of the tools or data
123456
Provide the study title, or the description of the study, data, or tools
Data collected during my own clinical trial
Submit
Cancel

6. You will receive the following notification. You can click Back to go back to the data request:




7. The study / data will be referenced on the Data Request Form:

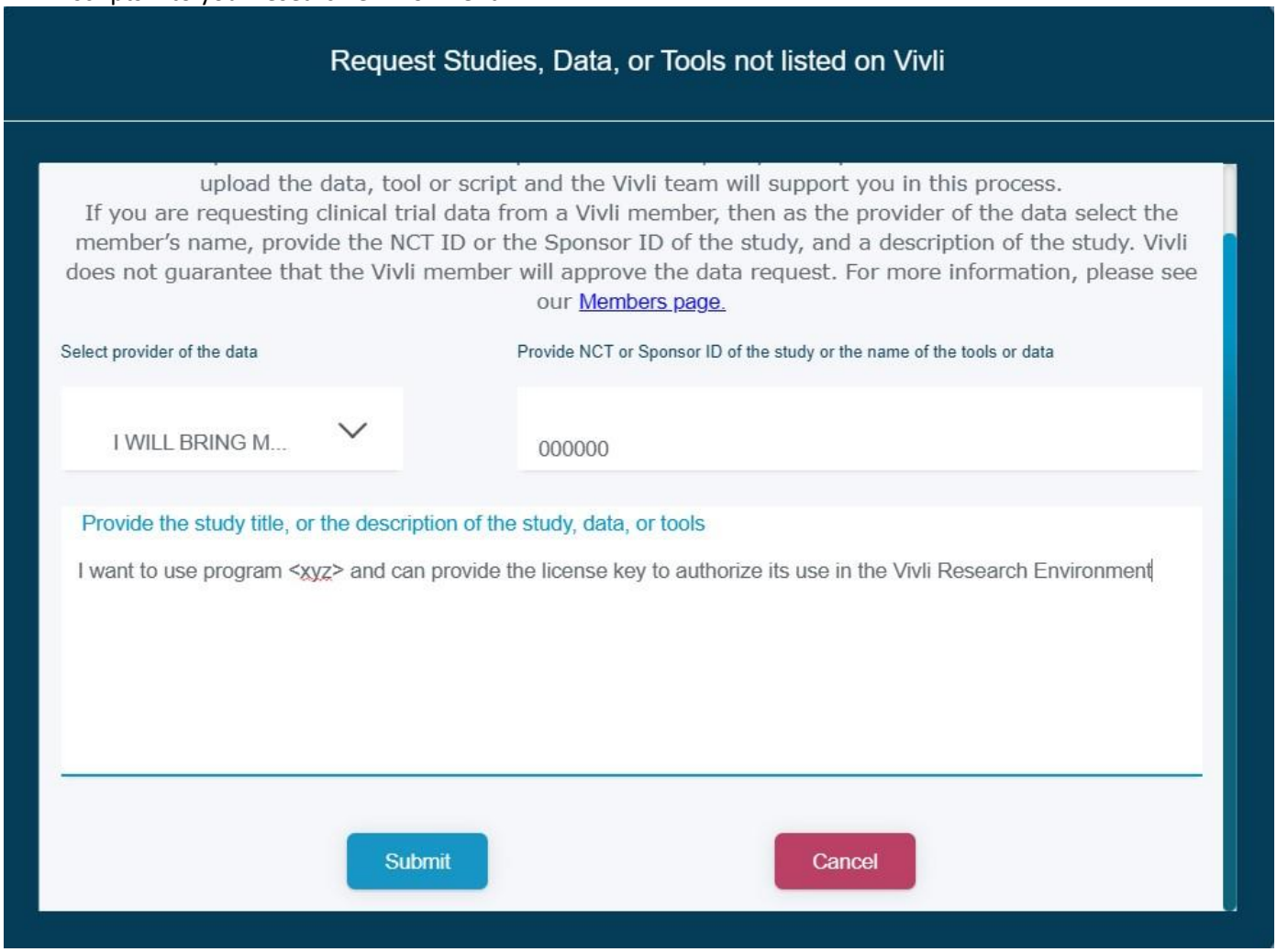


## 6.2 Adding scripts and tools for use in the Secure Research Environment

The Vivli secure research environment is a cloud-based remote workspace. The Vivli secure research environment allows research teams to access data and conduct analyses in a shared workspace that is equipped with analytical tools and may be flexibly configured. Download a complete list of Software and R packages available in the research environment. If you plan to bring in additional study data, statistical tools or scripts for use in the Vivli research environment, not included in the PDF, please list each specific tool or package in the studies section, under "Studies, Data, Tools (Not listed on Vivli)" section in the studies tab. It is Vivli policy that any data, statistical tools or scripts needs to be included in this section of the data request during the review process. Requests for additional data, tools or scripts after the review process is complete may lead to additional delays.

### 6.2.1 Adding Scripts or Tools to your Data Request Form

To do this, follow the process in Section 5.1 Adding your own data. Under Step 6, type a list of your tools or scripts in the dialogue box under **Provide either the study title or the description of the study** and click **submit.** After your Data Request is approved, Vivli will facilitate the upload process for your own data and scripts into your research environment.



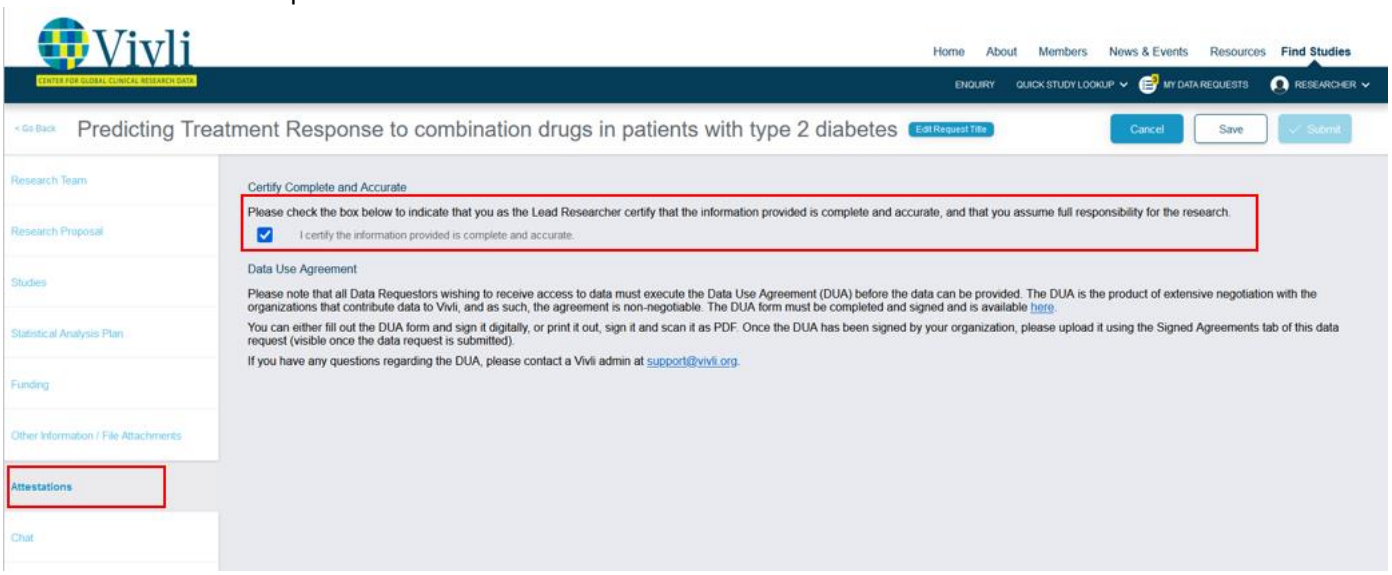
# 7.0 Submitting your data request

- Once the Data Request Form is complete, you may submit it for review.
- Do not submit a form before it is complete, as you will be unable to make changes once it has been submitted.
- Please make sure that you have added all the desired studies to your data request as adding it later will lead to additional delays. If you have ongoing enquiries for studies involved in this project, please wait until all the enquiries are closed before submitting the data request.
- Please note that according to Vivli policy, any changes to the Lead Investigator, Lead Statistician, their conflict of interest, adding and removal of studies in the request, changes to the Statistical Analysis Plan will require that Data contributors have the opportunity to re-review your data request and have it go through their entire approval process. This allows the reviewers of a request to know which data sets will be combined into the same analysis environment. This entire process could take an additional 2-5 months. Hence, please finalize your plans ahead of time to avoid any delays later.

