**E-Risk Study Concept Paper template**

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| --- |
| **Provisional Paper Title:** [Title] |
| **Proposing Author:** [Name |
| **Author’s Email:** Click or tap here to enter text. |
| **Academic supervisor:** Click or tap here to enter text.(if the proposing author is a student) |
| **E-Risk Sponsor:** Click or tap here to enter text.(if the proposing author is not an E-Risk co-investigator) |
| **Today’s Date:** Enter date |
| **Please indicate if you will require an E-Risk independent reproducibility check:** [ ]  |

Please describe your proposal in 2-3 pages with sufficient detail for helpful review.

**Background & objective of the study:**

**Significance of the study (for theory, research methods or clinical practice):**

**Data analysis methods:**

**Variables needed and at which ages:**

**References cited:**

**DATA SECURITY AGREEMENT**

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| --- |
| **Provisional Paper Title:** [Title] |
| **Proposing Author:** [Name] |
| **Today’s Date:** Enter date |

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|[ ]  I am current on Human Subjects Training (CITI (www.citiprogram.org) or equivalent) |
|[ ]  My project is covered by the Duke or King’s ethics committee OR I have /will obtain ethical approval from my home institution. |
|[ ]  I will treat all data as “restricted” and store in a secure fashion.My computer or laptop is:a) encrypted (recommended programs are FileVault2 for Macs, and Bitlocker for Windows machines)b) password-protectedc) configured to lock-out after 15 minutes of inactivity ANDd) has an antivirus client installed as well as being patched regularly. |
|[ ]  I will not "sync" the data to a mobile device. |
|[ ]  In the event that my laptop with data on it is lost, stolen or hacked, I will immediately contact Prof Helen Fisher (helen.2.fisher@kcl.ac.uk).  |
|[ ]  I will not share the data with anyone, including my students or other collaborators not specifically listed on this concept paper. |
|[ ]  I will not post data online or submit the data file to a journal for them to post.*Some journals are now requesting the data file as part of the manuscript submission process. Study participants have not given informed consent for unrestricted open access, so we have a managed-access process. Speak to* Prof *Helen Fisher (**helen.2.fisher@kcl.ac.uk**) for strategies for achieving compliance with data-sharing policies of journals.* |
|[ ]  I will delete all data files from my computer after the project is complete. Collaborators and trainees may not take a data file away from the office.This data remains the property of the Study and cannot be used for further analyses without an approved concept paper for new analyses. |
|[ ]  I have read the Data Use Guidelines and agree to follow the instructions. |

**Signature:** Click or tap here to enter text.

**CONCEPT PAPER RESPONSE FORM**

**A.** To be completed by proposing author

|  |  |
| --- | --- |
| Provisional Paper Title   | [Title] |
| Proposing Author  | [Name] |
| Other Contributors | Click or tap here to enter text. |
| Potential Journals | Click or tap here to enter text. |
| Today’s Date: Click here to enter date |
| Intended Submission Date: Click here to enter date |

**B.** To be completed by the E-Risk steering committee and potential co-authors:

|  |
| --- |
|[ ]  Approved |
|[ ]  Not Approved |
|[ ]  Let’s discuss, I have concerns |

Comments: Click here to enter text

Please check your contribution(s) for authorship:

|  |
| --- |
|[ ]  Conceptualizing and designing the longitudinal cohort study |
|[ ]  Conceptualizing data collection protocols and creating variables |
|[ ]  Data collection |
|[ ]  Conceptualizing and designing this specific paper project |
|[ ]  Statistical analyses and interpretation (or reproducibility check) |
|[ ]  Writing |
|[ ]  Reviewing manuscript drafts |
|[ ]  Final approval before submission for publication |
|[ ]  Agreement to be accountable for the work |
|[ ]  Acknowledgment only, I will not be a co-author |

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***Please keep one copy for your records and***

***return one to*** ***eriskstudy@kcl.ac.uk*** ***and the proposing author.***