

## **MOMENTUM DATA REQUEST & AUTHORSHIP POLICY & PROCEDURES**

### **INTRODUCTION**

The Momentum Health Study is a longitudinal bio-behavioural cohort study of gay, bisexual and other men who have sex with men (MSM) in the greater Vancouver area. This policy lays out the necessary process for submitting data requests related to the Momentum Health Study. This document also outlines the principles of authorship to properly acknowledge the work of team members. The following document has been adapted from the CANOC and CHIWOS guidelines for authorship.

### **DATA REQUESTS**

The Momentum Health Study Data Request guidelines are sectioned into three phases. The timeline for new Momentum quantitative analyses is approximately 6 weeks (1 week for internal study team review, 1 week for data request circulation and 4 weeks for analysis). This process is detailed below:

#### **PHASE 1**

- Researchers interested in completing a new project with the Momentum Health Study data must complete an *initial data request form*, found on the Momentum website at the following link (Appendix I of this document):  
<http://www.momentumstudy.ca/momentum-health-study-data-request-form>
- Completed Momentum Health Study data request forms must be emailed to the study Coordinator via the [momentum@cfenet.ubc.ca](mailto:momentum@cfenet.ubc.ca) email address and will be put on the agenda for discussion at the following weekly team meeting
  - Completing this short internal data request form (Appendix I) will allow the Coordinator to keep track of all current analyses
- Momentum data request forms will be reviewed by all in attendance at the weekly team meeting and suggestions and feedback (if necessary) will be provided to the person submitting the request
- This meeting will also identify a senior investigator for the project and other investigators interested in participating in the proposed project

#### **PHASE 2**

- Following approval of the Momentum data request by the Principal Investigator(s), a *BC Centre for Excellence in HIV/AIDS data request* is completed
- The lead person on the project will complete this data request and circulate to all team members identified in Phase 1
- Completed BC-CfE data requests will be emailed by the Momentum Health Study Coordinator to [statsupport@cfenet.ubc.ca](mailto:statsupport@cfenet.ubc.ca) and copied to both the Principal Investigator(s) and the lead of that particular study

### **PHASE 3**

- The lead person on the project will be the primary liaison between the Momentum team and the BC-CfE data analysts and statisticians
- Once data has been analyzed by the BC-CfE data analysts and statisticians, the project lead will write an abstract draft which must be circulated at least 3 working days before any deadline, and approved by all those identified on the Momentum Data Request form as authors. Full manuscripts require a 10 working day window for feedback
- The project lead is responsible for determining authorship, as per the Momentum authorship guidelines found in this document

### **PROCEDURES**

- A minimum of 3 working days will be provided for the authors to review a conference abstract and authorship prior to submission
- A minimum of 10 working days will be provided for the authors to review a manuscript and authorship prior to submission to a peer-reviewed journal
- If no response is received from an author in the allotted time period, after a reasonable effort of follow up, this author will be removed from the abstract or manuscript, as they no longer meet authorship criteria
- A submitted version of the manuscript will be sent to the entire Momentum Health Study team by the Project Coordinator no later than one week after submission for peer-review
- If any current or potential author has a grievance with the authorship list or order, the principles of open communication and collegiality will be applied to allow for immediate resolution
  - If no resolution can be found through open communication, final decisions will be made by the PIs in consultation with the project lead/primary author

### **AUTHORSHIP**

- There will be a first (lead) author followed by the contributing team members listed by name, followed at the end by a rotation of the lead Momentum Investigators (Eric Roth, David Moore, Robert Hogg)
- The first author will be the abstract/manuscript lead, as designated by the Momentum PIs and will be responsible for choosing the authors and ensuring they follow the Momentum Authorship Policy
- The BC-CfE statistician and data analyst will be included as authors on all abstracts/manuscripts where these individuals have contributed to the analysis
- One of the lead Momentum Investigators (Eric Roth, David Moore, Robert Hogg) will act as the last author and corresponding author; this role will rotate among the three Investigators
- Individuals who meet authorship criteria but do not wish to be acknowledged as authors are permitted to withdraw from authorship at any time

- **NOTE: It is understood that the Momentum Research Team membership is dynamic and may change over time**

### **AUTHORSHIP CRITERIA**

Each author should have participated sufficiently in the work to take public responsibility for appropriate portions of the content.

Authorship credit will be based on:

- (1) Substantial contributions to conceptions and design, or acquisition of data, or analysis and interpretation of data
- (2) Drafting the manuscript or revising it critically for important intellectual content
- (3) Final approval of the version to be published (statistical analysis, administrative, technical or material support, and supervision)

**All** of these conditions must be met to qualify as a Momentum author.

### **ACKNOWLEDGEMENTS**

- Acknowledgement of the Momentum participants, collaborators and partners will be included in all manuscripts
  - Momentum Participants
  - Co-investigators and Collaborators
  - Vancouver Coastal Health STOP HIV/AIDS Team
  - Community Advisory Board (CAB) Members by name
  - Affiliated community agencies, Health Initiative for Men, Positive Living BC and YouthCO HIV and HepC Society of BC
  - Other BC CfE staff not included as authors who may have provided project support
  - Other non BC CfE staff who may have reviewed or commented on drafts
- Acknowledgement of funders will be included in all manuscripts and presentations
  - The Canadian Institutes of Health Research (CIHR) funding number 107544 and the National Institutes of Health (NIH), National Institute for Drug Abuse (NIDA) funding number 1R01DA031055-01A1