



Psychosis MRI Shared Data Resource (Psy-ShareD) Partnership Data Sharing Memorandum of Understanding (MoU)

1. Partners

This Memorandum of Understanding (MoU) pertains to the Psychosis MRI Shared Data Resource Partnership, hereinafter referred to as the *Psy-ShareD Partnership*. The *Psy-ShareD Partnership* leadership team are listed below. The Overall Psy-ShareD Principal Investigator is Professor Paul Allen.

Name	Institution	Country, Continent	Email
Paul Allen (PI)	King's College London	UK (Europe)	paul.h.allen@kcl.ac.uk
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Simon Evans (CI)	Surrey University	UK (Europe)	simon.evans@surrey.ac.uk
Rachel Upthegrove (CI)	University of Birmingham	UK (Europe)	r.upthegrove@bham.ac.uk
Jack Rogers (CI)	University of Birmingham	UK (Europe)	j.rogers@bham.ac.uk

Additional *Psy-ShareD Partners* (also referred to as Data Contributors in the Data Use Agreement) are those that contributed MRI and linked clinical and cognitive data in the *Psy-ShareD Partnership*. The current list of *Psy-ShareD Partners* can be found [here](#). Those applying to access and use Psy-ShareD data via a Data Access Request process are referred to as the *Data Users*.

2. Overview

All Psy-ShareD MRI, demographic, clinical, and cognitive data is stored at *King's*

College London (KCL) Neuroimaging Network. For datasets originating from external sites, a Data Contributor Agreement (DCA) must be established prior to any data transfer. A DCA must be approved by KCL and the contributing institution that is transferring data to the *Psy-ShareD Partnership*. Once data (MRI, clinical, cognitive, demographic) is transferred to KCL it can only be accessed by Psy-ShareD team members (employed by KCL) for processing, curation and harmonisation procedures.

Data access requests for Psy-ShareD data will be managed via a web-form available via the Psy-ShareD [website](#). All publications resulting from Psy-ShareD data will list the *Psy-ShareD Partnership* **plus** the site PIs/Co-Is for the datasets used in the publication. *Data Users* and the *Psy-ShareD Partnership* will be named on the author list where the number of co-authors is limited, e.g. meeting abstracts (TBC).

3. General Policies

Contributing & Sharing data

After a Data Contributor Agreement has been established between KCL and the local site data contributor, the site PIs are responsible for ensuring de-identification of their site's MRI, demographic, clinical, and cognitive data. Data should be de-identified at each site using the tools provided by Psy-ShareD and then sent to the King's College London via a secure data transfer system ([BitBox](#)). As staff at King's College London will not have access to the external site key identifiers, which potentially link external site data to personal information, the data will be anonymised for KCL staff. Once transferred to KCL, external site data will only be identified using a unique Psy-ShareD ID generated prior to data transfer (e.g. PSYD_0201_sub001_b). This ID code denote the site (02) the study number within that site (01), the subject number (sub001), and if the scan is a baseline or follow-up scan (b or f). The Psy-ShareD ID code also links MRI data to associated clinical, cognitive, and demographic data.

Both the site PIs who contribute data to Psy-ShareD and the *Data Users* are responsible to comply with all relevant rules and regulations imposed by their local institution. *Data Users* are responsible for arranging local IRB or Ethics Committee approvals. Psy-ShareD will facilitate and support (where possible) *Data Users* requiring local approvals.

Data Users are responsible for ethical approvals required by their local institution and required to provide details (i.e., approval numbers/codes) in the *Data Access Request* form. *Data Users* are required to complete a Data Use Agreement (DUA) with KCL and are not permitted to share Psy-ShareD data with third parties unless specified in the Data Access Request Form. The DUA requires that *Data Users* keep a document stating who (i.e., local researchers) has access to these data.

4. Data Access

Here we outline the policy for sharing data from the *Psy-ShareD Partnership* as well as detailed policies for publication and publication credits. The intent of these policies is to facilitate the sharing of data, to encourage academic productivity, and to provide a mechanism for tracking and archiving data requests, intended analyses, and publications related to and resulting from Psy-ShareD data.

