

Data Transfer and Use Agreement

STEP UP

Developing and validating a measure of unintended pregnancy and unmet need for family planning

Access to raw and pooled data sets by the study investigators

This agreement supports the work of the investigators, protects the confidentiality and related interests of study participants in each of the institutions, and ensures the long-term integrity of results quoted as originating in data holdings of each institution by outlining terms of conditions for the provision of the STEP UP partner institutions' raw data to all the investigators and the study repository and the sharing use of data **within the project team in the five collaborating institutions**, which refers to African Population and Health Research Center (APHRC), icddr, b, London School of Hygiene and Tropical Medicine (LSHTM), Population Council, and Ohio State University. The investigators referred in this document are listed at the end of this agreement. The following conditions will apply:

1. The investigators will neither release nor permit others to release the files or data therein to any person (including media and subcontractors) except with written approval of each participating site.
 - a. A proposal to use raw or pooled data for a Master's or Doctoral thesis or by other researchers including a member of staff in the collaborating institutions will need the approval of all the STEP UP partner institutions (LSHTM, icddr,b, APHRC, Population Council) and the investigator from Ohio State University. All proposals should be submitted to the study PI who will coordinate the approval process.
 - b. The investigators will neither use nor permit others to use the data in any way other than listed in the original application for access to the dataset.
2. The investigators will ensure that the data are kept in a secure environment and that only authorized users have access to the data. In order to optimize the dissemination of results, for the baseline and each round of follow-up, data derived from this study should be made available in a usable format to all the investigators of the study and the study repository hosted at LSHTM within two months of completion of data collection. However, given the remaining life-span of the STEP UP, it would be useful if the STEP UP partner institutions share their data with all the investigators of the study and the repository as soon as possible after collection in order to maximise the STEP UP's impact.
3. In accordance with DFID's Research Open and Enhanced Access Policy:
 - a. Datasets (derived or raw) are to be placed in an institutional repository within 12 months of final data collection or on publication of outputs underpinned by that data, whichever is sooner.
 - b. All published results must include information on how to access original raw datasets.
 - c. Each institution is required to retain the raw datasets for a minimum of five years after the end of the project, and make them available on request, free, any time after 12 months from final data collection.

- d. Documentation should be created that describe the data's provenance and enable its content to be understood. This will include a list of files in the set, how the data was collected, and which parameters have been used

Each of the institutions collecting data will host their data, and the raw data from all the three sites will be hosted at the Population Council's website, within 12 months from the end of the final round of data collection. Researchers requesting the data need to provide study description and justification for use from the institution hosting the data.

4. Every publication or report based on the data must carry an acknowledgement of the form:
"Analysis based on data pooled by the *Improving Measurement of Unintended Pregnancy and Unmet Need for Family Planning*, as supplied by: the Matlab Health and Demographic Surveillance System, managed by icddr, b, in Bangladesh; Nairobi Urban Health Demographic Surveillance System, managed by APHRC, in Kenya; the Homa-Bay study, managed by Population Council, in Kenya. *This work was funded by the Department for International Development (DFID) through STEP UP (Strengthening Evidence for Programming on Unintended Pregnancy) Research Programme Consortium.*"

(Analyses using site-specific data should only use acknowledgments from the specific institution managing and hosting the data:

If using data from APHRC:

The *Improving Measurement of Unintended Pregnancy and Unmet Need for Family Planning* study was funded by the Department for International Development (DFID) through the STEP UP (Strengthening Evidence for Programming on Unintended Pregnancy) project (Grant SR1109D-6). The Nairobi Urban Health and Demographic Surveillance System (NUHDSS) has received support from a number of donors including the Rockefeller Foundation (USA), the Wellcome Trust (UK), the William and Flora Hewlett Foundation (USA), Comic relief (UK), Swedish International Development Cooperation (SIDA) and the Bill and Melinda Gates Foundation (USA). The implementation and management of the NUHDSS would have not been possible without the continuous contribution and support of the data entry and management team, field teams, community leaders and residents of the Korogocho and Viwandani slums.

If using data from icddr,b:

This research study was funded by the Department for International Development (DFID) through STEP UP (Strengthening Evidence for Programming on Unintended Pregnancy) project. icddr,b acknowledges with gratitude the commitment of DFID to its research efforts. icddr,b is also grateful to the Governments of Bangladesh, Canada, Sweden and the UK for providing core/unrestricted support.

If using data from Population Council: This work was funded by the Department for International Development (DFID) through STEP UP (Strengthening Evidence for Programming on Unintended Pregnancy) Research Programme Consortium.

5. All investigators must inform all participating investigators of their intent to conduct specific analyses for the purposes of publication and provide an opportunity for team members to contribute to the planned work.
6. Each of the STEP UP partner institution must be provided with the opportunity to review all publications, which include their individual site data that they have contributed. The institutions will have the opportunity to have one or more co-authors participate (in accordance with the International Commission of Medical Journal Authors) in any publication based on analyses of their individual level data.
7. All the persons designated as authors should qualify for authorship, and all those who qualify should be listed. Authorship will be determined prior to starting work on a publication and confirmed before submission of the final manuscript; all participating authors will agree upon the order of authorship. Authorship will be based on:
 1. Substantial contributions to conception and design *or* analysis and interpretation *and*
 2. Drafting the article or revising it critically for important intellectual content *and*
 3. Final approval of the version to be published.

Authors should meet conditions 1, 2, and 3. Each author should have made a significant intellectual contribution to the work represented by the article to take public responsibility for appropriate portions of the content, including its accuracy. All authors are responsible for the content of the paper and should be able to identify their own contribution.

8. All contributions of formal collaborators, funders, sponsors and all others who significantly assisted the research but who do not qualify for authorship should be properly acknowledged.
9. The investigators will not release, or permit others to release, data that identifies statistical units such as people, households, or other micro-level data (up to and including the village/neighbourhood level) directly or indirectly. Data users are expected to respect the confidentiality and privacy of individuals whose records they access; to observe any restrictions that apply to sensitive data; and to abide by applicable laws, policies, procedures and guidelines with respect to access, use, sharing or disclosure of information. The unauthorized storage, disclosure or distribution of the data in any medium or use of any such data for one's own personal gain is strictly prohibited and considered a gross misconduct.
10. The investigators will not attempt to identify by any means whatsoever any individual statistical unit, nor will the investigators claim to have done so.
11. The datasets remain the property of the STEP UP partner institutions which participate in this study and the institutions reserve the right to request the return of the dataset should any of the above conditions be violated.

Investigators	Institutions	Signature	Date
Fauzia Akhter Huda	icddr, b		October 23, 2016
Anisuddin Ahmed	icddr, b		October 23, 2016
Joyce N. Mumah	APHRC		October 21, 2016
Caroline W. Kabiru	APHRC		October 21, 2016
Francis Onyango	Population Council		October 26, 2016
George Odwe	Population Council		October 24, 2016
John Casterline	Ohio State University		October 30, 2016
John Cleland	LSHTM		October 26, 2016
Kazuyo Machiyama (study PI)	LSHTM		October 12, 2016