

Applying to use ICAD: General instructions

The ICAD is a supported access resource rather than an open access resource. Hence there is an application process to access the data. Please complete the following steps:

1. Visit the ICAD website (<http://www.mrc-epid.cam.ac.uk/research/studies/icad/>) for information on ICAD and previously approved proposals and published manuscripts from the database.
2. Decide on a research question that is distinct from the list of accepted proposals/publications, and includes accelerometer data as either outcome or exposure.
3. Complete an **application form** describing your proposed research
4. Email the completed form to the ICAD Steering Committee using the following email address (I.b.Sherar@lboro.ac.uk).
5. Your proposal will be reviewed by the Steering Committee. This review is to check whether the proposed analysis lies within the remit of ICAD and uses pooled data from at least 3 contributing studies, as stipulated.
6. The proposal is subsequently circulated to all ICAD collaborators. The ICAD collaborators will be given 1 week to read the proposal and a) decide if they are in agreement with their data being used (if they are not they are free to remove their dataset), b) provide any feedback/edits, and c) indicate their interest in active involvement in the project. If no feedback is received, it is assumed that collaborators agree with the proposal.
7. Within two weeks you will receive an email notification to let you know if the proposal has been a) Approved; b) Approved with amendments; or c) Rejected. You will also receive a copy of the review.
8. Once your proposal has been approved you will need to complete, sign and return a **Data Use Agreement**
9. Please note that once a proposal has been accepted it is the applicant's responsibility to ensure that any ICAD collaborators on the writing group (i.e. those contributing data to your analysis) are provided sufficient opportunity to contribute to the preparation of the manuscript to abide with the Vancouver guidelines. Contact details for all ICAD collaborators are listed on the ICAD website.
10. The ICAD data manager will be in contact with you to organise data transfer. At this point if you have any queries please email Tom.White@mrc-epid.cam.ac.uk
11. Researchers will have 12 months of protected access from the point at which the relevant dataset is provided for use. After that period other investigators will be free to apply to use the unique data set. A reminder will be emailed one month before the 12 month deadline.
12. Please ensure that **ICAD Authorship and Publication Policy** are adhered to.