

# **Project MATCH Public Data Set Application and Access Procedures**

The Project MATCH Public Data Set has been prepared by staff at the trial's Coordinating Center (CC). The CC maintains the project's website, which will carry the most recent information regarding the public data set. The CC also channels user applications to the Project MATCH Executive Committee for review.

## ***Eligibility***

Distribution of the Project MATCH Public Data Set will be limited to qualified researchers who agree to comply with Project MATCH policies and procedures. Students who wish to obtain copies of the data set must have a faculty sponsor.

## ***Application Procedures***

Qualified researchers should complete the attached application form and sign the Data Use Agreement designed to protect the integrity of the data set and assure client confidentiality. Completed applications may be submitted by e-mail, fax, or mail to:

Janice Vendetti, Project MATCH Website Manager  
E-mail: [vendetti@up.uhc.edu](mailto:vendetti@up.uhc.edu)  
Fax: (860) 679-5451  
Mail: Project MATCH  
University of Connecticut School of Medicine  
Department of Community Medicine and Health Care  
263 Farmington Avenue  
Farmington CT 06030-6325

Applications will be reviewed by the Project MATCH Executive Committee, which meets by conference call every two weeks. Approved investigators will become registered users in the Project MATCH Public Data Set Users' Group. Users will receive periodic bulletins regarding any additions or modifications to the data set and its documentation. They are encouraged to communicate with the trial investigators and with other users via the Project MATCH website.

Approved investigators will be notified by the CC that they may download data (in the form SPSS portable data files) and documentation (in Word for Windows 6.0 format) from the its server via the internet or, alternatively, receive data and documentation files on diskette or CD ROM with hard copy documentation. Downloading is preferred because it is more economical and allows easier access for updates, etc. Those who elect to download the data will be given a password that will permit data access for a time-limited period.

Please note that, although secondary analyses of existing data sets have an "exempt" status in terms of review (Reg. 45. CFR46.101, Category 4), investigators may be required by their local Institutional Review Boards (IRBs) to file applications describing the nature of their research.

**Project MATCH Public Data Set  
User's Group Membership Application**

Date of Application: \_\_\_/\_\_\_/\_\_\_

\*Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Affiliation: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Degrees Held: \_\_\_\_\_  
Major Discipline/Field of Study: \_\_\_\_\_

**\*If applicant is a student who wishes to use Project MATCH data in a thesis or dissertation, a faculty sponsor must submit this application. Information regarding the student should be provided below.**  
Collaborators and data analysts (including students), if different from applicant:  
(Note that the individuals listed below are also required to sign the Data Use Agreement.)

Name/Title: \_\_\_\_\_  
Affiliation: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

Name/Title: \_\_\_\_\_  
Affiliation: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

Name/Title: \_\_\_\_\_  
Affiliation: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

To better serve users and to learn about their interests in the Project MATCH data, applicants are asked to briefly describe the types of questions/topics that they plan to study. Please indicate which of the following topics are of interest and briefly describe your plans for using the data set.

Client characteristics:

- |   |   |
|---|---|
| <input type="checkbox"/> Alcohol involvement      | <input type="checkbox"/> Cognitive functioning    |
| <input type="checkbox"/> Motivation               | <input type="checkbox"/> Personality              |
| <input type="checkbox"/> Psychopathology          | <input type="checkbox"/> Psychosocial functioning |
| <input type="checkbox"/> Religiosity/spirituality | <input type="checkbox"/> Social support           |
- Alcohol consumption patterns
- Treatment process/experiences       Treatment matching
- Treatment outcomes       Other \_\_\_\_\_
- \_\_\_\_\_

Please briefly describe your research plans. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

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For Project MATCH Office Use (Enter date and initial each item below):

Agreement Signed: \_\_\_\_\_ (Attach copy with investigator/analysts signatures)

EC Approval: \_\_\_\_\_

Registered User ID #: \_\_\_\_\_

Data/Documentation Password Access: \_\_\_\_\_  
(Specify period of time password is active)

OR Mailed from CC: \_\_\_\_\_

## Project MATCH Public Data Set Data Use Agreement

*As a member of the Project MATCH Public Data Set Users' Group, the undersigned agree to act in accordance with the following policies:*

1. Access to Project MATCH data files will be restricted to the individuals listed below. Data files will not be released to anyone else (including new employees or associates of the user) without the prior written approval of the Project MATCH Executive Committee. The security password to obtain data will not be given to any other individuals or organizations.
2. The Project MATCH Coordinating Center will be notified immediately of any problems or anomalies found within the data set or its accompanying documentation.
3. All copies of the Project MATCH Public Data Set and its documentation will be updated as per alerts or bulletins received from the Project MATCH Coordinating Center.
4. Project MATCH data will only be used for legitimate research purposes. The anonymity of research participants will be protected. In the unlikely event that the identity of an individual becomes known, this information will be withheld from others and NIAAA will be notified immediately.
5. All presentations, papers, published articles, and other written materials that report results based on the Project MATCH Public Data Set will include the following acknowledgement and disclaimer, in writing, as appropriate:  
"The author(s) acknowledge(s) that the reported results are, in whole or in part, based on analyses of the Project MATCH Public Data Set. These data were collected as part of a multisite clinical trial of alcoholism treatments supported by a series of grants from the National Institute on Alcohol Abuse and Alcoholism and made available to the authors by the Project MATCH Research Group. This presentation (paper/article/chapter/document) has not reviewed or endorsed by the Project MATCH Research Group and does not necessarily represent the opinions of its members, who are not responsible for the contents."
6. Copies of manuscripts and other written materials based on the Project MATCH Public Data Set will be sent to the Project MATCH Coordinating Center for informational purposes.

Applicant (please print) \_\_\_\_\_ Date: \_\_\_\_\_  
Signature \_\_\_\_\_

Collaborators/Students/Data Analysts:

1. Name (please print) \_\_\_\_\_ Date: \_\_\_\_\_  
Signature \_\_\_\_\_
2. Name (please print) \_\_\_\_\_ Date: \_\_\_\_\_  
Signature \_\_\_\_\_
3. Name (please print) \_\_\_\_\_ Date: \_\_\_\_\_  
Signature \_\_\_\_\_
4. Name (please print) \_\_\_\_\_ Date: \_\_\_\_\_  
Signature \_\_\_\_\_