**Data Request Policy**

To apply for AlcHepNet data, the investigator must meet the following criteria:

1. Funding should be available
2. Any AlcHepNet Steering Committee Principal Investigator (SC PIs) is eligible to apply
3. Non- AlcHepNet affiliates can apply accompanied by the SC PI as their sponsor
4. **Must have prior approval from the AlcHepNet publications and ancillary study committee (PAC)**
5. IU DCC will only offer data within the scope of SC PI’s proposal. Additional data requests will be reviewed by PAC for amended approval. If original data (e.g, omics or genotyping, or cytokines) are generated on AHN samples at the investigator’s site, those data must be first deposited with the DCC prior to DCC transferring the associated phenotyping data to the investigator. The investigator agrees not to share the phenotype data to a third party without written approval from the AHN DCC or Publications/Ancillary Studies or Steering Committees.
6. If using genomic data, SC PI must follow NIH’s genomic data sharing policy and procedures. If not, please skip
   1. **Please reference policies at the following link, agree to the following, and sign below:** <https://grants.nih.gov/grants/guide/notice-files/not-od-14-124.html>
   2. Using the data only for the approved research.
   3. Protecting data confidentiality.
   4. Following, as appropriate, all applicable national, tribal, and state laws and regulations, as well as relevant institutional policies and procedures for handling genomic data.
   5. Not attempting to identify individual participants from whom the data were obtained.
   6. Not selling any of the data obtained from NIH-designated data repositories.
   7. Not sharing any of the data obtained from controlled-access NIH-designated data repositories with individuals other than those listed in the data access request.
   8. Agreeing to the listing of a summary of approved research uses in dbGaP along with the investigator’s name and organizational affiliation.
   9. Agreeing to report any violation of the GDS Policy to the appropriate DAC(s) as soon as it is discovered.
   10. Reporting research progress using controlled-access datasets through annual access renewal requests or project close-out reports.
   11. Acknowledging in all oral or written presentations, disclosures, or publications the contributing investigator(s) who conducted the original study, the funding organization(s) that supported the work, the specific dataset(s) and applicable accession number(s), and the NIH-designated data repositories through which the investigator accessed any data.

Printed Name/Signature of PI

**Data Request Process**

* Data request can be submitted by the PIs of the AlcHepNet consortium. Internal and external collaborators are encouraged, but the actual request must be submitted by one of the PIs. Data requests by the PI automatically imply he/she is responsible for completing the study in a timely and rigorous fashion, avoids “mission creep” and abides by other AlcHepNet policies.

* Request process
  1. Savannah will send approval from ancillary study/publication proposal. With this approval, she will send the data dictionary for PI to review
  2. PI will create a table of data for request. Table should include:
     1. Subjects to include (i.e., healthy controls, those with 90-day mortality, RCT, etc.)
     2. Time points
     3. Specific data points such as those with liver transplant, AKI, PT/INR. Not “outcome related clinical data”
  3. Savannah will subsequently send to IU DCC for review
  4. IU DCC will prioritize requests as they come in. Requests can take 1-4 weeks depending on queue