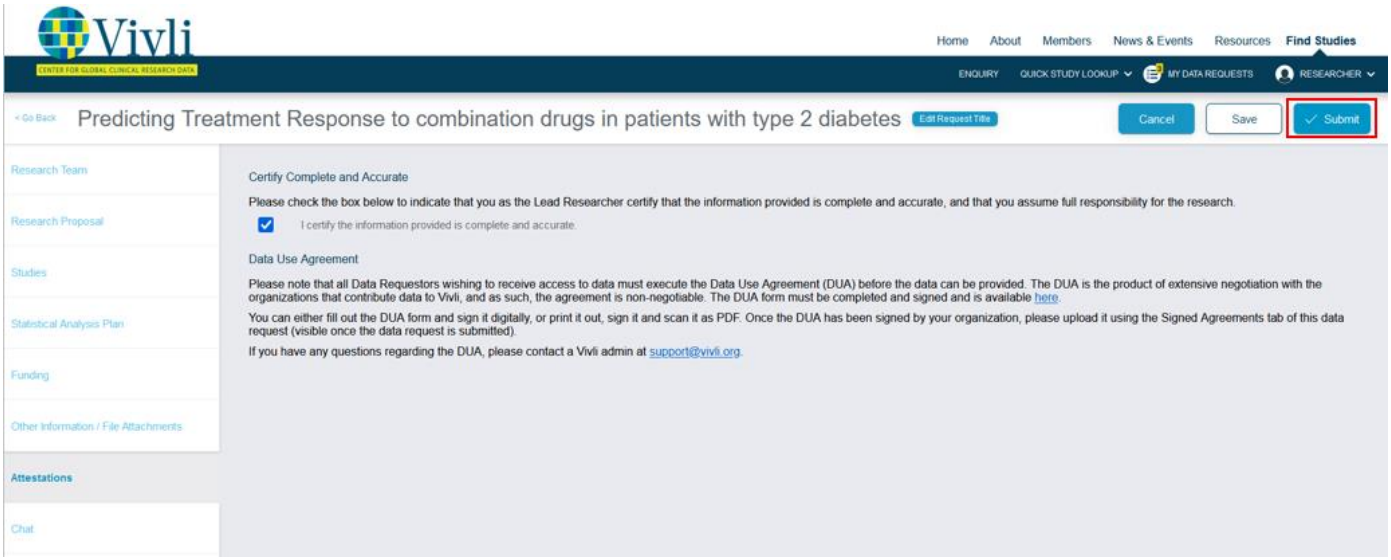

**Key factors that influence the timeline:**

- If Institution has an existing master DUA with Vivli or needs to execute a Master DUA
- Requesters response time to questions and feedback by data contributors
- Number of studies being requested

- Before submitting a Data Request Form, the Lead Researcher must attest that all the information provided is accurate and complete:

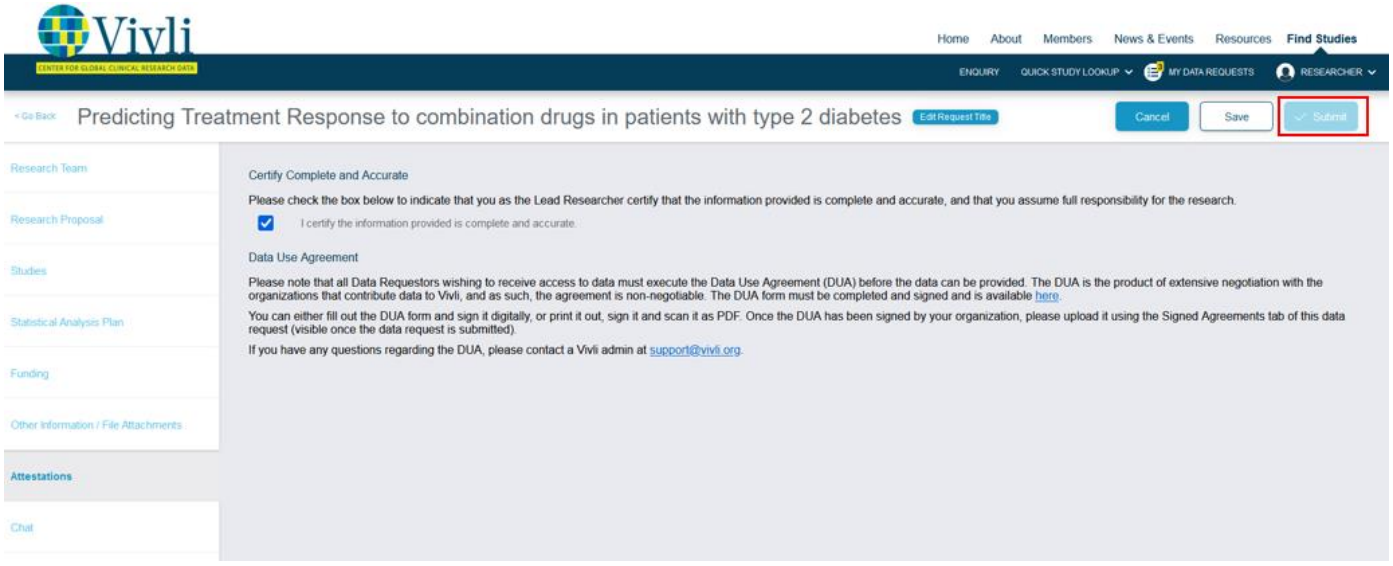


- To submit a Data Request Form, simply click the blue box marked **Submit** in the top right corner of the screen:



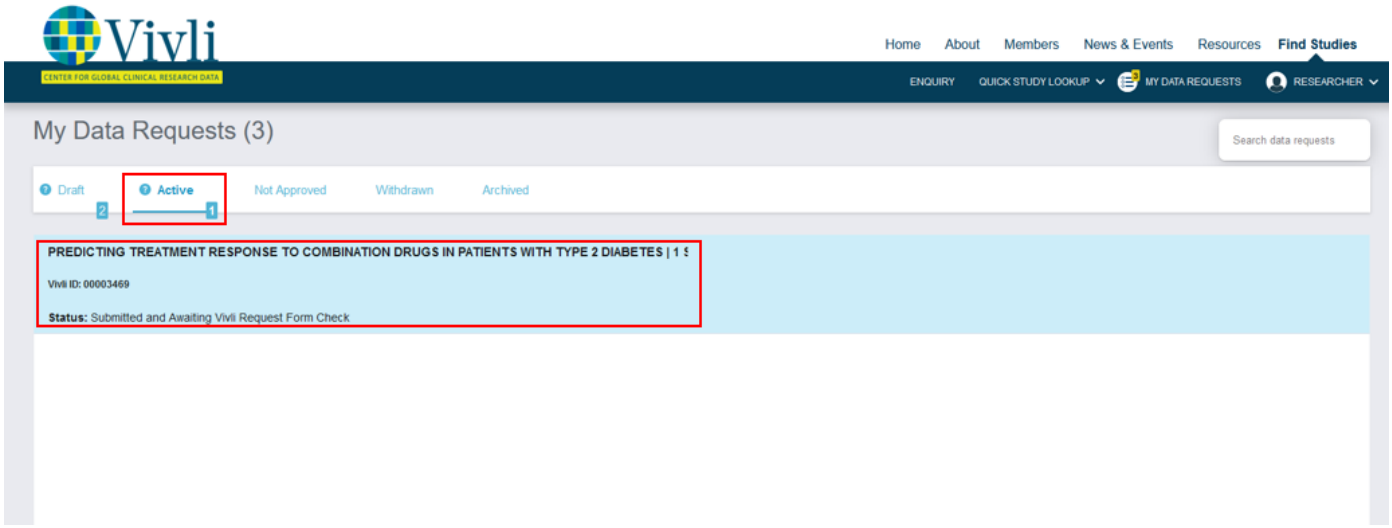

- If the Submit button is still light blue 

and does not respond to a click, you have a required field that is not completed. You can 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. Be sure to review the Research Proposal tab, Statistical Analysis Plan tab, Attestations (you need to check a 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(s), if applicable including the "Country" field). If there is missing information in the Research Team field, a red exclamation mark (!) will appear in the Research Team tab on the left.



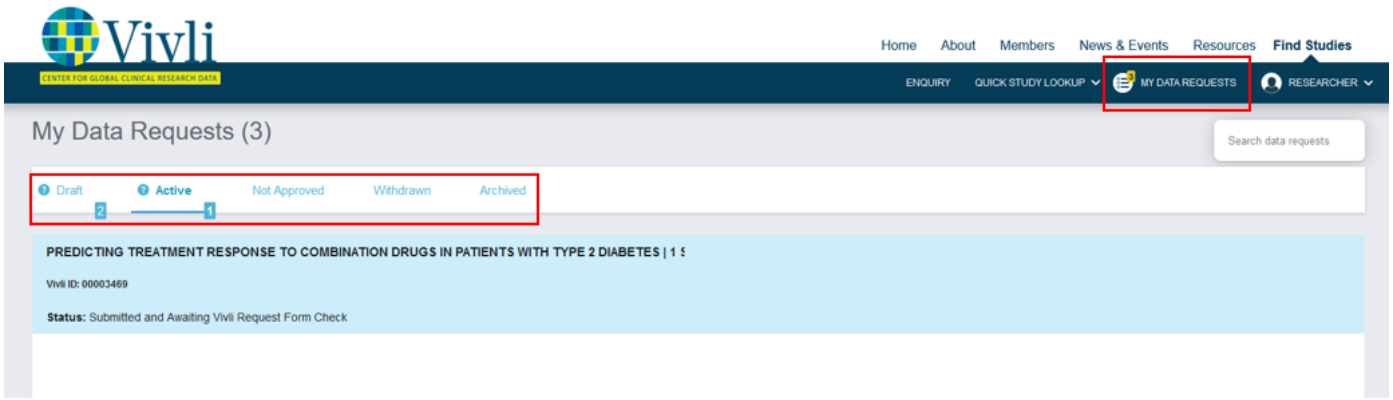

## 7.1 Data Request Status

- Once you click submit, the data request will now appear under **Active** in your Data Request Status bar:




- The status bar contains 5 sections:

**Draft:** Displays Data Requests that are being drafted but not yet submitted and hence don't have a Vivli ID.
**Active:** Displays Data Requests that are in progress. This includes requests in the Vivli form check stage, requests that were sent back to drafts, requests in the Data Contributor Review stage, IRP review stage, DUA validation stage, awaiting data package upload stage, requests where some or all of the data packages have been uploaded. It also displays requests that are currently in the analysis stage, awaiting results review and awaiting publication review.
**Not Approved:** Displays Data Requests that are denied. It also temporarily displays requests where revisions were requested until the Vivli Admin moves the requests to draft.
**Withdrawn:** Displays Data Requests that were withdrawn
**Archived:** Displays Data Requests that were completed including those with publication or summary of results



