

# Data Deposit Agreement

## Section 1: Depositor

Name(s) and contact email(s) of data depositor(s):

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Relationship to Principal Investigator on the original project, or to the data owner or copyright holder(s), if different (please explain):

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## Section 2: Data to be deposited

Author(s):

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Title of data collection. Please use title of associated research project as approved by the applicable Research Ethics Board, if applicable:

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Brief description of the data collection and its relationship to the research project. This should cover the population, how the data was collected, and explain the purpose of the data collection.]

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If this is human participant data, please explain if it is identifiable or if it has been deidentified. Direct identifiers should almost never be retained in deposited data. See Western Office of Human Research Ethics [Confidentiality and Data Security guidance](#).

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File format(s) (e.g., Excel .xlsx files, SPSS .sav files, rich text .rtf – please list both the extension and the common name of the file or the program used to create and open it):

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Number of files:

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Total space on disk:

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How is this data documented? Is there a readme file? Is there a codebook? Are there copies of the data collection instruments? We may request (or help create) additional documentation if needed.

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Ethics – If this data is human participant data, has the project these data are associated with received approval from any Research Ethics Board? If yes, list the institution, date of initial approval, and expiry date or date of study closure. Include with this form a copy of your most recent approved REB application form along with the most recently approved consent forms associated with the data collection. (These can be exported directly from the WREM system as pdf from the Submissions tab). If no, please explain why no REB approval was issued for your project. We will follow up with the applicable REB to confirm.

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### Section 3: terms of deposit / retention / sharing and reuse

Depositor grants Western Libraries the right to store and securely manage the data, including transforming, moving between platforms, and creating backup copies, as necessary for preservation.

1. Indefinitely or until withdrawn.
  2. Until the following date, after which the data must be deleted
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Are there any institutional or regulatory requirement to maintain the data for a certain amount of time (e.g., Western 7 years, Lawson and regulated studies 15 years)?

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Can a record of this dataset be shared in a local repository so that people can discover this data? If yes, please explain what documentation or record should be shared.

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Indicate how and under what condition this data can be shared with researchers outside the original research team. **Your most recently approved REB application form and consent form(s), if applicable, must allow this reuse. Please include this documentation.**

1. Data is being deposited for archival purposes only. Only the original research team may access the data.

Please identify persons and provide contact information:

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2. Data can be shared with the explicit permission of the following person or persons (e.g. depositor, members of original research team, data review committee, etc.).   
Please identify persons and provide contact information and explain any other conditions. The applicable REB will review these conditions in line with original project approval.
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3. Data can be shared by request if certain conditions are met (e.g. approval by research ethics board, completion of a secure data management plan explaining how data will be kept secure during reuse project, signing of conditions document, or any other conditions).

Please detail. The applicable REB will review these conditions in line with original project approval.

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4. Data can be shared openly. It is being deposited in the secure archive for long term preservation.

Please provide any additional details:

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Signature:

Date:

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