



Helping Empower Youth
Brought up in Adversity with their Babies and
Young children



Mzantsi Wakho Data Request Form V.1.0

And for associated studies like Hey Baby! and From STOP to GO!
(Mzantsi Wakho Data Access and Sharing Policy available on the study [website](#))

This form will be completed for all data management & statistical analysis that require quantitative data sharing between Mzantsi Wakho and another party hereby referred to as **“the Requester”**.

This request is made on (date): ____/____/____

TO

The **Mzantsi Wakho** study team, whose administrative offices (for the quantitative arm of the study) are located at the Department of Social Policy and Intervention, 32 Wellington Square, Oxford OX1 2ER, United Kingdom (**“the Discloser”**)

BY

Individual requesting accessing to data Name: _____
of (Address): _____ on behalf of
Institution _____
(**“the Requester”**)

WHEREAS

a) The Requester wishes to explore academic cooperation with respect to:
Please insert title of project/field of research _____; and

b) In order to do so, it is necessary for the Discloser to make available certain confidential proprietary information referring to:

Dataset to be shared (**“the Dataset”**): _____

This Request stipulates: a) details of Requester wishing to access the Dataset, b) why the Requester requires access to the Dataset, c) which components of the Dataset are the Requester for analysis, d) the time period for which access to the Dataset required by the Requester and, e) conditions for use of the Dataset. A separate University of Oxford “Confidential Disclosure Agreement” and “Data Sharing Agreement” must be signed by all parties prior to the release of the data requested.



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1. Data Access Process

- 1.1. Informal discussion: Potential collaborators or data requesters are encouraged to approach the **Mzantsi Wakho** study informally in the first instance to discuss research ideas and feasibility. Key contacts are outlined in Annex 1.
- 1.2. Submission of proposal and Data Request Form: A proposal should be submitted to the **Mzantsi Wakho** study describing the background, objectives and methodology to be used. This proposal should complement the Data Request Form, specifying the research question, study objectives, analysis plan and outline of key variables of interest, research team (and expertise), timeline, financial resources (where relevant) ethics and data security considerations and planned dissemination including publication. Applications must be consistent with participants' consent, the confidentiality requirements, and any prior conditions agreed with funders. It should also state whether at least some of the applicants have prior experience and peer-reviewed publications in this or related fields. Applications will be reviewed for feasibility, scientific significance, and for whether they overlap significantly with on-going research by the **Mzantsi Wakho** study or other investigators.
- 1.3. Ethics and research governance approval: Research ethics approval, if required, is the responsibility of the collaborator/data requester. Similarly, research governance approvals, if required, are the responsibility of the collaborator/data requester.
- 1.4. Data Sharing Agreement and Confidential Disclosure Agreement: Before any of the **Mzantsi Wakho** study data can be released, a formal Data Sharing Agreement and Confidential Disclosure Agreement will be enacted, detailing the mutually agreed terms and conditions attached to the data access in line with the **Mzantsi Wakho** study Data Access and Sharing Policy V1.0. Data Sharing Agreements will be drafted and approved by the University of Oxford's Research Services. Once the proposal is approved and the Data Sharing and Confidentiality Agreement signed, the data and its documentation will be generated and released using encrypted physical media or in a secure manner via the internet.

Proposed reason for accessing the Dataset

Please outline the purpose for which the Dataset is being accessed and where applicable refer to annexed research protocol.

Research question (s)



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Please list the specific research question(s) that you aim to respond using the dataset.

Which variables/measures are needed from the Dataset? (Refer to database key)

Please define the specific variables/measures that will be accessed within the Dataset.

Analyses plan

Please outline the proposed analyses plan using the Dataset. Note both statistical methodologies and software packages that will be used.

Research team

Please list the members of the research team involved in this proposed analysis.

Financial resources

Will additional financial resources be required to perform the above analysis? If yes, please clarify the source(s) of this funding.

Ethics and Data Management

Please discuss the process of obtaining ethical clearance for the proposed analysis, including data management and security.

Timeline

Please clarify the timeline for the analysis and dissemination (i.e. thesis, conference presentation, publication).



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Requested period of access: From: ___/___/___ to ___/___/___ is the period for which the Dataset is requested after which the Dataset must be returned to the Discloser as per conditions outlined in Data Access and Sharing Policy V1.0, Confidential Disclosure Agreement and Data Sharing Agreement .

Requester Name:

Requester Signature:

Date:

Received by:

Mzantsi Wakho Data Management Actor Name

Signature:

On Date:



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Annex 1: Membership of the Academic Advisory Committee

Chairperson:

Professor Lucie Cluver (PI) (Oxford, United Kingdom)
Department of Social Policy and Intervention
Barnett House
32 Wellington Square
Oxford
OX1 2ER
United Kingdom
Telephone: [+44\(0\)1865 270325](tel:+44(0)1865270325)
Email: lucie.cluver@spi.ox.ac.uk

Members:

Dr Elona Toska (Cape Town, South Africa): elona.toska@uct.ac.za, Dr Rebecca Hodes (Cape Town, South Africa): rebecca.hodes@googlemail.com, Prof Lorraine Sherr (London, United Kingdom): l.sherr@ucl.ac.uk

Annex 2: Data Management Actors

Prof Lucie Cluver (PI), Dr Elona Toska and fieldwork team will oversee study-wide data management, and quality assurance of quantitative data.

Dr Rebecca Hodes, Mr Marius Coqui (AIDS and Society Research Unit, University of Cape Town) will provide qualitative data quality assurance & security.

Mr. Vinayak Kozhikotte (DSPI, University of Oxford) and fieldwork project management will be responsible for data security.