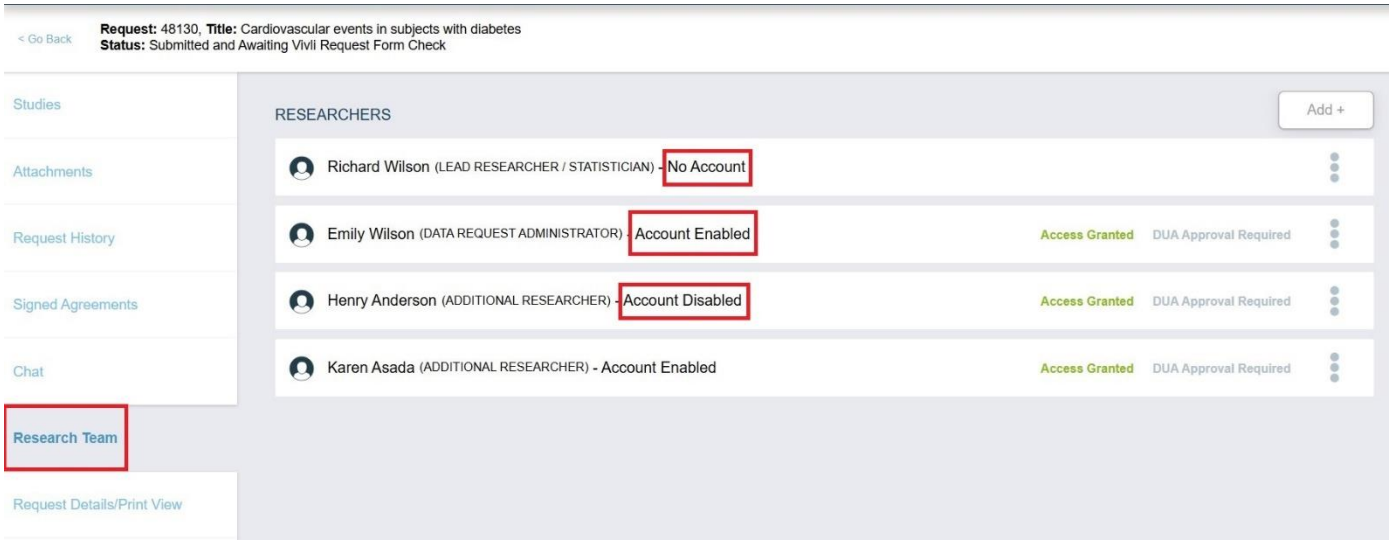

Your data request will go through the following steps:

1. Vivli Form Check
2. Data Contributor Review
3. IRP review
4. DUA validation
5. Data package upload
6. Analysis of data in the secure research environment
7. Export of results from the secure research environment
8. Your submission of public disclosure for a 30-day courtesy review
9. Data Progress Report
10. Public disclosures published in a journal or learned forum
11. Research environment closure
12. Request Archival

### 7.2 Research team account status

Once your data request is submitted you can see additional details about the status of the Research teams' accounts in the Research team tab.

- No account – A research team member doesn't have a Vivli account. Once they sign up for an account, you can activate the user for data access. Please see Section 3.4 Adding Research Team Members.
- Account Enabled – They have an active account on Vivli
- Account Disabled – They haven't logged into the Vivli platform for more than 180 days so their account is disabled and they can no longer access the data request, Please see Section 1.4 Active Platform Accounts




# 8.0 Modifying or revising your data request

## 8.1 Overview

- If necessary, you may modify your data request. Please review the Vivli policies in brief about active requests and active enquiries before submitting a data request.
- You can make as many changes as needed before submitting your data request.
- If the research team associated with a data request changes, you must update the request or you can reach out to the Vivli team via open chat while your data request is being reviewed. For minor changes, Vivli team

can make changes on your behalf.

**PLEASE NOTE:** According to Vivli policy, any changes to the Lead Investigator, Lead Statistician, their conflict of interest, adding and removal of studies in the request, changes to the Statistical Analysis Plan will require that Data contributors have the opportunity to re-review your data request and have it go through their entire approval process. This allows the reviewers of a request to know which data sets will be combined into the same analysis environment. This entire process could take an additional 2-5 months. Hence, please finalize your plans ahead of time to avoid any delays later.


**Key factors that influence the timeline:**

- If Institution has an existing master DUA with Vivli or needs to execute a Master DUA
- Requesters response time to questions and feedback by data contributors
- Number of studies being requested

## 8.2 Modification after submission

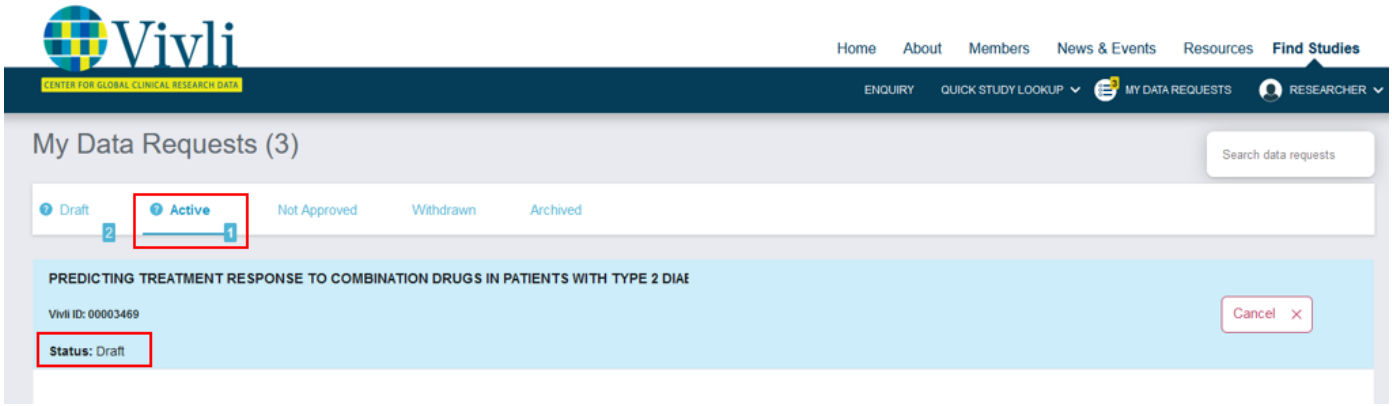
To modify your data request after you have submitted it, please contact Vivli via open chat on the platform.

## 8.3 Requested revisions to your data request

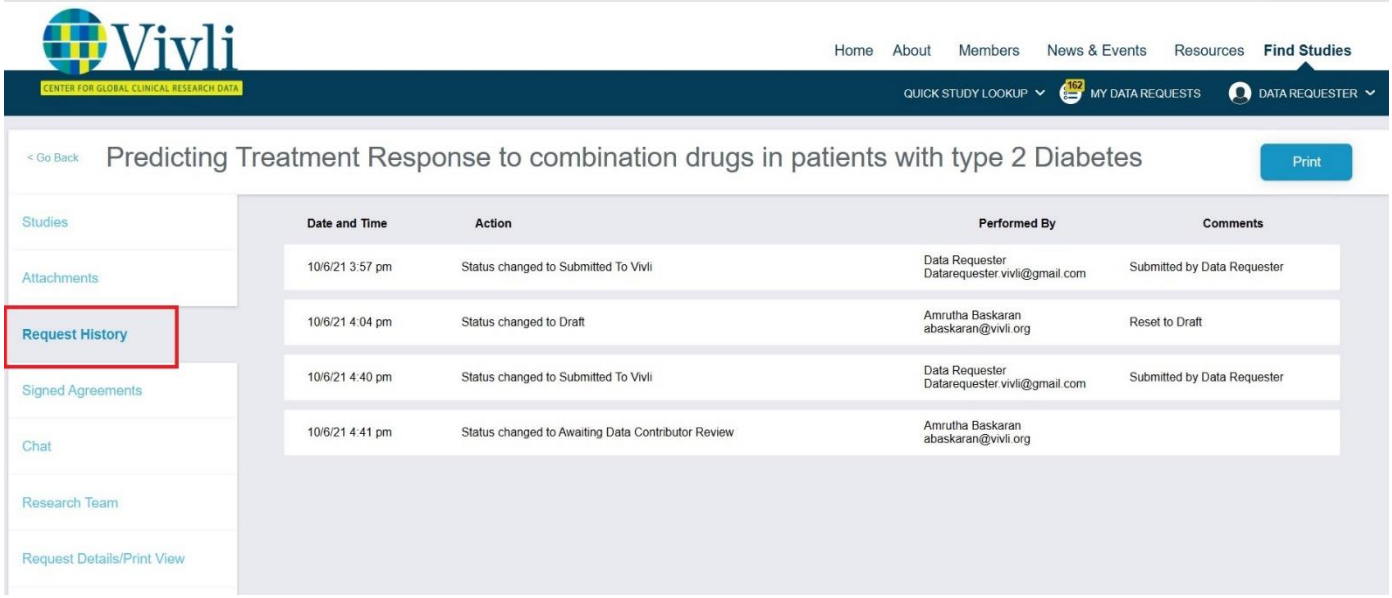
- At times, the Data Contributor, Independent Review Panel (IRP), or Vivli may request that you make changes to your data request.
- If this is the case, you will be notified on the Vivli Dashboard as well as via email.
- The specific changes requested will be placed in the Chat window.
- If you fail to make the requested changes, the data request will be withdrawn after 4 months.

