

## Research Collaboration **Flowchart**

1. Individual wishing to collaborate reads the “Research Collaboration Process Description.” (This description is available on ACA’s research Web page.)

2. Individual wishing to collaborate completes a project proposal and e-mails it to ACA’s Research Team at [sdannemiller@acacamps.org](mailto:sdannemiller@acacamps.org).

3. Proposal is reviewed by ACA’s Research Team. If approved, individual is contacted by ACA and asked to read and sign the “Research Collaboration Agreement.” If not approved, individual is contacted by ACA regarding the decision. If warranted, this contact will include suggestions regarding future proposals.

4. Individual(s)—now called the Collaborator—mails original (signed) hard copy of Agreement to ACA: *Sheila Dannemiller, Research Coordinator; 5000 State Road 67 North, Martinsville, IN 46151-7902*

5. ACA assigns a Project Coordinator (member of the ACA Research Team) and a proposal number. (Collaborators are not responsible for adding a number to the agreement- ACA will take care of this step.) ACA Project Coordinator signs the Agreement.

6. ACA sends the Collaborator a copy of the Agreement, with all signatures, for his/her records.

7. If data access is involved, the Collaborator submits a written request (e-mail acceptable) to their ACA Project Coordinator requesting access to specific data variables (based upon what was outlined in the “Research Collaboration Process Description.”) These data variables should be indicated in terms of the data instrument (e.g., “Healthy Camp 2006, Weekly Exposure Survey” and the specific question (e.g., “Question 32: Were alcohol or drugs involved in the injury?”)

8. If a third party is involved (such as another collaborating university) then the ACA Project Coordinator sends an e-mail to the third party approving the release of the specific data variables. ACA Project Coordinator sends the Collaborator the appropriate data.

9. If the Collaborator’s needs change and additional data are desired, the Collaborator sends a written request—serving as an addendum to the original proposal—to the ACA Project Coordinator for approval. If approved, the ACA Project Coordinator releases (or approves the release of) the additional data (i.e., steps 7-8 are repeated as needed).