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|  | **PRINCIPLES, MECHANISMS AND PROCEDURES FOR****RESEARCH MATERIALS AND DATA DISSEMINATION AND TRANSFER** |

# Principles the Public Health Center of the Ministry of Health of Ukraine (hereinafter - the Center) follows when disseminating and transferring research materials and data

* **Justice**: dissemination and transfer of research materials and data should be carried out in such a way it is the most beneficial for public health, as well as for those populations for which the findings of the relevant research are most important. For example, the Center assumes that scientific publications based on research data should be prepared after they have been used to prepare priority research findings, research reports, and planning of prevention or treatment programs or projects in the field of public health and should not delay the latter.
* **Openness**: The Center strives to provide stakeholders with all important information about research findings.
* **Ethics**: provision of research materials and data should protect the confidentiality of research participants and the interests of the target groups they belong to.
* **Quality**: The Center considers maintaining the quality of research materials and data as being an important priority and understands that quality should not be sacrificed for speed.
* **Legality:** respect for intellectual property rights.
* **Timeliness**: research results should be disseminated as soon as possible to be used in practical decision-making.
* **Free of chargeness:** The Center transfers research materials and data to third parties free of charge.

The Center may impose a **temporary ban** for a period of up to 36 months on the transfer of research materials and data if it is required to comply with the above principles, such as the principle of justice and quality, or if it is provided for by the Center's obligations to donors, partners, etc.

# Mechanisms of research materials and data dissemination and transfer

The Center applies **two basic mechanisms** to disseminate research materials and data:

* **publication** (open access (usually by posting on the official online resources of the Center)),
* **transfer** (controlled access in case of satisfaction of a request for materials and data).

**Publication** of research materials and data means that they become available for public use without restrictions and that the Center no longer controls them. As a rule, a publication is a mechanism for disseminating and transferring research materials and data such as research protocols, analytical reports on research findings, presentations of the main findings and conclusions and recommendations of research, infographics.

**Transfer of research materials and data** means they are transferred in a **controlled manner**, subject to certain restrictions.

Research materials and data transfer may be performed in **two basic formats**:

## transfer based on the Research Material and Data Transfer Agreement concluded with the Center,

## in a controlled manner.

**The format of research materials and data transfer is determined by the Center**. In particular, the transfer of research materials and data in a controlled manner is carried out in case there is a need for the Center to constantly monitor their use, for example, due to the presence of sensitive information, in particular, about the belonging of research participants to vulnerable populations or persons in difficult life circumstances.

# Procedure for requesting and receiving research materials and data on the basis of the Research Material and Data Transfer Agreement (MTA/DTA)

**Initiating a request for materials or data**

Those interested in gaining access to research materials or data should make sure that the relevant materials and data have not been published. If they haven't, a request should be sent to the Center's e-mail address info@phc.org.ua:

1) a request to receive research materials and data in Ukrainian or English in .doc format (refer to the forms on the Center's website),

2) its scanned (in .pdf format) and signed (for organizations - with a stamp) copy,

3) a scanned (in .pdf format) and signed (for organizations - with a stamp) official cover letter in a free form addressed to the General Director of the Center, which sets out the essence of the application and contains a link to the completed request.

By submitting a request, the applicant confirms that:

* he or she read and understood the form of the request for materials and data,
* information provided in the request is true, comprehensive and correct,
* only persons specified in the request will have access to materials and data,
* materials or data will not be disclosed or published in any form or format without the prior consent of the Center.

## Evaluation of the request feasibility

The received request is reviewed by the General Director and authorized persons of the Center.

An applicant who submits an incomplete or incorrect request may be asked to finalize such request and/or provide additional information.

The Center shall refuse to satisfy the request for research materials and data if the purpose of obtaining thereof does not meet the following conditions:

Recipient of research materials and data:

## has a justified public health need for them,

* **will not compromise or impede the implementation of public health programs and activities,**

## will not affect the public perception of the confidentiality of research data collection activities,

* **will not create a conflict of interest,**

## will comply with the obligations undertaken regarding the rules of handling materials and data transferred to by the Center.

The Center informs the applicant about the results of the request review in the manner specified in the request.

## Conclusion of MTA/DTA and transfer of materials and data

In case the Center takes a decision on the transfer of the requested information after reviewing the request, the applicant will be informed in the manner specified in the request. After that, the applicant will be offered to conclude MTA/DTA (hereinafter referred to as the Agreement) with the Center (the Agreement form is available on the Center's website). When concluding the Agreement, the Center determines the conditions for the provision and use of the relevant materials and data, as well as the duties and responsibilities of the recipient regarding the preservation of materials and data.

In case the Center obtains information about the recipient's violation of the undertaken obligations regarding the procedure for handling the research materials and data received upon request, the Center reserves the right to refuse to satisfy the following requests for materials and data of any research.

Research materials and data are transferred to the applicant based on the Agreement signed between the applicant and the Center.

If the applicant does not agree to the terms and provisions specified in the Agreement, it is not concluded.

The responsible representative of the Center shall provide the applicant with materials or data under the terms and provisions specified in the Agreement.