### 8.3.1 Steps for revising request

1. If any party requests revisions to the Data Request Form, the Vivli Admin will return your data request to 'Draft', but you will find it in the **Active** data request tab:



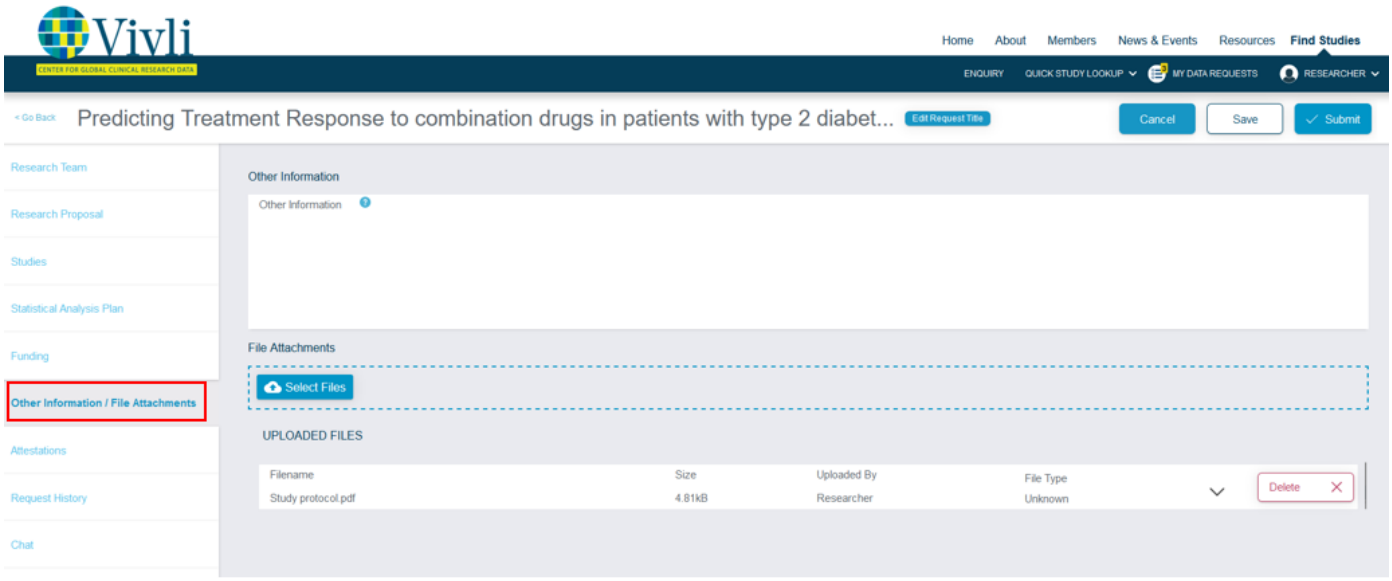

2. Open the data request and click on the **Request History** tab




You can review the request history and see any comments related to your data request. You may also review the chat associated with your request for any additional comments or use the chat to ask for any clarifications about the revision request.

3. From there, you may revise and resubmit the Data Request Form.

4. Use the **Other Information / File Attachments** tab to add any additional comments about the revision that don't fit in the rest of the fields:




For more information on attaching files, see 3.2.1 Adding Files or Other Information to your data request

### 8.4 Deleting Draft Data Requests

You may delete your draft data request at any time. You may contact Vivli via open chat or email at support@vivli.org anytime to move the request back from withdrawn to drafts.

### 8.5 Withdrawal process for submitted data request

If you decide to withdraw your request once it is submitted, you can reach out to the Vivli team via open chat or through support@vivli.org and provide your reasons for withdrawal.

A Data Request will be considered to be non-responsive when it has met the following criteria:

- When the request has been submitted and returned to Drafts for revision (and)
- Has not been revised, resubmitted, or progressed to the next stage of review (and)
- No response is received from the Research Team to Vivli Admin for 4 months following check-ins via chat.

After 4 months, the request is considered abandoned and moved to the withdrawn status. You may contact Vivli at support@vivli.org anytime to move the request back from withdrawn to drafts.

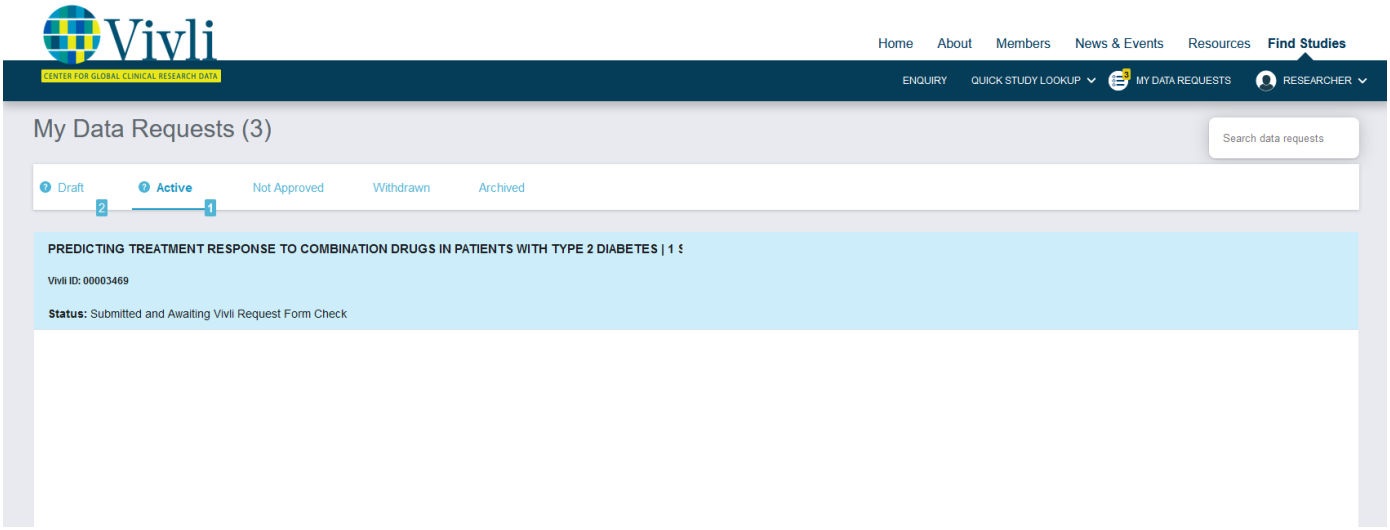
## 9.0 Communications

### 9.1 Open Chat

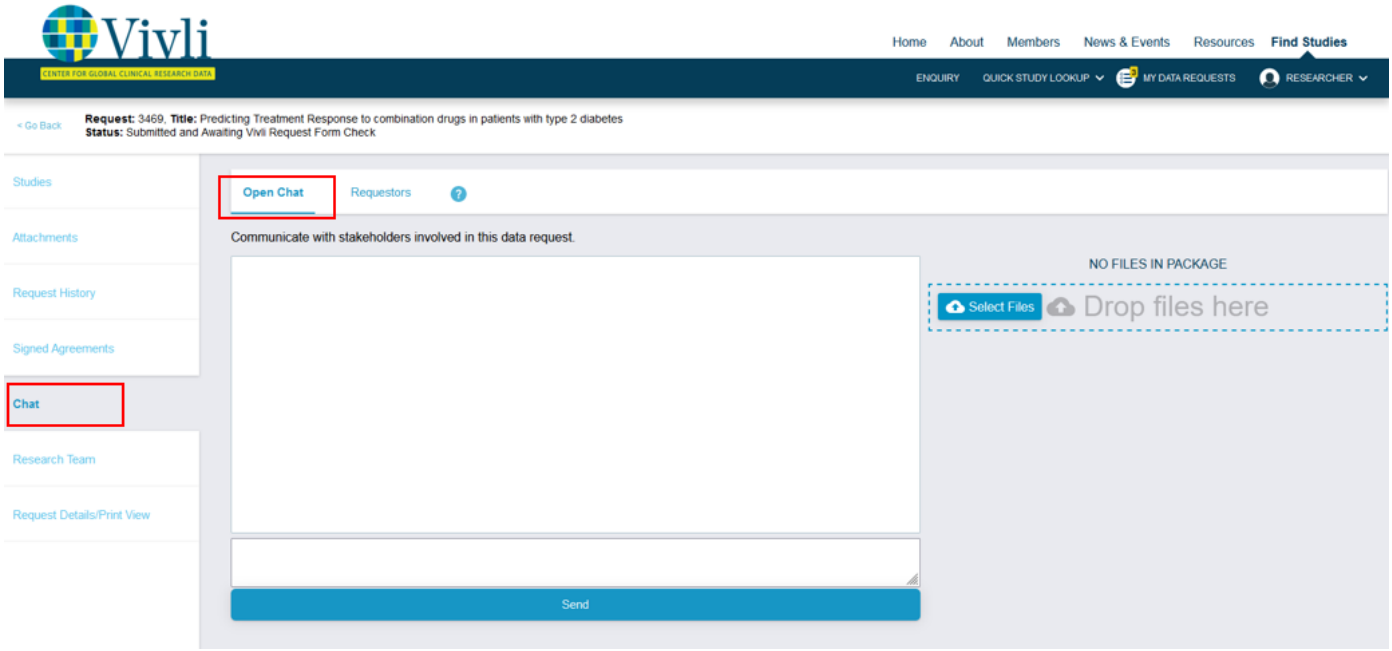
- You can use the open chat within the data request to communicate with the Vivli team, and the data contributors or review entities associated with your data request.
- Please note that messages in open chat are visible to all persons attached to a data request.
- When any other party enters a message in chat, you will receive an email notification.

