ARCHIMEDES Data Contribution Form

How can I contribute data to ARCHIMEDES?

Your institution has authorized you to upload and curate Data Sets in ARCHIMEDES, and to share them with other researchers through the platform.

A "Data Set" means datasets from one study, or a small number of closely related studies (e.g., a protocol and related sub-studies), which are subject to compatible conditions of use, and are intended to be analyzed together. The Data Sets that you submit will be shared with researchers through the data release tier that you specify (i.e., open access or controlled access).

For each Data Set, you may name a research team composed of other researchers and trainees at your institution. The named research team can support you in curating the data, and in preparing it for release.

How should I use this form?

Submit this form to create a new Data Set. To do so, you must describe the associated research project, and demonstrate that you hold the ethical, legal, and institutional authorizations required to use the data and share it through the applicable release tier (open access or controlled access).

The ARCHIMEDES Data Access Committee (DAC) will use your completed form, and the supporting materials that you provide, to confirm that your Data Set satisfies ARCHIMEDES requirements. In particular, the Data Set must be subject to an authorization that allows it to be shared and used in accordance with the ARCHIMEDES Core Permissions.

All data ingested into ARCHIMEDES requires approval of this form by the ARCHIMEDES DAC prior to being accepted into ARCHIMEDES. For some types of authorizations, someone who can sign agreements on behalf of your institution will also sign this form.

Nonetheless, it is always your responsibility, and that of your institution, to ensure that your sharing of data through ARCHIMEDES is lawful and respects all applicable bioethics requirements, data protection laws, and institutional rules.

You are welcome to contact the **ARCHIMEDES Ethics Helpdesk** at OHIRC for further information, or to obtain support in completing this form, at: archimedes.daco@ottawaheart.ca.

1. **Principal Investigator Information**

In submitting this form, you confirm that you are a PI at your institution and are named in its list of approved PIs.

Principal Investigator Information	
Name:	
Position title:	
Institution name:	
Profile on institution website:	
E-mail address at institution:	

2. **Institutional Signing Official Information**

You do not need to complete this section – the ARCHIMEDES DACO will reach out to the ISO directly to obtain their signature where needed.

An Institutional Signing Official (ISO) is a person who can sign agreements on behalf of your institution, who your institution has named in its list of approved ISOs.

If you select authorization 3, below, (release of de-identified data), or if you are releasing data through the ARCHIMEDES Open Access tier, an Institutional Signing Official at your institution must also sign this form.

If you have a preferred ISO from among those that your institution has named in its list of ISOs, you may provide their contact information in the box below (e.g., the person who is most familiar with your department, or with your research). If you do so, the ARCHIMEDES DACO will communicate directly with that ISO when requesting the signature of this form.

Institutional Signing Official Information	
Name:	
Position title:	
E-mail address at institution:	

ISO Declaration (LEAVE BLANK AT THE TIME OF INITIAL SUBMISSION):

☐ I confirm that I have the authority to bind the Institutional Data Contributor and approve the contribution of this data to ARCHIMEDES on its behalf.

Signature:

Date

3. Data Set Information

Please provide information about your proposed Data Set to the ARCHIMEDES DACO. This information will help us confirm that your Data Set is suitable for contribution to ARCHIMEDES.

Data Set Title (Use the same title as your research protocol):

_____

Data Set ID (Use the number provided by ARCHIMEDES):

_____

Description of the Data Set:

Description of the population(s) studied
Research questions studied
Description of the Data Set

☐ I confirm that all data in the Data Set is coded and/or de-identified prior to upload to ARCHIMEDES, and does not contain any direct identifiers (e.g. name, civic address, social insurance number).

Chosen release tier:

☐ Controlled

☐ Open (This option is only available for “de-identified” or “pre-clinical” data)

Does the dataset contain identifiers or variables that relate to indigenous identity?

☐ Yes

☐ No

4. Authorization supporting data contribution and release through ARCHIMEDES:

Choose one of the following authorizations to release data, which applies to your Data Set:

☐ 1. A valid informed consent and REB approval allow you to share the data to for future research use in ARCHIMEDES, as described in the ARCHIMEDES Core Permissions.

Supporting Materials:
If you choose this authorization, please provide (1) copies of the template consent form(s), and (2) a copy of the REB approval letter.

