



Data Use Policy and Authorship Guidelines

Note: "data" refers to any content (results of analyses, etc.) utilizing Speak To Your Health! Community Survey (STYH) data

APPROVAL AND NOTIFICATION

- 1) **No approval or notification is necessary** for use of the data for internal purposes (e.g. staff meetings, reports seen only within organizations)
- 2) **Notification to Speak to Your Health! Survey Committee Co-Chairs is necessary** for data used for:
 - a. Public technical reports (e.g. annual reports, evaluation reports)
 - b. Local community presentations
 - c. Grant proposals using public survey results
 - d. Any other use in which data will be presented in any way outside of the Speak to Your Health! Partnership (e.g. press releases; brochures, etc.)
 - Notification (by email, phone, or fax) is required one week prior to the data being used. Notification must include where, when, and how the data will be used.
- 3) **Formal approval by Speak to Your Health! Survey Committee** is required in advance for:
 - a. Preparation and submission of abstracts for academic/professional meetings/conferences
 - b. Preparation and submission of manuscripts for publication
 - c. Access to raw survey data
 - "Application for STYH Community Survey Data Use" must be completed and submitted to the Speak to Your Health! Survey Committee Co-Chairs. Please allow 6 weeks for approval as the Committee convenes monthly.

GUIDELINES FOR DATA USE

1. Notifications, requests for committee approval, and copies of presentations and publications should be directed to the Speak Survey to Your Health! Committee Co-Chairs.
2. Any person who gains permission to use any portion of the dataset for independent statistical analyses must provide documentation (including statistical programs used, creation of new variables, datasets, analyses output, etc.) to the Speak to Your Health! Survey Committee Co-Chairs within one month of the activities conducted.
3. The person(s) interested in creating a presentation, manuscript, or other project utilizing survey data will notify the Committee Co-Chairs of the research topic(s) and will invite members of the Committee to participate in co-authoring these projects.
4. Authorship is reserved for persons who make a substantive contribution to and hold substantive responsibility for the data, concepts, and interpretation of results for a work. Authorship implies that authors have contributed to revisions of the manuscript and have approved the final product. First authors are expected to make the greatest contribution to the content of the manuscript, and coordinate manuscript production and publication efforts. The order of co-authors will descend in order of the proportion of effort contributed to the project and manuscript. Co-authors with equal contributions will rotate position across manuscripts for which they have made equivalent contributions.
5. Any manuscript or presentation utilizing survey data will be submitted to the Committee (via the Co-Chairs) for review and feedback before submission or presentation of the final version. An electronic copy of the final version will be sent to the Committee Co-Chairs when it is available.
6. Products utilizing data will contain standard acknowledgements based on the wave of data:
 - a. **2003:** "The Speak to Your Health! Community Survey was supported by the University of Michigan (Centers for Disease Control and Prevention Grant No. U48/CCU515775) and the Genesee County Health Department. We would like to thank the Speak To Your Health! Survey Committee members and all those who participated in the project for their assistance."
 - b. **2005:** "The Speak to Your Health! Community Survey was supported by the University of Michigan (Centers for Disease Control and Prevention Grant No. U48 DP000055), the Genesee County Health Department, and the Greater Flint Health Coalition. We would like to thank the Speak To Your Health! Survey Committee members and all those who participated in the project for their assistance."

- c. **2007/2009:** "The Speak to Your Health! Community Survey was supported by the University of Michigan (Centers for Disease Control and Prevention Grant No. U48 DP000055), and the Genesee County Health Department. We would like to thank the Speak To Your Health! Survey Committee members and all those who participated in the project for their assistance."
- d. **2011:** "The Speak to Your Health! Community Survey was supported by the University of Michigan (Centers for Disease Control and Prevention Grant Nos. U48 DP000055 and 1U01CE001957-01) and the Genesee County Health Department. We would like to thank the Speak To Your Health! Survey Committee members and all those who participated in the project for their assistance."
- E. **2013:** "The Speak to Your Health! Community Survey was supported by the Ruth Mott Foundation, Blue Cross Blue Shield Foundation of Michigan, Community Foundation of Greater Flint and the Genesee County Health Department. We would like to thank the Speak To Your Health! Survey Committee members and all those who participated in the project for their assistance."

APPLICATION FOR STYH COMMUNITY SURVEY DATA USE

(Subject to approval by Speak Survey Committee)

Date:

Name of applicant:

Title:

Organization:

Mailing address:

Email address:

Phone number:

Fax number:

Please check requested use:

- Abstract for academic/professional meeting/conference presentation (Please provide details below)
- Submission of manuscripts for publication (Please provide details below)
- Access to raw survey data (please complete sections A-D below)

A. List survey variables requested:

B. Describe other datasets used in analyses

C. Describe specific analyses to be performed

D. Do you have IRB approval for this specific project? (Please attach documentation)

Details for presentations and manuscripts:

I have read and will abide by the STYH Community Survey Data Use and Authorship Guidelines as described above.

Signature of applicant

Date

Request approved on: _____

Signature of Speak Survey Committee Co-Chair