## 9.2 Steps for creating a chat message

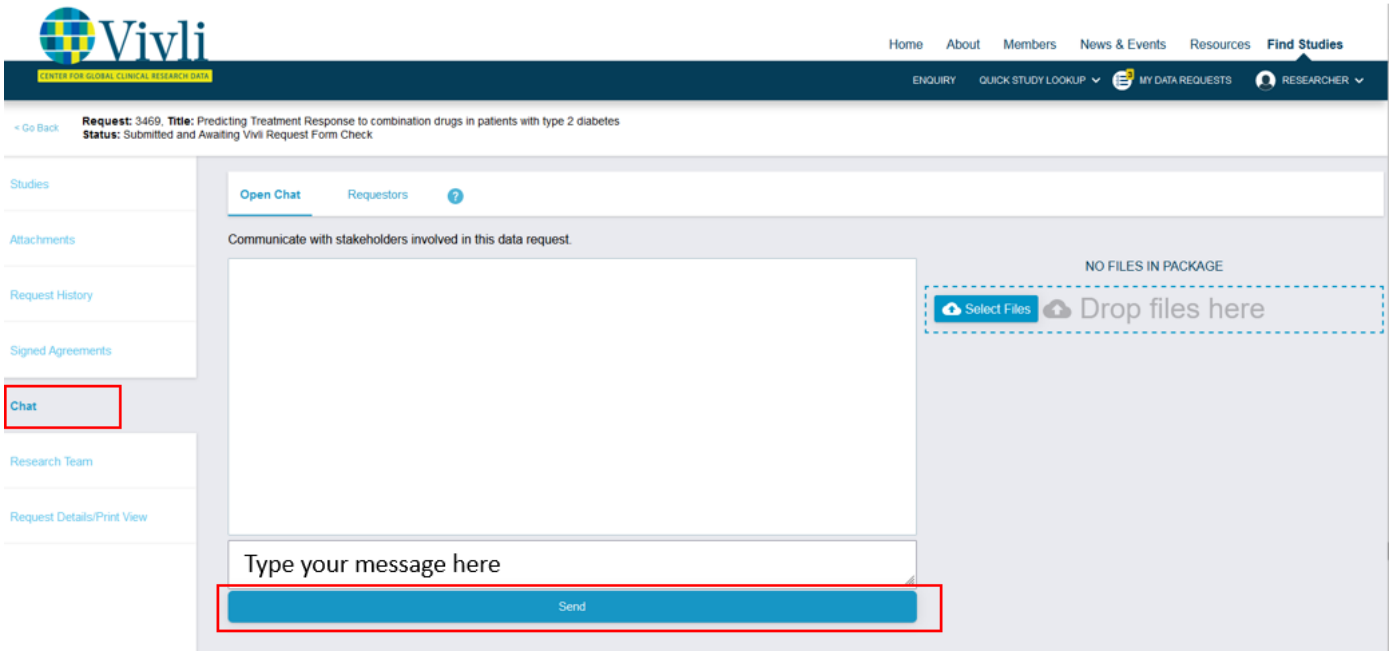
1. Log on to the platform and Go to **My data requests** tab:



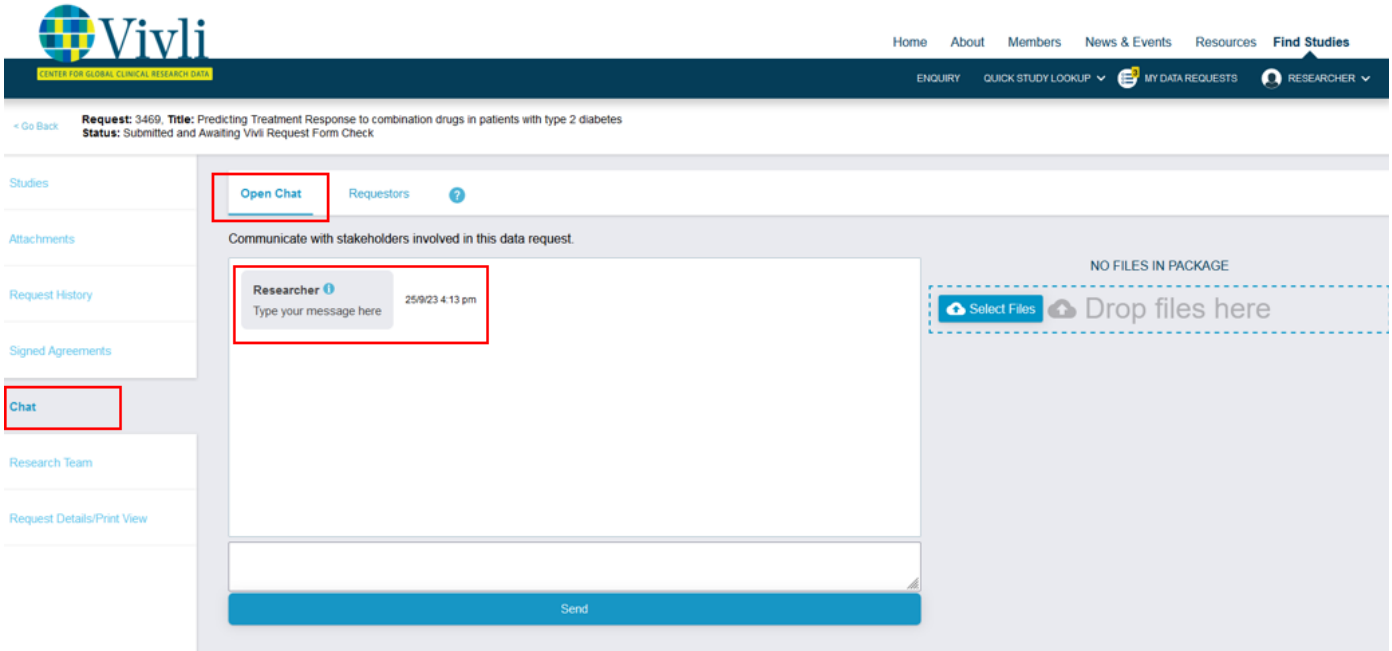

2. Open data request and click on **Chat** tab on the left-hand side of the screen and go to **Open chat**:



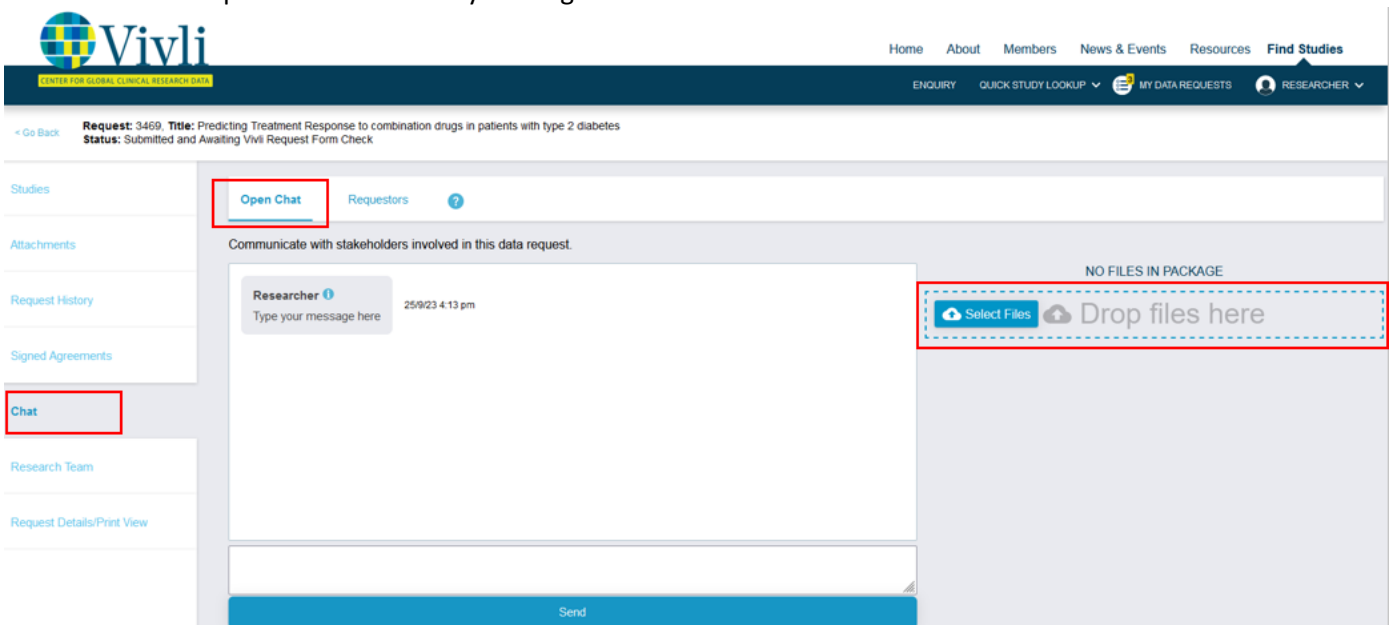
3. Enter your message in the chat message box and click **Send:**



