

\*Following the REQUIRE data lock of each tumour site the REQUIRE data will be available for immediate release, *providing the above steps have been completed.*

**REQUIRE data** are data collected by the REQUIRE consortium in REQUIRE project (funded by the European Union's Seventh Framework Programme for research, technological development, and demonstration (GA601826).

**Use of the REQUIRE data:** The use of any data collected in REQUIRE (for any analysis) is subject to approval by the REQUIRE consortium. Use of this data must be approved by the REQUIRE publications committee via the concept form process. This is regardless of where the data was collected (including, where applicable, REQUIRE data collected your own site.)

**Concept Forms:** To access REQUIRE data a concept form must be completed and submitted to [REQUIRE@manchester.ac.uk](mailto:REQUIRE@manchester.ac.uk). The current version of the concept form can be found at [www.require.eu/node/203](http://www.require.eu/node/203). An overview of the process is given on the next page.

Concept forms should be completed fully and accurately, making it clear exactly what data/ samples are requested and for what analyses these data/samples are required. It should be made clear at which institution(s) the data will be held and/or analysed.

**Data Transfer Agreements (DTA):** In order for an applicant to access REQUIRE data, there must be a fully signed data transfer agreement in place between the institution receiving the data (and any other institution the data will be held by) and The University of Manchester (who manage data sharing on behalf of the REQUIRE consortium). DTAs terminate 5 years from last signature. Data cannot be shared onwards.

*Where samples are to be shared a fully signed material transfer agreement will also be required.*

**Data/ Sample Access Charges:** Costs associated with REQUIRE data include the administration of the concept form process, setting up contracts, data management, data release and sample storage. The REQUIRE consortium recovers these costs via data/sample access charges.

Those submitting concept forms can request estimated data/sample access charges for their concept form following the first review at the REQUIRE publications committee. Applicants should be aware that estimates do not constitute a legally binding quote and may be subject to change, for example where the scope of the project changes.

All final charges are at the discretion of the REQUIRE publications committee and will be reviewed on a case by case basis.

**Ethical Approval:** The REQUIRE concept form requests information regarding ethical approvals in place for the project. It is the responsibility of the lead recipient to ensure that the appropriate ethical approvals are in place for their country.

Prior to the release of the data REQUIRE may ask for evidence that the appropriate ethics are in place for the proposed analysis.

**Data Release** can occur when the following conditions are met.

- A fully signed, concept form that has been approved by the REQUIRE publications committee.
- A fully signed DTA covering the use of the data as outlined in the approved concept form.
- Any data/sample access charges have been paid and confirmed as received by The University of Manchester.
- Where requested, evidence of ethical approval for your approved analysis has been provided.
- The data requested are available for release.

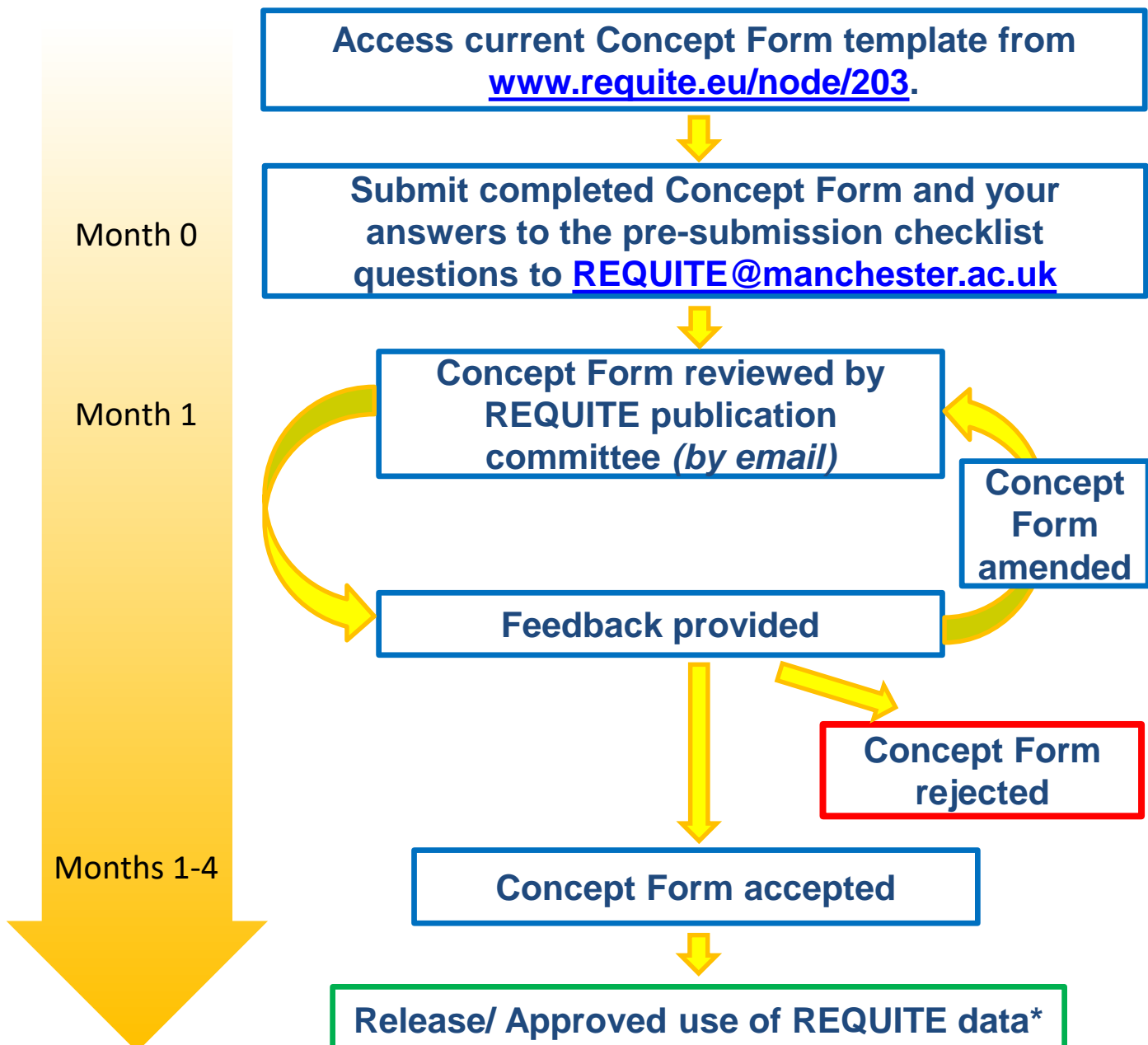
# Expedited Process for REQUITE Data Collected at Your Own Site (for REQUITE Consortium Members only)

*This expedited process is applicable for instances where you would like to complete analyses on REQUITE data collected at your own site only.*

## Check through the pre-submission checklist:

- Does your site have a current REQUITE DTA? (*contract terminates 5 years following signing*)
- Have you checked your country's REQUITE ethics to see if your analysis is covered? Or do you have separate ethics in place?
- Are the data you are requesting already at your site and your concept form is for analysis only?

*For analysis on data collected at your own site, the responses to these questions are likely to be yes, which helps us to expedite the data release process. The timeline given below assumes that you have existing access to the data, a current DTA and current ethics.*



\*Where a current DTA is in place and ethical approval has been confirmed.