



Instructions for completing Data and Material Distribution Agreements (DMDA)

1. When to fill out a DMDA

If you are requesting data and/or materials from the Hispanic Community Health Study / Study of Latinos (i.e., for an ancillary study, or a manuscript), you will need to fill out a DMDA. Examples of data requested that will require a DMDA are data derived from genetic materials (Genetic Analysis Data), including statistical analyses linking data from genetic materials with other study data (data), laboratory, examination, and questionnaire results, images (e.g. computed tomography and MRI scans) and primary signal data (e.g. ECGs, spirometry tracings, polysomnography, or accelerometry) and associated records. Materials that require a DMDA are any type of bio-sample, such as urine, blood, and products thereof (e.g. immortalized lymphocytes and extracted DNA).

2. Where to find the HCHS/SOL DMDA

The DMDA can be found on the Hispanic Community Health Study / Study of Latinos (HCHS/SOL) study website

3. How to complete a DMDA

The PI should download the DMDA from the HCHS/SOL website and complete the form.

For a DMDA to be valid, it **must have** the following sections complete:

- Section 1 “Materials”
- Section 2 “Data”
- Section 3 “Research Project”
- Required Signatures

After Sections 1-3 of the form are completed, the Principal Investigator (PI) must sign the agreement. A second signature must be obtained from the Authorized Institutional Representative, as the local institutional authority has to legally commit the institution to this agreement. A final set of signatures must be obtained depending on whether data and/or materials are being requested by the PI.

For Data requests only (no NHLBI review needed):

- 1) Send the signed form to Marston Youngblood at the Collaborative Studies Coordinating Center (CSCC) for review and signature.
- 2) HCHS/SOL PI at the CSCC signs the DMDA and keeps the original copy and sends a copy of the signed DMDA to the PI who requested the data, if he/she needs a copy.

For Materials (and Data) that are being transferred from the HCHS/SOL Laboratories (NHLBI review needed):

- 1) Send the signed DMDA to the HCHS/SOL project officer at NHLBI (Dr. Avilés-Santa).
- 2) NHLBI will send the signed DMDA to the CSCC (Marston Youngblood).

- 3) HCHS/SOL PI at the CSCC signs the DMDA, keeps the original copy and sends a copy of the signed DMDA to the PI who requested the materials (and data), if he/she needs a copy.

All signatures must be obtained on the originating document- faxed copies will not be accepted. At this time we have not implemented an electronic signature standard and required mailed original copies.

If the DMDA relates to an ancillary study (AS), the AS # should be printed in the upper right corner of the DMDA to assist the CSCC with tracking the agreement. Once this process is complete, the CSCC will note on the AS Table that the agreements are complete and send an email to the laboratories with permission to distribute materials and allow data to be distributed.

Addresses to note:

Larissa Avilés-Santa, MD, MPH
avilessantal@nhlbi.nih.gov
NHLBI - National Heart, Lung, and Blood Institute
Division of Cardiovascular Sciences
HCHS/SOL Project Officer
Rockledge Two Building
6701 Rockledge Dr -- MC 7936, Suite 10018, Room 10188
Bethesda, MD 20892-7936
Phone: (301) 435-0450

Marston Youngblood, Marston, MA, MPH
marston.youngblood@unc.edu copy message to HCHSAdministration@unc.edu
Coordinating Center - Collaborative Studies Coordinating Center - UNC at Chapel Hill
Department of Biostatistics
HCHS/SOL Project Director
Bank of America Plaza
137 E. Franklin St., Suite 203
Chapel Hill, NC27514
Phone: (919) 962-3083

If you have any questions related to the HCHS/SOL DMDA, please contact Marston Youngblood