The *Psy-ShareD Partnership* include investigators from contributing sites who are actively engaged in psychosis neuroimaging research and who have contributed anatomical (T1) MRI, demographic, clinical, cognitive/neuropsychological data to *Psy-ShareD*. *Data Users* can access these data by submitting a proposal application for data access and data-analysis and publication using the [Data Access Request](#) form. The Data Request Access form will be used to monitor and log data access requests, so that potential overlap with other proposals will also be assessed. Once a data access request is received, the *Psy-ShareD Partnership* will notify Psy-ShareD Partners whose data has been request for access. Partners whose data has been requested must give their approval before their data is transferred to a *Data User*. For all data access requests, the *Psy-ShareD Partnership* will also consider the scientific merit, feasibility, originality and/or potential for the education and training of next generation psychosis researchers and may provide feedback to the *Data User* to strengthen these elements of their access request. The Data Access Request form will also need to provide details about local ethics approvals or confirm that a local ethics application is in progress. Other information is also required in the Data Access Request form that will allow a *Data Use Agreement* to established between King's and the recipient institution (i.e. the *Data User's* affiliated institution). The Data Use Agreement will need to be agreed and signed by King's and the *Data User*.

Normally, the Data Access Request form should include a proposal for publication of a specific scientific paper, not for multiple papers on a more general topic. Analysis plans should include specific research questions, and hypotheses (see section 6 of the form). To attempt to avoid overlap between studies/papers resulting from different analysis plans, the data analyses and results reported in the manuscript are limited to those described in the analysis plan. For additional analyses not described in the analysis plan a new analysis plan needs to be submitted. The Psy-ShareD Website will be updated on a regular basis with a list of approved projects using this resource to avoid duplication of efforts; and encourage new collaboration between teams.

No site data will be shared without the consent of the *Psy-ShareD Partner* of that site, who may opt to impose specific conditions or limitations on the use of the data; also *Psy-ShareD Partners* are not obliged to take part in any project, although they are strongly encouraged to work with *Data Users* as a co-author and/or a mentor where the *Data User* is a more junior researcher . Submission of a proposal implies actual plans for a publication, which will be worked on within a reasonable time frame specified in the proposal. Once a data access request has been approved by the Psy-ShareD Partnership, The KCL Contracts Office will prepare a Data User Agreement with the Data User.

5. Data Storage

[The Data User will:

- Maintain a secure environment in which to store and use the Licensed Datasets* and protect them from unauthorised use and disclosure.
- Maintain adequate physical controls and password protections for any server or system on which the Licensed Datasets are stored, ensuring that the Licensed Dataset are not stored on any mobile device (for example, a laptop or smartphone) or transmitted electronically unless encrypted.
- Restrict access to the Licensed Datasets only to members of the research team who strictly need to access to undertake the Authorised Research and shall ensure that all members are informed of the terms of this Agreement.

- Limit the number of copies to those essential to carry out the Authorised Research, including for back-up purposes. All copies will be managed under the same conditions as detailed in this Agreement.]

* The Licensed Dataset: Data requested by the Data User and approved by King's and the Data Contributor. This is also defined in the Data Use Agreement

6. *Publication Policy*

Psy-ShareD will provide each *Data User* with a set of publication resources including a step-by-step guide for submissions and resources for standardised authorship approval tracking. Specific publication policies are listed below:

Manuscripts:

1. We request that the manuscript will be submitted to the *Psy-ShareD Partnership* (Psy_ShareD@kcl.ac.uk) prior to circulating it to all co-authors and prior to submitting to a journal. This review is intended to ensure that provisions described in the analysis plan, as described in the Data Access Request form are correctly implemented and to avoid overlap with other Psy-ShareD projects/manuscripts. *Psy-ShareD Partnership* will maintain confidentiality of the manuscript and will complete its review within 2 weeks.
2. People involved in the primary design, analysis and writing parts of the project/manuscript (usually *the Data User(s)*) will be listed as first and/or senior (last) authors. In addition, *the Psy-ShareD Partnership* (rather than individual Members) will be listed on the author line, as well as Psy-ShareD Partners who are site PIs/Co-Is for datasets that have been used in each publication. These conditions are mandatory. All citations resulting from Psy-ShareD publications

will be linked to all data contributors (Partners) via the *Psy-ShareD* author listing DOI.

