**SAMPLE DATASET - Costs, Citations and Term Sheet**

Instructions in red.

**Use of SAMPLE DATASET Data**

These data can **only be used for academic or whatever permissible purposes you determine] research purposes**. Commercial purposes are not permitted under the Stanford license.

**Fees for Using SAMPLE DATASET Data**

**For funded studies**, all PIs must pay SAMPLE DATASET a non-refundable license fee (the “Grant Fee”) in accordance with the following table. Some types of grants, for example training grants, are exempt from these fees. Unfunded studies may use the data for free.  If you have questions, please contact us.

|  |  |
| --- | --- |
| Grant Type | Grant Fee |
| Government Research Grants or Nonprofit Research Grants where the direct research funding awarded exceeds $500,000 |  |
| Government Research Grants or Nonprofit Research Grants where the direct research funding awarded is between $200,000 – 499,999 |  |
| Government Research Grants or Nonprofit Research Grants where the direct research funding awarded < $200,000. |  |
| Industry sponsored studies | [Name your price.] |

If you plan to use SAMPLE DATASET, you will need to pay these fees in the fiscal year in which you access the full dataset for your research. If you have any questions about whether your grant is required to pay this fee please contact us.

In the fiscal year of the grant in which the Data will be used, Data User will pay the Grant Fee to SAMPLE DATASET OWNER within forty-five (45) of the start of the fiscal year. Data User acknowledges and agrees that it cannot and will not use the Data for such Government Grant Research or Nonprofit Grant Research until the Grant Fees have been paid to SAMPLE DATASET.

**How to pay use fee for SAMPLE DATASET:**

If you are required to pay this fee, please send an email to XXX with the following information.

**The subject line of the email should say: Stanford Grant Payment Information - SAMPLE DATASET Data YOUR NAME**

In the body of the email please include:

Principal Investigator:   
Institution: Stanford

Title of grant:  
Years of grant:  
Year in which (full) data were used:  
Amount of grant:  
Funding agency:  
Synopsis of research question:

LAB MANAGER will work with you to collect the money.

**Citations, Data Description and Manuscript Review**

**Citation:** SAMPLE DATASET

PROVIDE CITATION YOUR SEMINAL PAPER HERE. This paper should describe the dataset, how it was constructed and other important information. It might contain all of this and the first research question answered using the data. You should require this paper be cited every time the data are used. It can be a white paper deposited somewhere like arXiv if you have not yet published your first paper.

**Example Citation Language for a Lab:** Data access for this project was provided by the Stanford Center for Population Health Sciences Data Core. The Data Core is supported by a National Institutes of Health National Center for Advancing Translational Science Clinical and Translational Science Award (UL1 TR001085) and internal Stanford funding. The content is solely the responsibility of the authors and does not necessarily represent the official views of the NIH.

**Long Data Description for use in Publications (May 2018)**

SAMPLE DATASET is derived from HOW IT WAS DERIVED. The database includes approximately NUMBER OF RECORDS over N YEAR DURATION. SAMPLE DATASET is statistically de-identified under the Expert Determination method consistent with HIPAA and managed according to SAMPLE DATASET Data User data use agreements (1,2).  Describe your dataset composition and origin.

**Short Data Description for use in Publications (May 2018)**

Write a short description of your data that you want cited when it’s used. Hint: Be sure to include key words you want showing up on searches. Check schema.org to optimize this.

**Manuscript Review**: SAMPLE DATASET requires 30 days to review manuscripts prior to publication. This is to verify the dataset is properly cited and to check for cell size restrictions to ensure that there is no possibility of identifying individuals or providers. This is not intended to restrict publication in any way. To do this, please email a copy of your manuscript to LAB MANAGER at: LAB MANAGER@LAB.edu in the following format:

**The subject line of the email should say: Request Manuscript Review - Stanford YOUR NAME**

In the body of the email please include:

Principal Investigator:   
Institution: Stanford

Title of study:  
Abstract:

LAB MANAGER will review your citation and tables and get back to you.

**Non-intuitive rules specific to this dataset:**

* Data documentation is confidential and cannot be downloaded or distributed. You can view the documentation and meta-data on the PHS portal.
* Trainees and Students are generally not granted access to full dataset for student projects.
  + A trainee may be an analyst on a project with a faculty PI.
  + If a trainee who has been granted access to the samples has a project of sufficient quality that they are going to publish, they may be granted access to the full dataset assuming they’ve completed all appropriate requirements.
* Data Layering: You cannot layer CERTAIN data with these data (OR WHATEVER LAYERING RESTRICTIONS YOU HAVE). This is because if the data become too rich, they could potentially become identifiable. If you require data linkage, please contact LAB MANAGER to see what is possible.
* Linking by individual is not permitted even if you don’t know who they are. This is a de facto attempt at re-identification. If you plan to link these data to another source, please check with us first.
* ANY OTHER RULES YOU HAVE