# Breast Cancer Risk Prediction Project Data Access Coordinating Committee Policies and Procedures

This document describes the Breast Cancer Risk Prediction Project (BCRPP) Data Access Coordinating Committee (DACC) and its procedures for reviewing requests for access to individual-level data from contributing studies for specific analyses within the scope of the BCRPP.

The DACC shall consist of one representative from each cohort that has contributed data to the BCRPP and has signed the BCRPP Data Provider Data Transfer Agreement. The Principal Investigators of the BRCPP or their designee(s) shall serve as (co-)Chair(s) of the DACC. Chair duties include collecting, circulating, ensuring review, tracking decisions, directing the DCC to authorize access in accordance with DACC and cohort approvals, and tracking progress on approved proposals.

The process to request and gain access to individual-level BCRPP data is outlined below.

* A researcher (the applicant) submits a Study Proposal Form to the BCRPP DACC describing the project (including aims, collaborating investigators and institution(s), variables of interest and timeline) via the BCRPP Portal.
* The BCRPP DACC reviews the Study Proposal Form. The BCRPP DACC will review Study Proposal Forms three times per year (approximately every four months). The DACC can ask the applicant for clarifications. Requests for more information and responses should occur in a timely fashion (e.g. the request should be sent within two weeks of the DACC meeting and the response within two weeks of receipt).
* Based on the DACC review and any clarifications (if requested), each cohort decides whether to opt in and authorize access to its data based on whether the proposal aligns with participants’ consents and cohort goals. Cohorts should opt in within four calendar weeks after the DACC review or receipt of clarifications (whichever is later).
* After the opt-in period has elapsed, the applicant’s institution signs a BCRPP Recipient Data Transfer Agreement (“BCRPP Recipient DTA”) with NCI.
* Upon the execution of the BCRPP Recipient DTA, the NCI will provide access to the approved data on a secure cloud-hosted server or other agreed mechanism.

To improve data traceability and reproducibility of analyses/results, the policy for the Project is to provide data access through a securely hosted Cloud environment to facilitate analyses *without downloading* the data.

Investigators contributing materials and/or data to the Project will have full access to the data (raw or derived) from their own cohort, are free to use it without restriction.