

Graduate Student Investigator Memorandum of Understanding

1. Purpose:

Graduate students in relevant disciplines may wish to participate in CBRC activities to benefit from CBRC personnel, resources and data in the conduct of their studies. This document outlines the parameters by which CBRC and Graduate Student Investigators (GSIs) may commit to working together and applies to all work done by Graduate Student Investigators.

2. Definitions:

A Graduate Student Investigator's primary affiliation and employment is not with CBRC, but with a university where they are involved in graduate level research toward a degree relevant to gay men's health. The appointment of Graduate Student Investigators is subject to periodic review and renewal. A Graduate Student Investigator receives no form of financial support from CBRC.

3. Principles:

Graduate Student Investigators commit to conducting research consistent with the vision, mission, mandate and ethical principles of the CBRC, including:

- To advance knowledge of gay men's health that can drive practical interventions addressing health and social issues
- Participatory research inclusive of diverse community members in knowledge production activities
- Aims toward building a healthy gay community
- Research which helps to locate and address structural gaps and social inequities that impact the health of gay, bisexual, queer, Two-Spirit and other men who have sex with men.

4. Appointment process:

Graduate students must apply for Graduate Student Investigator status with CBRC Research Director. Applicants will submit a Letter of Intent stating sponsoring university, department, supervisor and a brief research proposal (including research question, methods, data sources/variables, and theoretical/conceptual framework) along with an up to date Curriculum Vitae. Ideally, GSIs will attend and present their proposal in-person (or via teleconference) to the CBRC Research Working Group for information and feedback. GSI applications will be reviewed by the CBRC's Research Working Group who will recommend appointments that must be approved by the CBRC Board of



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Directors. These appointments will be for a period of no more than 3 years, with option for renewal.

Criteria for approval include:

- Evidence of willingness and ability to work within and further CBRC's vision, mission, mandate
- Research that demonstrates values consistent with CBRC's goals
- Projected impact of proposed research on CBRC resources
- Potential contribution to knowledge and community impact
- Academic merit

5. **Rights and Responsibilities:**

Graduate Student Investigators:

- Are governed by the policies of CBRC and guided by CBRC codes of ethics
- Are eligible to access CBRC data for research purposes, with approval of Research Director
- May present CBRC work at professional forums, conferences, seminars (with approval and citation);
- May terminate their appointment with CBRC at any time (in writing)
- May apply for external grants and contracts, using CBRC as a home institution, with approval of the CBRC Research Director
- Will review their proposed research projects with CBRC's Research Director in advance and in progress.
- Will share all materials produced using CBRC resources and ensure these are shared with relevant community groups and members (e.g. produce public lay report, conduct a public webinar)

GSIs Must Not:

- Discuss or disclose any details of their research – its participants, methods or results – with any third party prior to review by the CBRC Research Director: includes informal discussions, conference abstracts, publications, media interviews, etc.
- Misrepresent relationship with CBRC (i.e., employed by CBRC)
- Directly or indirectly profit from, or permit others to profit from information obtained through CBRC which would be otherwise unavailable to external scholars or the general public
- Solicit or accept gifts that are or appear to be offered because of this CBRC appointment
- Use CBRC's official logo or other CBRC property for anything not related to CBRC activities
- Reproduce copyrighted material owned by CBRC unless approved by the Research Director
- Transfer CBRC source material or data bases to anyone.

CBRC:

- Will provide technical support as needed with respect to accessing CBRC resources
- Will provide access to existing networks and communication media for knowledge dissemination (e.g., CBRC website and social media accounts)
- Will provide access to CBRC data holdings such as Sex Now data (see below)
- May terminate the appointment of the Graduate Student Investigator at any time (in writing) for any reason, at their sole discretion

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6. Intellectual property

All data holdings or other resources provided to the Graduate Student Investigator are the intellectual property of the CBRC. **All rights are reserved including dissemination of findings except by agreement with CBRC.** Reports or manuscripts produced from the provided data should identify the specific data holding and CBRC as its source in the Methods or Acknowledgements section. An invitation for authorship may be appropriate and required.

7. Data handling

Use of provided data to the Graduate Student Investigator must be done under the following conditions:

- Data will be transferred electronically using appropriate encryption and subsequently must be stored on a password-protected secure server or encrypted memory stick.
- The data base must not be distributed to any third party.
- Data provided by CBRC will be destroyed appropriately on termination of the appointment of the Graduate Investigator appointment, or at the request of CBRC. Analysis files and documents may be returned and stored with the CBRC beyond the tenure of the GSI appointment if needed for publication or record-keeping purposes.

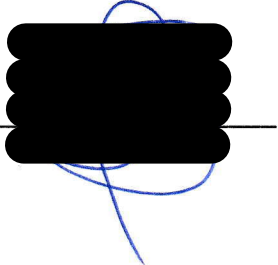
8. Publication and knowledge translation

Publication and knowledge translation activities will follow these processes:

- All outputs from the work will be shared with CBRC for review prior to presentation for academic credit or submission for publication. Generally, at least two weeks should be provided for approval and feedback. A full list of all outputs (citations) should be provided to the Research Director annually.
 - Conference abstracts must be submitted to the Research Director providing at least one week to provide feedback and approval
 - Manuscripts, thesis, or reports must be submitted to the Research Director providing at least two weeks to provide feedback and approval
- No results that could potentially determine the identity of a study participant will be released.
- Formal authorship will be determined by the following guidelines: 1. Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND 2. Drafting the work or revising it critically for important intellectual content; AND 3. Final approval of the version to be published; AND 4. Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved. Reference http://www.icmje.org/urm_main.html
- Plans to disseminate results will be created collaboratively between the CBRC and the GSI.

I, Caitlin Hickman, agree to the terms of this MOU.

Signature _____

A blue ink signature is written over a large black rectangular redaction box. The signature appears to be a cursive name, possibly "Caitlin Hickman".

November 26, 2018