

### ***ICE Population Health Data Repository – Data Submission Form***

Please complete this form to provide the ICE Population Health Data Repository (PHDR) with necessary technical and descriptive information about the data you are submitting. From the information provided here, we will be able to prepare a description of your dataset(s) and research study for potential secondary analysis by the tobacco control research community. Please fill the form in as completely and accurately as you are able to.

This form also grants permission for the PHDR to archive your data. By signing the license below, you attest to the statements contained therein.

Please sign below. By signing and submitting this license, you:

- grant to the PHDR the non-exclusive right to disseminate your submitted data to other investigators on the basis of an approved request in print, electronic format or in any requested medium as well as provide subsets of the data to approved researchers under the terms of the Population Health Data Repository Usage License.
- represent that you have implicit or explicit copyright to this work and the right to make it available through the PHDR.
- represent that this submission (where applicable) has received ethics approval from your university/organization (please include your complete ethics proposal and approval and a copy of your consent form with this submission) or if this submission is from a non-academic organization that did not require ethics review that you have included an information and consent letter or script with this form (if available).
- represent that, where applicable, you have fulfilled any right of review or other obligations required by an agreement with any agencies or organizations that have sponsored or supported this work.
- ensure that you have removed all information directly identifying the research subjects in these data, and have used due diligence in preventing information in the collection from being used to disclose the identity of research subjects.

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Printed name and title

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Institutional affiliation

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Signature

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Date

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Answers to the items below will enable ICE staff who maintain the PHDR to include accurate and comprehensive metadata for the data you submit.

**Please note:** you may attach a separate document (or documents) in place of filling out any/all of these items if that document provides the necessary information (i.e. code books).

<b>1. Title:</b> <i>Descriptive title of data collection, including time period(s) and geographic location(s) that the data cover</i>
<b>2. Principal Investigator(s) and affiliation(s) at the time of data collection:</b>
<b>2.1. Sponsoring or funding agency (if appropriate):</b>
<b>2.2. Person/Organization responsible for collecting data:</b>
<b>2.3. Contact person for questions on the data:</b>
Name: Email: Phone number:
<b>3. Abstract:</b> <i>Please describe the purpose, nature, and scope of the data collection, special characteristics of its contents, major subject areas covered, and what questions you attempted to answer</i>
<b>4. Keywords:</b> <i>Three or four words that describe salient aspects of the data collection</i>
<b>5. Broad topic(s) covered by the data:</b>
<b>6. Countries covered:</b>
<b>7. Total geographic scope of the data:</b>

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<b>8. Unit of Analysis:</b> <i>Individuals, families/households, groups, institutions/organizations, etc.</i>
<b>9. Universe:</b> <i>A description of the population covered by the data; age, nationality, and residence commonly help to delineate a given universe, but any of a number of factors may be involved, such as age limits, sex, marital status, ethnic group, income, etc.</i>
<b>10. Time Method:</b> <i>The time methods or time dimension of the data collection.</i>
<b>11. Sampling Procedures:</b> <i>Type of sample and sample design used to select the survey respondents.</i>
<b>12. Method of Data Collection:</b> <i>Types of instruments and how they were administered.</i>
<b>13. Weighting:</b> <i>Does your data collection contain weights? Please describe them in detail.</i>
<b>14. Primary publications describing or resulting from the data collection:</b>
<b>15. Are there any restrictions on the availability of the data?</b>
<input type="checkbox"/> None <input type="checkbox"/> Yes  If yes, please describe the nature of the restrictions:
<b>16. How many distinctly different data files are included in the data collection?</b>
<b>17. Can the data files be used separately for analysis?</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>18. Can the data files be linked without posing any risk of violation of confidentiality?</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>19. Please describe any cleaning that has been performed on the data:</b>
<b>20. List and describe previous analyses conducted on this data set:</b>

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**21. Is there any other information about the data collection that you feel we should know?**

