**The RURAL Cohort Study**

**Dataset Request and Notice of Intent to Analyze Form**

Prior to obtaining any RURAL Cohort Study datasets, an approved Manuscript Proposal is required. The Dataset Request and Notice to Analyze Form should be submitted to the RURAL Cohort Study Coordinating Center at Boston University in order to receive the dataset. This form will also be used by the RURAL Cohort Study Coordinating Center to track and monitor the use of RURAL Cohort Study datasets.

The RURAL Cohort Study Publications and Presentations Policy states that first or senior authors who are requesting RURAL Cohort Study datasets to have an approved manuscript proposal archived at the RURAL Cohort Study Coordinating Center. In addition, a Data and Materials Distribution Agreement (DMDA) is required for each manuscript proposal, for which data is being requested for. A single Data and Materials Distribution Agreement can be used to request multiple datasets for a single manuscript. However, the Dataset Request and Notice of Intent to Analyze Form is required for all dataset that will be requested.

The first author or senior author will be responsible for the usage of all datasets and return when analyses are completed. The RURAL Cohort Study Coordinating Center will only approve requests submitted by the first or senior author.

The following documents can be found within the Publications and Presentations Policy

* Dataset Request and Notice of Intent to Analyze Form (DSR)
* Data and Materials Distribution Agreement (DMDA)
* Manuscript Proposal Form

Collate completed forms into ONE document, scan, save as a PDF file and email to the RURAL Cohort Study Coordinating Center Administrator at: [rural@bu.edu](mailto:rural@bu.edu)

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| --- | --- |
| **Original Data Request Requirements** | |
| This page only – below are check boxes; single click box to select “checked when completed” | |
| 1. Complete the Data and Materials Distribution Agreement | yes |
| 1. Complete the Dataset Request and Notice of Intent to Analyze Form | yes |
| 1. Email the dataset packet to the RURAL Cohort Study Coordinating Center | yes |
| **Additional Data Request Requirements** | |
| This page only – below are check boxes; single click box to select “checked” | |
| 1. Provide a statement describing in detail, additional analyses and years data, addressed to RURAL Cohort Study Publications and Presentations Subcommittee. | yes |
| 2. Complete the Dataset Request and Notice of Intent to Analyze Form | yes |
| 3. Include the original Manuscript Proposal approved by the Publications and Presentations Subcommittee | yes |
| 1. Email the dataset packet to the RURAL Cohort Study Coordinating Center | yes |
| Questions – Contact the RURAL Study Coordinating Center – rural@bu.edu | |
| **Submit this page with your request** | |

**Dataset Request and Notice of Intent to Analyze Form**

General Document Instructions: Required font: Arial: 11pt. The document must be named as follows: First author’s last name, first initial, manuscript #, data req, and current date

(e.g., Rural\_S\_001\_data req\_01-01-2019.)

|  |  |
| --- | --- |
| Date of Request (MM/DD/YYY) |  |

|  |  |  |
| --- | --- | --- |
| Original Date Request | Yes | No |
| Additional Data Request | Yes | No |

|  |  |
| --- | --- |
| Title |  |
| Abbreviated Title |  |

|  |  |
| --- | --- |
| Approved Manuscript Proposal Number |  |
| This number is assigned upon approval of the manuscript. If you have not received this number, contact the RURAL Cohort Study Coordinating Center Administrator at: [rural@bu.edu](mailto:rural@bu.edu) | |

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| --- | --- | --- |
| DMDA Included with Request | Yes | No |
| DMDA Previously Submitted | Yes | No |

|  |  |  |
| --- | --- | --- |
| Purpose | Manuscript | Other |

For Main and Ancillary Study Manuscript Proposals: Include ALL authors in the area below.

For Genetic Manuscript Proposals: Include authors accordingly in the area below: 1) first three authors, 2) RURAL Cohort Study Representative, and 3) last author.

|  |  |
| --- | --- |
| First Author: |  |
| First Author’s Institution: |  |
| First Author’s Email: |  |
| First Author’s Phone: |  |
| Co-authors names: |  |
| Statistical Analyst Name: |  |
| RURAL Cohort Study Representative: |  |