☐ 2. Your REB granted an ethics waiver of the informed consent requirement, allowing you to share the data for future research use in ARCHIMEDES, as described in the ARCHIMEDES Core Permissions.

Supporting Materials:
If you choose this authorization, please provide (1) a copy of the REB approval letter, (2) written confirmation from your REB that the data can be released through data repositories for future research uses that respect the ARCHIMEDES Core Permissions.

☐ 3. The data are de-identified (i.e., very low risk of reidentification) in accordance with Ontario IPC De-identification Guidelines or a comparable provincial or territorial de-identification standard.

Supporting Materials:
If you choose this authorization, please provide a copy of the REB approval letter from your REB (REB approval letter, or documentation of waiver of informed consent requirement, that applies to the contributed data).

☐ 4. The data are not human participants research data (i.e. are “pre-clinical,” such as animal model data, or other data not derived from humans).

Supporting Materials:
If you choose this authorization, please provide a document demonstrating that you hold the necessary institutional and regulatory approvals (e.g., Animal Care Committee approval, or other), where available.

If another law in your jurisdiction allows data to be contributed for research use in ARCHIMEDES, you may be able to use that authorization to create a Data Set. Please contact ARCHIMEDES at: archimedes.daco@ottawaheart.ca to discuss this possibility.

5. **Your Commitments:**

You are responsible for making sure that the hosting and release of data through ARCHIMEDES respect all applicable laws and bioethics requirements, and your institution's requirements.

You are solely responsible for authorizing the release of research data to external researchers through ARCHIMEDES. Your Research Team cannot authorize ARCHIMEDES data releases, even at your instruction.

You are responsible for the acts of all Research Team members who are granted permissions in this Data Set. The ARCHIMEDES platform maintains a record of all Research Team members that will access the Data Set. You must update that list when adding or removing users from the Data Set.

The authorizations and supporting materials that you submit are valid and apply to all of the data in the Data Set. If the authorization or supporting materials are subject to change, you must inform the ARCHIMEDES DACO of such changes at the time that they are made, and provide updated copies of the Data Contribution Form and supporting materials.

You must remove all direct identifiers and remove indirect identifiers necessary to ensure that data is coded or de-identified as described in the authorization and chosen release tier.

The authorizations that you hold allow the data to be used for the purposes described in the ARCHIMEDES Core Permissions. For example, the informed consent form or ethics waiver of informed consent requirement authorizes such use.

If data should be removed for any reason (e.g., an authorization is no longer valid, or a research participant has made an actionable request to withdraw their data), you must inform OHIRC immediately.

You understand that breach of these commitments may result in data removal, restrictions on future deposits, notification to your organization, or other consequences. ARCHIMEDES reserves the right to remove or restrict access to data that violates these commitments or poses risks to participants.

In submitting this form, you confirm that this Data Set is created in compliance with the Policy on Sensitive Technology Research and Affiliations of Concern (STRAC Policy). Neither you nor any research collaborators who participated, or will participate, in the creation of the Data Set, are affiliated with, nor receive financial or in-kind contribution from, any institution that is listed on the Named Research Organization (NRO) list.

Principal Investigator Name:

Signature:

Date:

List of Research Team members

You may list any number of other investigators, research staff, undergraduate students, graduate students, postdoctoral researchers, and other personnel at your organization who will collaborate in uploading, curating, and analyzing this Data Set, and the desired permissions that will be assigned to each of those individuals (i.e., Research Team members).

If you do not list Research Team members now, you will be able to add them directly to the Data Set through the ARCHIMEDES platform after your Data Set is approved.

Please Note: Co-investigators, collaborators, or students at other organizations may **not** be included in this list.

RESEARCH TEAM MEMBERS AT YOUR ORGANIZATION

(*note – this field can be copied again for each additional requested user)*

User Information	
Name:	
Position title:	
Affiliation:	
E-mail address at institution:	
Desired role (from list below):	

Role	Key Permissions
Viewer	View catalog metadata and non-sensitive dataset previews.
Contributor	Upload data, submit data dictionaries, view own contributions.
Manager	Add/remove project members, approve contributor accounts, manage data dictionaries.
Analyst	Execute queries, submit analysis jobs, access analysis pipelines.