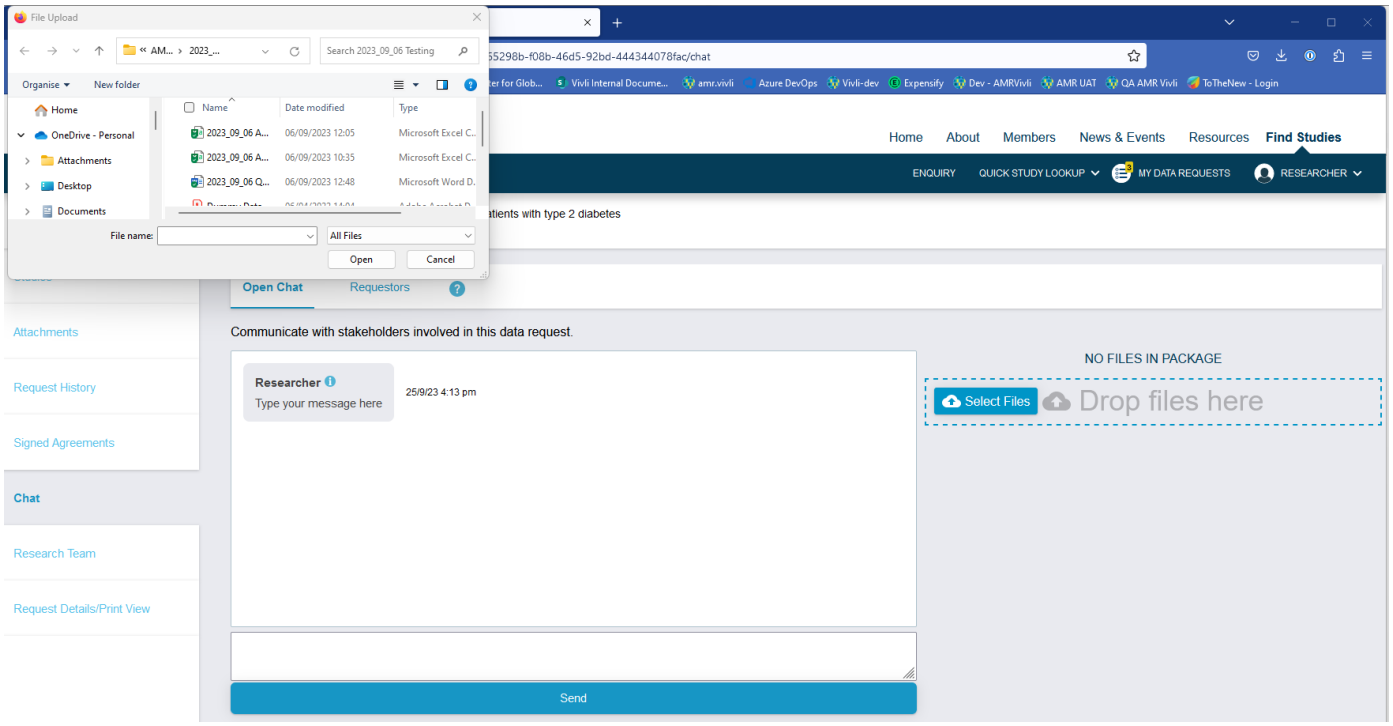

4. The message will now appear in the Chat record for all users (to see your just-entered chat message, you may need to click Refresh on your browser), and response will also appear in the chat record:



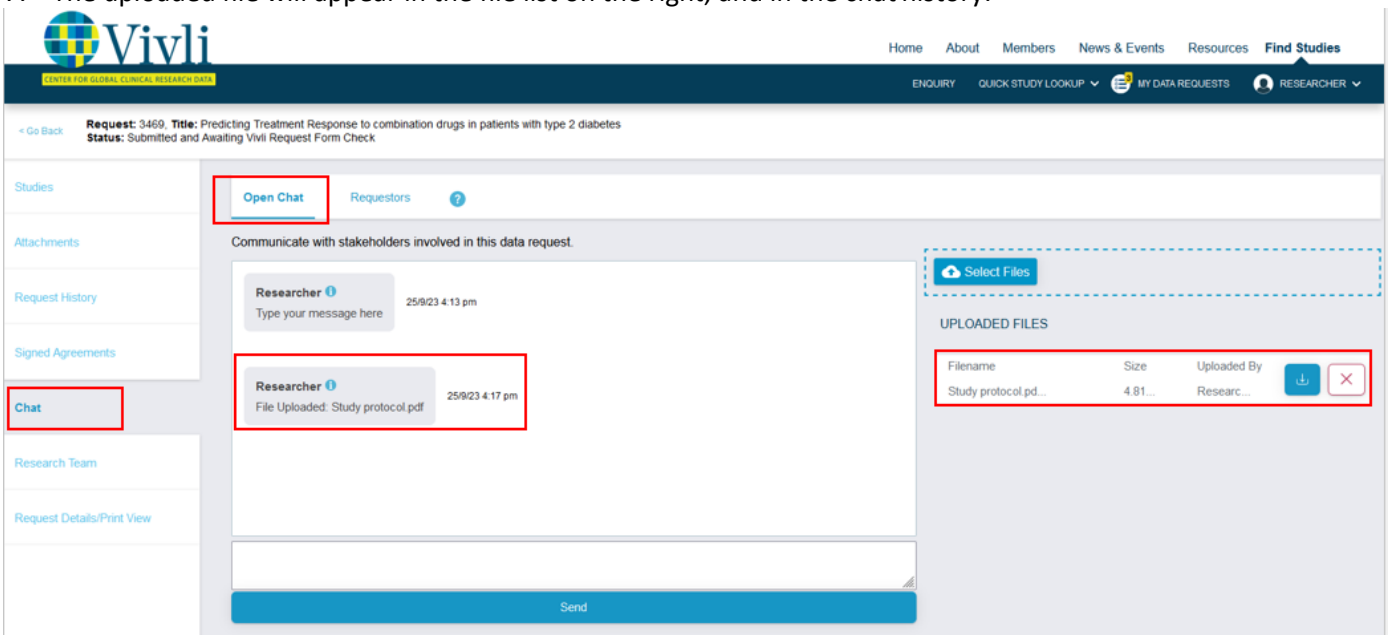
5. You can also upload files via chat by clicking on **Select Files:**



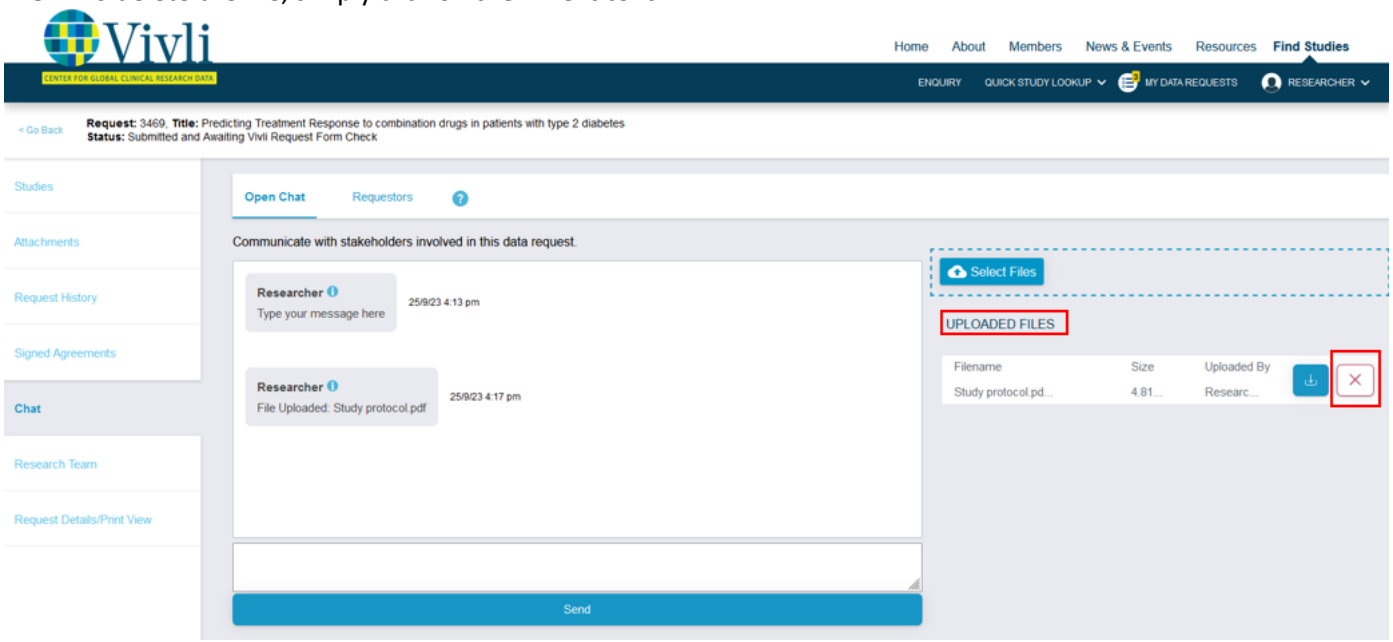

6. Select the file you wish to upload from your computer:



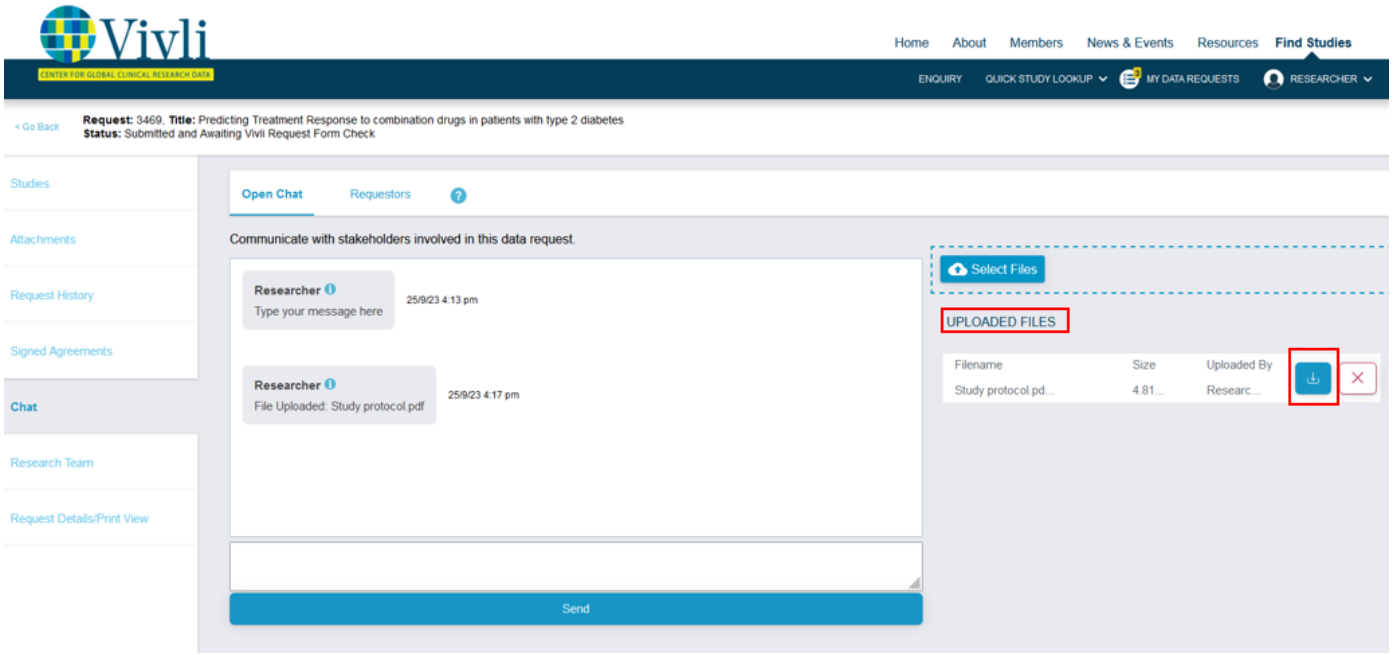
7. The uploaded file will appear in the file list on the right, and in the chat history:



