

## CHL DATA REQUEST INSTRUCTIONS FOR STUDENTS

### PREPARING YOUR DATA REQUEST

1. Research Topic. A mentor-approved research topic is required for all student requests. Please ensure your topic is novel by reviewing [CHL publications](#) and [approved topics](#) on the CHL site. In the data request application, be detailed and concise about your study – research question, novelty, study design/methods, sample size, statistical power, statistical analysis plan, and importance of your research.
2. Please prepare all the following information prior to starting a data request application:
  1. Investigator's Information
    - a. You will need to provide information about yourself including the institution you are affiliated with, contact, and mailing address details.
    - b. Name a co-investigator and email address to contact him/her at.
  2. Student Requirements
    - a. If you are a student, you will need to name your CHL-affiliated mentor and email address to contact him/her at.
    - b. Your mentor will need to approve your research topic.
  3. Study Details
    - a. You will need to provide details of your study including:
      - i. Title of Study
      - ii. Summary of study (one paragraph)
      - iii. A hypothesis to be tested
      - iv. Experimental approach - indicate the study population, sample size, design, and data and analytical methods (be very detailed)
      - v. Statistical Analysis
        1. Indicate the institution where the analysis will be done
        2. The biostatistician who will assist in the analysis
        3. Statistical methods that will be used
      - vi. Time frame for the proposed study (Ex. 2020-2021, 1 year)
  4. Intent to Publish
    - a. Specify whether you intend to publish, the intended output (abstract, peer reviewed journal, etc.), and a list of co-authors and possible CHL co-authors.
  5. Request Details
    - a. Specify what you are requesting (data, analytical support, etc.), the purpose for the request (report, manuscript, abstract, instructional, research paper, etc.), the names of individuals who will access the dataset, and the format of the dataset (SAS, csv, etc.)

For more information or inquiries contact the CHL Data Center at [chldata@hawaii.edu](mailto:chldata@hawaii.edu)

## CHILDREN'S HEALTHY LIVING CENTER OF EXCELLENCE

3. Acquire valid CITI training certificates. The CHL Center requires requestors to complete the Human Research Protection education through the [Collaborative Institutional Training Initiative](#) (CITI) online. The training must be completed prior to data request submission. Student and mentor(s) CITI training certificates must be included with submission.
  - Required CITI training certificates:
    1. Human Subjects Research (HSR) - Non-exempt Social & Behavioral Sciences Researchers and Key Personnel
    2. Information Privacy Security (IPS) - Non-exempt Social & Behavioral Sciences Researchers and Key Personnel IPS
    3. Responsible Conduct of Research (RCR) course - Social and Behavioral Responsible Conduct of Research
  - NOTE: If your country is not affiliated with CITI training, please contact the [CHL Data Center](#).
  
4. Please review the following documents prior to starting a data request application:
  - [CHL Data Use Protocol and Guidelines](#)
  - [Individual-level Data Resources](#)
    1. [Individual Data Dictionary](#)
    2. [Longitudinal Data Dictionary](#)
    3. [CHL Study Design](#)
    4. [CHL Data Preparation Protocol](#)
    5. [CHL Collection Forms](#)
  - [Community-level Data Resources](#)
    1. [CAT Data Dictionary](#)
    2. [CAT Study Design](#)
    3. [CAT Collection Forms](#)
  - [To avoid duplicate efforts, review the following pages:](#)
    1. [Publications from the Program](#)
    2. [Approved Research Topics](#)
  - [NOTE: A list of CHL co-authors](#) is highly suggested for published work (see page 13 of the [CHL Data Use Protocol and Guidelines](#)).

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5. [Download](#) and complete the Data Variable Selection Form, whether you are requesting preliminary data or a dataset file. Include a CHL-affiliated mentor in Section B (affiliation may be established for new mentors).

Preliminary Data Request: data such as counts, frequencies, aggregate numbers, or distribution not intended for publication but to further explore possible research ideas. This type of request is not submitted to the PSC for review. Students considering research topics but need a general “feel” of the data are encouraged to submit a preliminary data request.

- *General Tip: review your variable selection form with your mentor and [CHL Data Center](#) with any inquiries prior to submission.*

### CHECKLIST

- CHL-affiliated mentor
- Valid CITI training certificates
- Mentor's valid CITI training certificate
- Completed Variable Selection Form
- List of CHL co-authors
- Mentor-approved data request application

### SUBMITTING YOUR DATA REQUEST

1. Review checklist.
2. Complete a [Data Request Application](#).
3. Acknowledge data use statement by entering your name in the respective field at the end of the application.
4. Click submit.
5. An automated email notification will be sent to your provided email confirming your submission. If you did not receive an automated message within an hour of submission, please contact the [CHL Data Center](#)

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**PROCESS AFTER SUBMISSION**

1. Expected timeline for submissions:
  - Preliminary Data Request: 2 – 4 weeks
  - Dataset File Request: 8 weeks
    1. PSC approval: 2 weeks
    2. CHL Data center: 6 weeks to generate dataset
2. The CHL Data Center will contact you via email about the status of your data request. If approved, instructions on how to obtain dataset file will be included in the message.
  - NOTE: Identifiable participant information cannot be shared via email, file drop, or flash drives.

**APPROVED DATA REQUESTS (excluding preliminary data requests)**

1. Approved data requests are valid for 2 years. Extensions can be made by contacting the [CHL Data Center](#).
2. Update the CHL Data Center on any changes or modifications made to research plan or topic. A modified data request submission may be required.
3. Submit a copy of published manuscripts, abstracts, or presentations to the [CHL Data Center](#) via email. The publications or media will be made available on the CHL site.