Psychiatric Genomics Consortium: obtaining "analyst access" to genotype data

The gatekeeper document, revision #4 (with schizophrenia modifications).

Adaption to version 3 by Jo Knight (26th April 2016)

This memo describes how to obtain access to individual-level genotype data held by the PGC. If you get access, you are promising to be very careful with the data and to only use your access in a manner consistent with the letter and spirit of the PGC. The steps are:

1. ***Sponsorship.*** All proposals have to be sponsored by a PGC PI. The sponsoring PI must be directly involved in the work proposed. This PI must be the leader of a study that has shared individual genotype data with the PGC and a member in good standing of the PGC.

2. ***Propose*** your analysis to the appropriate PGC working group and get approval.

3. ***Obtain an account*** on the Genetic Cluster Computer, http://www.geneticcluster.org. GCC access is via its PI, Prof Danielle Posthuma (danielle.posthuma@cncr.vu.nl).

4. ***Get all relevant permissions.*** This is the most time-consuming step. You must show approval from every repository that holds data you wish to analyze. For schizophrenia, see 2 above and also 'schizophrenia gatekeeper data access permissions'. The updated list is held by Dr Jo Knight (Jo.Knight@Lancaster.ac.uk). The list changes frequently and we are negotiating to try to make this easier. For most PGC working groups, data are in dbGaP and the NIMH repository. There may be multiple studies within each repository, and you need approvals for all. ***Most permissions must be renewed yearly – it is your job to keep all permissions current.***

5. ***Complete your analyst memo (attached).*** Any significant violation will lead to suspension of analytic privileges and possible expulsion from the PGC.

6. ***For access to the data follow the instructions on the Data Access Portal. You must NOT move data off the server.***

   If there is a data access portal available to request data for the phenotype you are interested in, please follow the portal instructions on the website. The DAC is continuing to work with groups to and will soon have all groups online. However, in the case that there is no data access portal available for your request, please follow the instructions below.

   Prepare one email containing .pdfs of all of the following. Do not send multiple emails.

   a. Send to the PGC_DAC administrator Krista Latta (krilatta@email.unc.edu), and CC your working group chair

   b. Include an email from the working group chair stating that your proposal is an approved secondary analysis for that group.

   c. Copies of all relevant permissions according to the DPS.

   d. Return a signed copy of the PGC "analyst memo" (next page) indicating your understanding and agreement with the following points. Any significant violation will lead to suspension of analytic privileges and possible expulsion from the PGC.

Memorandum of Understanding (the Analyst Memo)

For secondary analyses of genome-wide association study (GWAS) data shared with the Psychiatric Genomics Consortium (PGC).

Analyst: your signature below indicates that you understand and agree:

- To keep all PGC genotype/phenotype data in confidence.
- To conduct only the analyses approved by the working group.
- To discuss, describe, present, or otherwise use any analytic result only with the full understanding and prior permission of your working group.
- To follow the authorship policies of your group.
- Not to transfer genotype or phenotype data from the GCC in *any* way (e.g., downloading, electronic transfer, physical removal).
- To work only on the approved datasets and to follow individual informed consents as some subjects have restrictions for the analyses that can be done.
- That you will not acquire any rights, including, but not limited to, patent rights and trade secrets in the GWAS data. Nothing in this MOU shall be construed as granting you a license to any patent rights or other intellectual property rights.
- A password should be required for access to your personal computers.
- Your password on LISA and for your personal computers should hard to guess (You need to use strong passwords - see https://xkcd.com/936 for a way to make strong passwords that you can remember).
- Never tell anyone your password, and never put it in an email.

Any significant violation of the points in this MOU will lead to suspension of analytic privileges and possible expulsion from the PGC.

Analyst name

_____

Institution

_____

Date

_____

Signature

_____

PGC Working Group

_____

Sponsoring PGC PI: I am a PI and a member in good standing of the PGC. I fully support the proposed analysis. I will be directly involved in the work proposed. I assume full responsibility for the professional and appropriate conduct of the analyses proposed.

PI name

_____

Institution

_____

Date

_____

Signature

_____

PGC Working Group

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