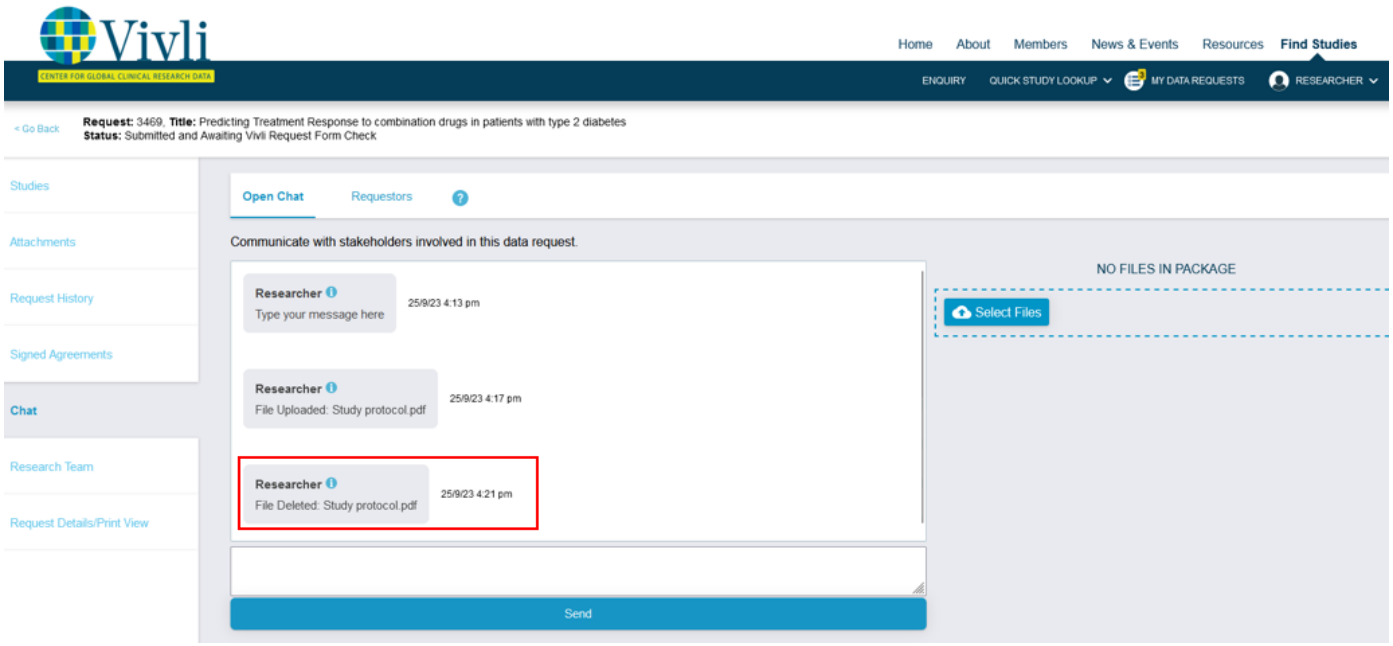

**8.** To delete the file, simply click on **the X next to it:**



**9.** You may also download chat files by clicking on the **Download arrow:**




10. The deletion of the file will appear in the chat history:




11. Chats are posted when you click “Send” which permits you to write and read distinct paragraphs
12. Chat messages automatically scroll to the most recent post.
13. In chat, files are sorted by date, newest on top, and the hover text displays the filename, date uploaded, and person who uploaded it.
14. Posted chat messages are visible immediately.

## 9.3 Emails

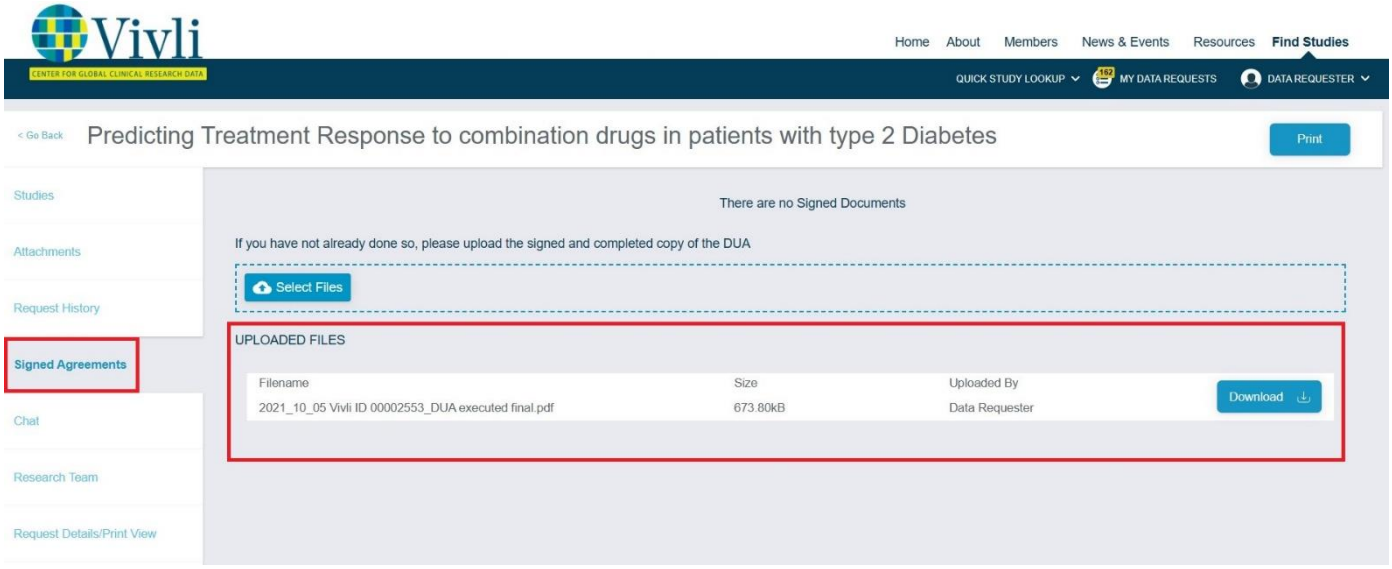
You will receive a number of automated emails from the Vivli platform relating to your data request

| Email | When sent | Purpose |
|---|---|---|
| **Status Change, data Request - Revision requested or Request not approved** | When your data request changes status to Revision or Not approved. If you have requested studies from multiple contributors, you will receive a notification when each has requested revisions or not approved your request. | Notify you of any changes in status to your data requests. |
| **Request Final Approval** | When your data request is approved, by a delegated approver/IRP. If you have requested studies from multiple contributors, you will receive a notification after final approval. | Notify you of final approval |
| **DUA Approved** | When the Vivli Admin has validated the DUA associated with the data request. | Notify you of executed DUA. |
| **Data Uploaded** | When requested Study Data Package from Data Contributor has been uploaded. If you have multiple studies, you will receive individual emails when each data package is uploaded. You will also receive an email when all data packages are loaded. | Notify you of data upload status to plan your analysis. |
| **Research Environment was provisioned** | When you start the Research Environment. | Notify you when the Research Environment is ready to be used for analysis. |
| **Request for results approved** | When your request to export results is approved or/not approved. | Notify the status of the results export. |
| **Data Request Archived** | When the data request is Archived, the project is considered closed. | Notify that the lead researcher and research team have met the DUA obligations for public disclosure/summary of results and the data request is now archived. |
| **Chat** | When anyone associated with a data request enters a message in chat | Facilitate communication and the data request work flow |
| **Enquiry** | When anyone associated with a data request enters a comment or makes a decision | Facilitate communication and the Enquiry workflow |

