



Research Team Memorandum of Understanding

Data User Agreement

Version date: 18 September 2017

I agree that I will:

- Keep raw data files only on password-protected and secure drives approved by the Research Ethics Board (REB).
- Not download raw data onto my personal computer, even temporarily.
- Not take raw data off-site, other than encrypted data for transport to another site as approved by the REB. I will keep only summary results obtained from statistical procedures (e.g. SAS or Stata output) on my personal computer or off-site.
- Not try to identify individual participants.
- Not release results apart from processes agreed upon by the Trans Youth CAN! team.
- Not overwrite raw data. I will save any altered data sets under a new filename.
- Maintain documentation of all my work and make it available to other members of the team, as well as to journal editors or reviewers of any publications I produce (if requested). This includes notes files, statistical output files, and annotation of SAS (or any other statistical software) files.
- Ensure my research is conducted and presented ethically and responsibly, without harm or further stigmatization of the trans community.
- Make my research findings available in plain language formats relevant to community members, policy makers and other stakeholders.
- Submit manuscripts to journals selected for their appropriateness to the policy- and practice-driven and capacity-building aims of Trans Youth CAN!.
- Credit the entire Trans Youth CAN! Team and project funders in acknowledgements in all peer-reviewed and grey literature publications, as well as conference presentations and posters.
- Follow the terms of all Memorandum of Understanding documents of the Trans Youth CAN! study.

Date

Signature

Print Name