



Memorandum of Understanding

between

[ALSWH liaison person]
[University affiliation]

and

[Collaborator]
of
[University affiliation]

*Stating terms and conditions for collaboration on the
Australian Longitudinal Study on Women's Health (ALSWH)*

- 1 The research covered by this memorandum includes research into:

[Project Title] as detailed in Proposal ID/[ID code]

- 2 *[Collaborator's name]* will be accorded Collaborator status on the Australian Longitudinal Study on Women's Health (ALSWH) project, limited to the research described in Clause 1, in this instance.

Researchers are encouraged to collaborate on the ALSWH project when they have particular expertise in a subject area.

In this instance, *[ALSWH liaison person]* will liaise regularly on behalf of the ALSWH researchers.

- 3 All Collaborators will abide by the "PSA Policy and Procedures for Data Access, Analysis and Publication" (Document B), "PSA Policy and Procedures for Substudies" (Document C) and 'Privacy Protocol' (Document E), that govern all ALSWH projects.

4. All publications arising from the studies specified in clause 1 will include the standard acknowledgment as in the "PSA Policy and Procedures for Data Access, Analysis and Publication" (Document B). Where Medicare or Pharmaceutical Benefits Scheme (PBS) data are used, 'Medicare Australia' must be acknowledged with the statement 'We acknowledge Medicare Australia for providing the PBS and MBS data'.
5. All parties are to notify each other before presenting any data at conferences, seminars and fora, and must always consult with their ALSWH Liaison prior to submitting an abstract. The ALSWH Liaison person reserves the right to refer presentations to the PSA Committee.
6. The results of the research specified in clause 1 will not be used to seek funding for any further research without a new proposal to the PSA.
7. Copies of all data files and statistical codes will be provided to the ALSWH Data Manager on completion of the studies.
8. All quantitative and qualitative data collected as part of a substudy will be provided to ALSWH for secure electronic archiving. These data may be used in future projects, and the project leader who collected the data will always be invited to participate in these future analyses. Hard copies of data will be the responsibility of the project leader and must be stored and disposed of in accordance with HREC and NHMRC guidelines <http://www.nhmrc.gov.au/publications/synopses/r39syn.htm>

I have read the above terms and conditions and I agree to them

.....
[ALSWH liaison person] The University of [Newcastle/Queensland]	[Project leader] [Project leader's institution]
Date	Date.....

As project leader I accept the following responsibilities:

- Completion of 6 monthly progress reports as requested; AND
- That if I do not provide progress reports when requested that the permission to conduct the project may be withdrawn; AND
- Ensuring the investigators/collaborators or students involved have adequate facilities and resources to enable the project to progress in a reasonable manner to its conclusion; OR
- That in the event of unforeseen circumstances that if a project can not proceed that the PSA is notified so that the project can be terminated.

..... Date.....

[Project leader Primary investigator/lead person listed on EOI]
[Institution]