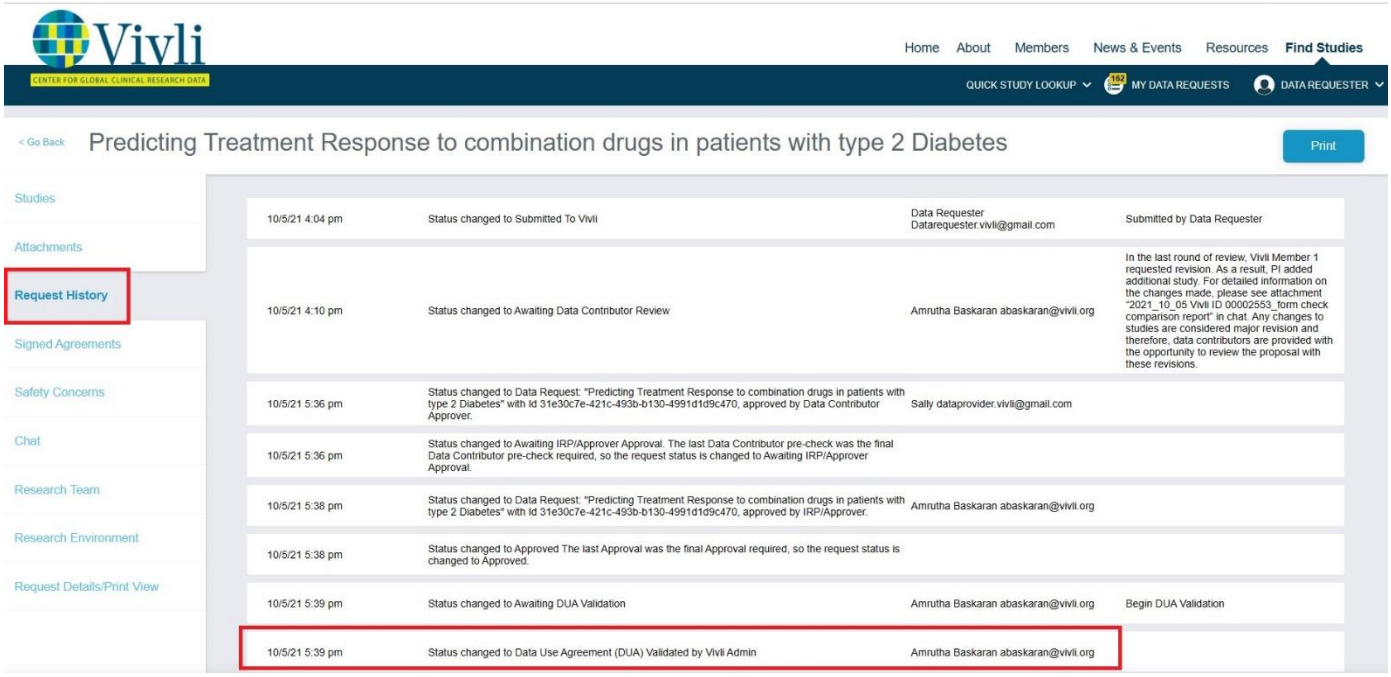
## 10.0 Data Use Agreement

All Data Requestors must execute the Data Use Agreement before receiving the data. The Data Use Agreement is the product of extensive negotiation with the organizations that contribute data to Vivli, and as such, the agreement is non-negotiable. If you have any questions about the Data Use Agreement, contact support@vivli.org.

1. Review the Data Use Agreement.
2. After your request is submitted and once Vivli checks the data request form is complete, Vivli will send you the Data Use Agreement via DocuSign for your signature and, if needed, that of an institutional official at your organization.
3. Once your data request is approved, Vivli will execute this document and load it into the platform under the signed agreements tab.




4. Once your Data Use Agreement has been executed, Vivli will record that decision on the platform. For that step, you will receive an email notification. You will also be able to see this decision on your **Request History**

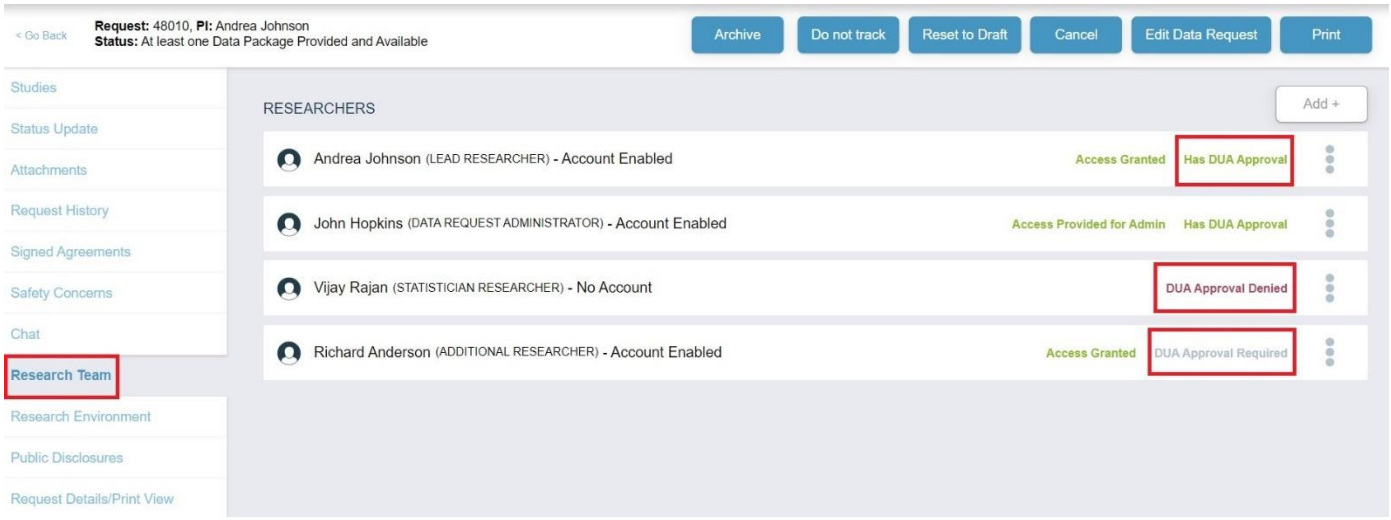



5. If your request is approved, specific information about the request will be posted on the Vivli website so the Vivli team will request that you spell out acronyms in the first instance. If your request is approved and a Data Use Agreement is executed, Vivli will publish on its website:
   - Project Name
   - Name & Affiliation of the Principal Investigator / Lead Researcher
   - Funding Sources
   - Conflict of Interest Statement
   - Lay Summary of your Research Proposal
   - List of requested studies

   After your publication is published, Vivli will publish the following information related to your data request:
   - Statistical Analysis Plan
   - Publication Citation

6. Once your request passes the DUA validation stage, the Vivli team will set the DUA approval for each team member. You can see additional details about the status of the Research teams' DUA approval in the Research Team tab.

- DUA Approval Required – A research team member doesn't have DUA approval to proceed with analysis. When a new team member is added, you can see this status. Vivli Admin will review the DUA and provide further information on the next steps.
- Has Approval Required – A research team member has a Valid DUA to proceed with analysis. They can access the data
- DUA Approval Denied – A research team member doesn't have DUA approval to proceed with analysis. This could be due to failure to return the Data Progress report annually or non-payment of Research Environment payment or failure to meet some other DUA obligations. The Vivli Admin will keep you informed.




## 11.0 Data Package Upload

The Data Contributors will anonymize the data and upload the data into the platform. You will be notified via email when each the data package is uploaded and when all data packages are uploaded.

## 12.0 Research Environment and Results Export

The Vivli secure research environment is a cloud-based remote workspace. The Vivli secure research environment allows research teams to access data and conduct analyses in a shared workspace that is equipped with analytical tools and may be flexibly configured. Further guidance will be provided when you reach this stage.

The software available in the Research Environment is updated on a regular basis and a comprehensive listing of the software and R packages is available in the Vivli Research Environment. The full list is on the Vivli website, https://vivli.org/resources/resources/

You may request to export intermediate or final results from the Research Environment. You can use these results to write your publication. Vivli will send you detailed instructions during the analysis stage.

## 13.0 Data Progress Report

The Data Use Agreement allows for 1 year for accessing the data from the date it was executed by Vivli. Vivli will send a Data Progress Report 90 days before the DUA is about to expire. If you would like to apply for an extension to the DUA, you have to complete the Data Progress Report sent by Vivli and send the signed form back to us before the expiration date of your access to the data requested in your research proposal. According to Vivli policy, DUA extensions are given in 1-year intervals.

Please note that this is not the extension of your no-charge period of the Research Environment which may have a different end date based on when it was started. Vivli will reach out to you separately via email on that. For more information, please see the Vivli secure research environment webpage.

## 14.0 Public Disclosures & Publications & Summary of results

The Data Use Agreement requires Data Requestors to provide to Vivli, at least 30 days prior to journal submission, the submitted copy of any publication, which Vivli will make available to all Data Contributors for review. Please upload the abstract, poster, presentation, manuscript, etc. via the platform open chat under chat attachments. Please let us know where your publication is going to be submitted and whether you are planning any additional public disclosures for this request. Vivli will send periodic follow ups on the public disclosures.

Ensure to add the following language to your acknowledgment section:
This [publication or presentation, as applicable] is based on research using data from data contributors *Data Contributor(s) Name* that has been made available through Vivli, Inc. Vivli has not contributed to or approved, and is not in any way responsible for, the contents of this publication.

As per the Vivli DUA, during this period, the data contributors may provide you with non-binding comments regarding the scientific content. They may also possibly request the deletion of any confidential information (confidential information as defined in the signed DUA). When a public disclosure based on the results obtained from the data request is published, the research team must inform Vivli. The link to the publication and the Statistical Analysis Plan (SAP) will be made available on the Vivli website.

If you do not have any publishable results, then you must send the summary of results to the Vivli team via open chat. The summary of the results will be sent to Data Contributors for a 30-day courtesy review. For a summary of results, once the courtesy review is complete, the Statistical Analysis Plan (SAP) and the summary of results will be posted on the Vivli website.

## 15.0 Research Environment Closure & Request Archival

Once all the publications are published and the analysis is complete, the Vivli team will reach out to you about long-term storage of the analyzed data. The research environment will then be deprovisioned and we will move the data request to the Archived section of the data request.