

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

Data and materials from The Maastricht Study are available for PhD projects (PhD students) and individual researchers. Obtaining these data and materials requires an application to be submitted to the Management Team<sup>a</sup> (MT) of The Maastricht Study.

The application for a proposed PhD project briefly describes the project outline, the aims and research questions, indicates a timeline and presents the supervisors of the project (see appendix A).

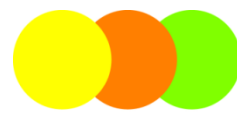
A research proposal for an individual article or an internship includes a description of the background of the topic, the research question(s), a list of the requested data, and the researchers involved (see appendix B).

The MT will evaluate the application based on the following criteria:

- The MT will approve/reject a research proposal based on scientific content, possible overlap with other (on-going) projects, and feasibility (also in terms of funding and personnel). The applicant will receive a written statement with the MT's decision within 30 days after submission.
- If the application is approved, it will be added to the list of ongoing projects on The Maastricht Study website.
- In case the applicant does not agree with the decision of the MT, he/she may write a formal appeal to the MT. In case the applicant and the MT do not come to an agreement, the applicant may submit an appeal to the steering committee.
- Changes to the research proposal (e.g. alterations to the research question, new dependent or independent variables) must be approved by the MT. In this case, a revised research proposal must be submitted, with all changes highlighted. Additionally, a revised application with major changes 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.
- It is the responsibility of the applicant to send the research proposal to all relevant co-owners of the requested data and/or materials, before submitting the application to the MT. This applies to all data the applicant wishes to use (including covariates). It is therefore possible that more than one co-owner needs to be involved in the application. Co-owners 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. In case the MT is the co-owner of the data, it is not necessary to send the research proposal to each member of the MT.
- The PhD supervisory team (*promotores* and/or *co-promotores*) has to include at least one member of the MT.

The applicant is requested to comply with the following rules:

- A PhD student must submit a PhD project proposal to 'The Maastricht Study' within 6 months after starting the PhD project (Appendix A). In addition to Appendix A, the PhD student has to submit a research proposal (Appendix B) for each individual article. The description of the PhD project proposal should only provide a general overview of the complete project, in order to



prevent overlap with other research projects. The application for a PhD project proposal may **not** contain more than 3 research questions.

- One year after the approval of a research proposal (Appendix B) the researcher has to inform the MT of The Maastricht Study of the progress of the project (Appendix E).
- An applicant is allowed to have a maximum of 3 ongoing applications, in order to prevent too much data being claimed by one researcher. When an application for review of a manuscript or a research proposal has been submitted to the MT (Appendix C), or the applicant has withdrawn his/her application, it is no longer considered ongoing.
- The provided data and materials from The Maastricht Study will remain property of the owners or co-owners of The Maastricht Study. This implies that 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.
- All members of the MT have the right to be co-authors of publications, reflecting the efforts made by the MT for making The Maastricht Study possible. Which MT members will be co-authors is determined during the evaluation of the application (Appendix B). The applicant will be informed about this in the correspondence about approval/rejection of the research proposal.
- External<sup>c</sup> applicants can only submit a research proposal in collaboration with a member of the MT and owners or co-owners of the data/material.
- The applicant will be responsible for any additional costs for the project.
- By submitting an application for a PhD project or data, the applicant agrees to comply with all the requirements mentioned above.
- When an application for a PhD project or data is approved, the applicant agrees to comply with the 'Publication Procedure– The Maastricht Study'.
- Compensation: the applicant must invest/contribute to The Maastricht Study with an in-kind or cash (€20.000 per article) contribution.

A Maastricht Study PhD student is expected to comply with the following requirements:

- During the first 3 years the PhD student is expected to spend at least 0.4 fte on activities involving data collection<sup>d</sup> for The Maastricht Study (assuming a 4-year PhD project (at 1.0 fte)).
- The PhD student is expected to be available for data collection activities for The Maastricht Study during out of office hours (i.e. during evening hours as well as on Saturdays).
- The PhD students' deployment can be replaced by infrastructure or personnel deployment. For example, if 250.000 is budgeted for a PhD student, 40% of this 250.000 (i.e. 100.000) has to be devoted to the Maastricht study, by either the PhD him/herself (data collection) or, for example, by providing data management. Multiple scenarios are conceivable and have to be discussed with and approved by the MT.
- In case not all manuscripts for a PhD thesis are written on the basis of data of The Maastricht Study, the above-mentioned rules will be applied proportionally.

Please submit applications to The Maastricht Study via [research.dms@mumc.nl](mailto:research.dms@mumc.nl)

## Application procedure for Data and/or Materials - FEB 2019

<sup>a</sup> MT: Prof. C Stehouwer, Prof. N. Schaper, Dr. R. Henry, Dr. M. Schram, Prof. P. Dagnelie, Dr. C. van der Kallen, Dr. A. Koster, Dr. M. van Greevenbroek, Dr. A. Wesselius, Dr. S. Koehler.

<sup>b</sup> Co-owner: an MUMC and/or UM co-worker with a senior position in a research discipline who has made a substantial contribution to the collection of data and/or materials, whether financially or content-based. In case the co-owner no longer holds a position at the UM or MUMC, he/she will lose his/her rights as co-owner. The head of the department will appoint a new co-owner. A list of co-owners is available from the MT. If the data and/or materials have more than one co-owner, a contact person will represent the interests of all co-owners.

<sup>c</sup> I.e. not an employee of MUMC.

<sup>d</sup> Data collection: actual collection of data, as well as logistical activities necessary for data collection and data processing for The Maastricht Study.