How To: Request Studies on Vivli for the DataWorks! Prize
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1.0 Requesting eligible Studies and completing a data request – Overview

- Please refer to the DataWorks! Prize portal for information about the prize submission process. As Vivli is a managed access platform, please do request any Vivli data in plenty of time to meet the deadlines for the prize so that you will have all the data you so that you have the full six months to complete your project.
- Please go to the DataWorks! Prize portal to find out more information and view the eligible studies. https://search.vivli.org/portal/dataworksprize. Please note: Only studies that appear as part of the Dataworks portal are eligible so please ensure when searching that a search criteria is the term Dataworksprize. If you have any questions about if a study is eligible, please reach out to Vivli via support@vivli.org.
- Once you have decided on studies that you want to include in your DataWorks! Prize submission, you will need to complete a Vivli data request form.
- 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.

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:
1.1 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. In the title, please start your Title with 2024 DataWorks! Prize
4. 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.

5. Once you have added all desired studies listed on the Vivli platform, you can complete the Data Request Form.

### 1.2 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). Reminder: please begin your title with **2024 DataWorks! Prize**
- Lay summary explaining the relevance of the project to science and public health
- Studies
- Statistical Analysis Plan
- Information about funding
- Attestation
  
(For all other fields, put the phrase n/a)

### 1.3 Adding Research Team Members

- Individuals activated for a data request will be able to view and edit the Data Request Form
• 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.

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6. Complete all fields, and click **Save**

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.
1.4 Submitting your data request

- Once the Data Request Form is complete, you may submit it for review.
- Please make sure that you have added all the eligible DataWorks Prize studies to your data request as adding it later will lead to additional delays.
- 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.

2.0 Vivli Accelerated Review of your data request

Once submitted, your data request will go through a Vivli form check. It will be processed within 2 business days. We may request revisions. Please re-submit promptly.
3.0 Data Use Agreement

Once the request passes the form check, Vivli will send you the 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.

4.0 Downloading data

Once the Data Use Agreement is executed, you will receive a notification to download the data directly from the Vivli Platform using the following process:

Log in and open your approved data request:

1. Click on the study to get to the Study details screen:
2. Click on Download Data Package:

3. This will take you to the Download screen:
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4. Depending on your browser, a pop-up will appear:

5.0 Help and Support
5.1 Open Chat

- You can use the open chat within the data request to communicate with the Vivli team.
- 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.
5.2 Support email

If you need help with your request, please email Vivli at support@vivli.org and we will assist you as soon as possible. Please provide as much information as you can about your question or help needed, including the research proposal number.

If you ever have thoughts on how to improve the system or processes, please email support@vivli.org or reach out to Vivli via chat. When you have completed your project, Vivli will ask you to complete a short survey to help us continue to improve.