**Process, Guidance, and Recommendations on Using Cross-Network and TTC Data for Projects and Publications**

Managed by the TTC Data Usage and Publications Coordination Group

**(rev 12/16/20)**

**Process for Proposing to Use Cross-Network or TTC Data**

* This process should be followed when proposing to use GPRA, website, or HealtheKnowledge data across a Network or across the TTCs. It does not apply when a Center is using their own data, or data from a small group of Centers that all are involved in a project.
* Submit a request to use data to the Data Usage and Publications Working Group for review
  + Request should include: title, current authors, whether new contributors/authors are welcome or whether the group is closed, purpose/aims/hypotheses, data sources, journal/conference, and timeline (see template below).
* Within one week of receiving the request, the Working Group will review and respond to authors with questions or with agreement to have the authors send an email to relevant Directors, who will have one week to opt-out/express concerns/join (or not) (see email template).
* The Working Group will maintain a list of approved projects on a spreadsheet that will be shared across all three networks

**Guidance on Network or TTC publications**

* Authorship: We recommend that each group clarify how they are determining authorship early in the process. Here are two sets of frequently used guidelines. We can also serve as a resource if needed.
  + American Psychological Association:<https://www.apa.org/science/leadership/students/authorship-paper>
  + International Committee of Medical Journal Editors:<http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>
* Funding source:
  + Per the TTC Style Guide, presentations, posters, and publications should use the following format: This work is supported by grant 00000000 from the Department of Health and Human Services, Substance Abuse and Mental Health Services Administration. (Note that the Style Guide has further direction regarding disclaimer and other required information for publications/presentations).
  + Include funding source for all Centers submitting data or authors
    - See Appendix for list of grant numbers
    - If all Centers are included, use grant mechanism numbers, such as: This work is supported by grants under Funding Opportunity Announcement (FOA) No. SM-18-015 (MHTTC) [TI-17-005 for ATTC; SP-19-001 for PTTC] from the Department of Health and Human Services, Substance Abuse and Mental Health Services Administration.
      * If just a few Centers, use individual numbers
* Explore possible IRB issues that may affect shared data
  + We are gathering information from the TTCs regarding IRB status.

**Appendices**

1. **Sample Text of Opt-Out Email**

Dear ATTC/PTTC/MHTTC Directors,

The Cross TTC Virtual Workgroup was formed to explore challenges and successes following the swift transition to the provision of TTA virtually by the three TTC networks as a result of the COVID-19 pandemic. Preliminary discussion among workgroup members has led to the rapid development of peer-reviewed commentaries and a poster presentation as a means to disseminate some of our workgroup findings on behalf of the entire network. Our next proposed endeavor will require access to GPRA data for network grantees.

Attached is a preliminary outline of the paper. The outline provides information regarding the title, current authors, whether new contributors/authors are welcome or whether the group is closed, purpose/aims/hypotheses, data sources, journal/conference, and timeline.

Please review the attached outline and if you would like to OPT OUT (i.e. you do not want your center’s GPRA data included in the analysis), please complete the google form by [date, give one week].

If you do not OPT OUT by [date, give one week], we will assume that you are consenting to include your GPRA data. No need to do anything if you are giving your consent to use your GPRA data.

(Abstract attached)

1. **Abstract Template**

Title:

Current Authors:

Are you still inviting authors/contributors?

Overview of the purpose/aims/hypotheses:

Data to be Used (e.g., Post Event GPRA forms, Follow-up GPRA Forms, Event Description Forms, website data, HEK data)

Data analysis plan:

Journal or conference:

Timeline:

1. **Grant Numbers**

**ATTC Network**

TI080205 - ATTC Network Coordinating Office @ UMKC

TI080210 - Central East ATTC @ Danya Institute

TI080207 - Great Lakes ATTC @ University of Wisconsin

TI080208 - Mid America ATTC @ Truman Medical Center

TI080200 - Mountain Plains ATTC @ University of North Dakota

TI080814 - National American Indian & Alaska Native ATTC @ U. of Iowa

TI081174 - National Hispanic and Latino ATTC @ National Latino Behavioral Health Association

TI080209 - New England ATTC @ Brown

TI082504 - Northeast & Caribbean ATTC @ NYSPI - Columbia

TI080201 - Northwest ATTC @ University of Washington

TI080211 - Pacific Southwest ATTC @ UCLA

TI080203 - South Southwest ATTC @ University of Texas

TI080215 - Southeast ATTC @ Morehouse School of Medicine

**MHTTC Network**

SM081785 - Central East MHTTC @ Danya Institute

SM081733 - Great Lakes MHTTC @ University of Wisconsin

SM081726 - MHTTC Network Coordinating Office @ Stanford

SM081769 - Mid-America MHTTC @ UNMC

SM081792 - Mountain Plains MHTTC @ UND / WICHE

SM081728 - National American Indian & Alaska Native MHTTC @ U. of Iowa

SM081788 - National Hispanic and Latino MHTTC @ Universidad Central del Caribe

SM081775 - New England MHTTC @ Yale

SM081783 - Northeast & Caribbean MHTTC @ Rutgers

SM081721 - Northwest MHTTC @ U. of Washington

SM081709 - Pacific Southwest MHTTC @ CARS

SM081778 - South Southwest MHTTC @ University of Texas

SM081774 - Southeast MHTTC @ Emory

**PTTC Network**

SP081018 - Central East PTTC @ Danya Institute

SP081002 - Great Lakes PTTC @ University of Wisconsin

SP080977 - Mid-America PTTC @ Missouri Association of Community Task-forces

SP080971 - Mountain Plains PTTC @ Univ. of Utah

SP081032 - National American Indian & Alaska Native PTTC @ Univ. of Iowa

SP023012 - National Hispanic and Latino PTTC @ National Latino Behavioral Health Association

SP081020 - New England PTTC @ Adcare Educational Institute Of Maine, Inc.

SP081033 - Northeast & Caribbean PTTC @ Rutgers

SP080995 - Northwest PTTC @ Univ. of Washington

SP081015 - Pacific Southwest PTTC @ UNR

SP081006 - PTTC Network Coordinating Office @ UMKC

SP080985 - South Southwest PTTC @ University of Oklahoma

SP081029 - Southeast PTTC @ Wake Forest School of Medicine