

Application Procedure for Data and/or Materials – The Maastricht Study

Data and materials from The Maastricht Study are available for individual researchers. Obtaining these data and materials requires an application to be submitted to the Management Team ^a (MT) of The Maastricht Study.

There are 2 types of applications:

1. A proposal for a PhD project fully based on The Maastricht Study data can be submitted The Maastricht Study via email at um-researchdms@maastrichtuniversity.nl using the form "A.The_Maastricht_Study_PhD_plan.DOCX"). This proposal briefly describes the project outline, the aims and research questions, indicates a timeline and presents the supervisors of the project. The application for a PhD project proposal may **not** contain more than 3 research questions. The PhD supervisory team must include at least one member of the MT (as first and/or co-supervisor).
2. A proposal for an individual research article or an internship can be submitted via the online data request portal. This proposal includes a description of the background of the topic, the research question(s), a list of the requested data, and the researchers involved

Proposals are evaluated based on the following:

- Scientific approach and content, possible overlap with other (on-going) projects, and feasibility (also in terms of funding and personnel). The applicant will receive an email with the MT's decision within 30 days after submission.
- In case major changes are requested, the revised application must be accompanied by a response to the comments of the reviewer(s). A final decision of the MT will be received within 30 days.
- In case the applicant does not agree with the decision of the MT, they may submit a substantiated appeal to the MT.
- Requests for changes to a previously-approved research proposal (e.g. alterations to the research question, new dependent or independent variables) must be submitted via the online data request portal.
- It is the responsibility of the applicant to consult with the domain experts ^b of all requested data (including covariates) and/or materials *before* submitting a request via the online data request portal.
- Domain experts of data and/or materials have the right to be co-authors of a paper, depending on the content and/or research question, as well as the required effort and contributions to the research project (Vancouver rules).
- In case the MT is listed as domain expert for certain variables, it is not necessary to send the research proposal to each individual MT member.
Members of the MT have the right to be co-authors on publications, reflecting their contribution to making The Maastricht Study possible. The names of the MT members who will be co-authors are determined during the evaluation of the proposal. The applicant will be informed of these names via the online application form at the time of notification of the approval or rejection of the research proposal.

The applicant of a data request must comply with the following:

- One year after the approval of a research proposal, the researcher must inform the MT of the progress of the project (use form: Yearly_Progress_Update_Research_Proposal.DOCX).
- One applicant can have a maximum of 3 ongoing data requests, in order to prevent too much data being claimed by one researcher. Once a final manuscript is submitted to the MT (via form: C.Application_for_review_manuscript_abstract.DOCX), or the applicant has withdrawn his/her application, it is no longer considered ongoing.
- Data and materials provided by The Maastricht Study remain property of The Maastricht Study.
- The applicant is not allowed to use the data/materials for scientific purposes other than described in the approved research proposal, and is not allowed to share the data with other researchers without written approval from the MT.
- The applicant will be responsible for any additional costs for the project, including but not restricted, the cost of biomarker measurements in biobanked materials of Maastricht Study participants.
- When an application for a PhD project or data is approved, the applicant agrees to comply with the 'Publication Procedure– The Maastricht Study'.
- Handling fee per data request (equivalent to 1 scientific publication) is:
 - € 3000 for internal data requests (i.e. for papers that have Maastricht University and/or MUMC employees as first and last authors)
 - € 5000 (excl. any applicable V.A.T.) for external data requests (i.e. all other situations)

The publication fee applies to all researchers requesting Maastricht Study data, including domain experts and members of the Maastricht Study management team. The data application fee is needed to keep data management, including data distribution to researchers, up and running.

A PhD student of The Maastricht Study is additionally expected to comply with the following:

- A PhD project proposal must be submitted to 'The Maastricht Study' within 6 months after starting the PhD project.
- In addition to project proposal, the PhD student must submit a data request with research plan for each individual article using the online data request portal
- During the first 2 years the PhD student is expected to spend at least 0.4 fte on activities involving data collection ^d for The Maastricht Study (assuming a 4-year PhD project (at 1.0 fte)).
- If needed, the PhD student is expected to be available for data collection activities for The Maastricht Study during out-of-office hours (e.g. evening hours and Saturdays).

^a Members of the Management Team: Prof. M. Brouwers, Dr. C. van der Kallen, Dr. A. Koster, Dr. M. Greevenbroek, Dr. A. Wesselius, Prof. S. Köhler, Prof. B. de Galan.

^b Domain expert: An MUMC and/or UM employee with a senior position in a research discipline who made a substantial contribution to the collection of data and/or materials, whether financially or content based. In case a domain expert no longer holds a position at the UM or MUMC, the position as domain expert is terminated. The head of the department will appoint a new domain expert. A list of domain experts is available from the MT. If a variable and/or materials have more than one domain expert, a contact person will represent the interests of the other domain experts.

^c i.e. not an employee of Maastricht University or Maastricht University Medical Centre

^d Data collection: actual collection of data during onsite visits of participants to the research centra, as well as logistical activities necessary for data collection and data cleaning or data processing for The Maastricht Study.