3. Funding by the UK Medical Research Council (<https://www.ukri.org/councils/mrc/>) will be acknowledged in the support acknowledgement section of the manuscript using language like the following:
The Psy-ShareD Partnership gratefully acknowledges support from the UK Medical Research Council award number MR/X010651/1.
4. Confirmed approval of all authors on the article's content and their co-authorship is required before it is submitted to a journal. This will be via a standardised author approval template that is provided to *Data Users* upon data access approval.
5. It is the responsibility of the first and/or senior author (usually the *Data Users*) that the guidelines for authorship are followed, that the sample and the research-methodology are described correctly. It is also required that the *Data Users* maintains documentation of all co-authors' approval of the final manuscript prior to submission and that this authorship approval documentation is accessible by the *Psy-ShareD Partnership*.

Conference posters and oral/symposia abstracts do not require approval from the *Psy-ShareD Partnership*. The following author lines are requested:

Conference poster and talk abstracts:

1. If the conference allows listing all contributing authors, please include all contributing authors on the author line.
2. Author lines should include the *Data Users* and site Partners and the 'Psy-ShareD Partnership' must also be listed.
3. If all authors cannot be listed, consider putting in the abstract "Contributing Authors are listed at psyshared.com.
4. Regardless of the names listed on the abstract, it is best to list all Partners/Co-authors on the conference poster and/or the conference acknowledgement slide.

Symposium submissions:

1. List the presenting author, and if possible, on behalf of the *Psy-ShareD Partnership*. Again, if possible consider putting in the abstract "Contributing Authors are listed at psy-shared.com."
2. Regardless of the abstract, all contributors should be listed on the symposium talk acknowledgement slide.

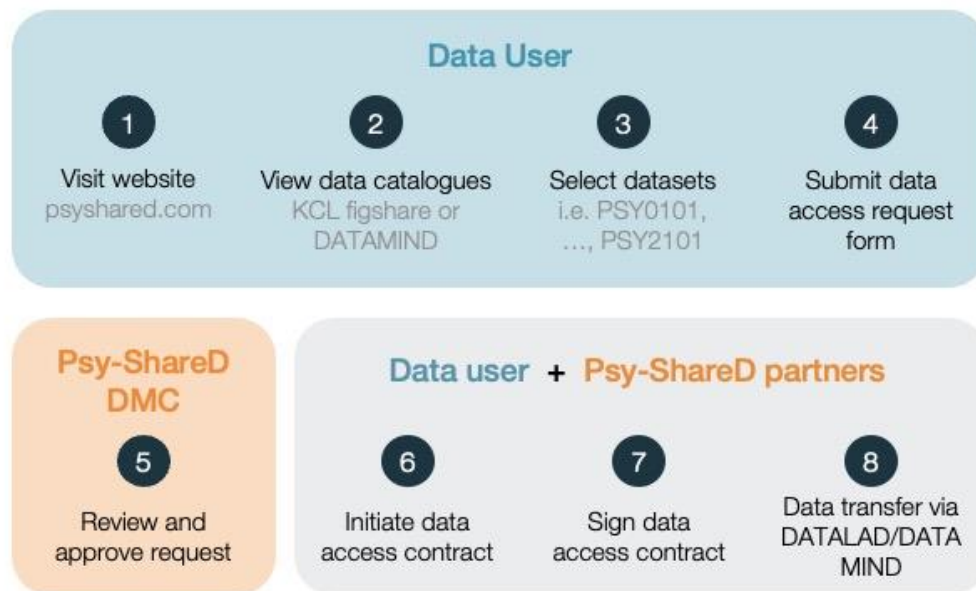


Figure 1: Data access procedure. Data catalogues can be viewed at KCL FigShare (URL), the Psy-ShareD [website](#) and via DATAMIND (<https://datamind.org.uk>). The Psy-ShareD Data Access Request Form is available via the Psy-ShareD [website](#).