General conditions for the access to TRAILS data by external users

1. Access to TRAILS data

TRAILS adopts a policy aimed at attaining high quality scientific publications and the prevention of publication bias. The policy applies to all publications in which TRAILS data are used. Access to TRAILS data can be obtained through the following procedure:

1. **Availability of TRAILS data**
   After the data collection, TRAILS data are made available to researchers outside the TRAILS consortium. The availability of TRAILS data will be communicated through DANS EASY (https/easy.dans.knaw.nl). Except for a contribution to the handling costs of 2500 euro these data are available free of charge, but not freely accessible; access can be obtained by submitting a publication proposal and after signing a Data Transfer Agreement[1]. The contribution to the handling costs does not apply if the first or last author is a researcher from the TRAILS consortium.

2. **Submitting a publication proposal**
   Researchers who would like to use the TRAILS database can submit a publication proposal (form available from the TRAILS website: http://www.trails.nl/en/hoofdmenu/trails-results/data-use) to the TRAILS management team. The publication proposal is a proposition for a publication, including a specification of the research questions, hypotheses, analyses plan, and required variables. In addition, it should indicate how the publication builds upon previously published TRAILS findings. Applicants who aim to use the data for purposes other than a scientific publication (e.g., a master thesis or policy document) should indicate this explicitly in the plan. Only senior researchers (PhD level) can submit a proposal. PhD projects based on TRAILS data and the use of TRAILS data for a series of multiple papers are subject to additional demands and costs; for more information please contact the scientific coordinator (Sanne Booij, s.h.booij@umcg.nl).

3. **Approval of the publication proposal**
   The TRAILS management team (MT) assesses the publication proposal and examines overlap with previous TRAILS publications and with approved or planned publication and grant proposals. The applicant will be informed of the decision by the MT. After approval by the TRAILS MT, the principle investigator (PI) of the study is required to sign a data access agreement (DTA) if the PI is not part of the TRAILS consortium. The proposal will be assigned to a TRAILS contact person with expertise in the area of research the database to answer any questions and ease the process.

4. **Term of approval**
   If a publication proposal is approved, the manuscript must be submitted for publication within one year. After one year, the approval is automatically withdrawn, unless the applicant has timely submitted a motivated written request for extension of the approval term to the scientific coordinator. If the term is not extended, the subject is released for other researchers and the right to use the TRAILS data expires.

[1] Please note that European privacy regulations require additional measures for transfers of personal data to countries that are not a member of the EU. If the consequences of these measures are very laborsome, data transfer may not be considered feasible.

5. **Requesting data**
   After approval of the publication proposal, payment of the data handing fee, and signing of the DTA, the requested variables can be obtained from the data manager (Dr. Dennis Raven, d.raven@umcg.nl). These data can only be used for the publication as specified in the publication plan. Should the same data also be of use for another publication, approval by the TRAILS MT has to be requested first through submission of a new publication plan.

6. **Acceptance of the general conditions**
   By submitting a publication proposal, the applicant indicates to accept the conditions specified in this document. The TRAILS data will at all times remain the property of the University Medical Center Groningen.

2. Manuscript requirements

1. **Previous TRAILS findings**
   The authors clearly indicate how the manuscript builds upon previously published TRAILS findings and use the same methods of analysis where possible. An overview of these publications can be found on the TRAILS website (www.trails.nl). TRAILS researchers have extensive knowledge of and experience with the TRAILS data. Therefore, do not hesitate to contact TRAILS researchers for advice if you are planning to work with TRAILS data.

2. **Prevention of publication bias**
   The authors include all research questions and hypotheses specified in the publication proposal in the manuscript, in order to prevent publication bias. Thus, both significant and non-significant results have to be reported. It is therefore recommended to limit the number of research questions and hypotheses in the publication proposal to a publishable number.

3. **Referring to TRAILS**
   The authors should refer to one of the following publications when describing the TRAILS research and the sample:
   - Oldehinkel, A.J., Rosmalen, J.G.M., Buitelaar, J.K., Hoek, H.W., Ormel, J., Raven, D., Reijneveld, S.A., Veenstra, R., Verhulst, F.C., Vollebergh, W.A.M., Hartman, C.A. (2015). Cohort Profile update. The TRacking Adolescents' Individual Lives Survey (TRAILS). Int J Epidemiol 2015; 44(1):76-76n. doi: 10.1093/ije/dyu225
   - Ormel, J., Oldehinkel, A.J., Sijtsema, J.J., Oort, F.V. van, Raven, D., Veenstra, R., Vollebergh, W.A., & F.C. Verhulst (2012). The Tracking Adolescents' Individual Lives Survey (TRAILS): Design, Current Status, and Selected Findings. *Journal of the American Academy of Child & Adolescent Psychiatry*, 51(10), 1020-1036. doi:10.1016/j.jaac.2012.08.004

4. **Rules of authorship**
   As a basis for authorship, the rules drawn up by the "*International Committee of Medical Journal Editors*" are followed. The TRAILS contact persons are entitled to be coauthor if desired, providing they contribute to the content of the paper. In exceptional cases, other members of the TRAILS consortium may be entitled to a co-authorship as well; this will be communicated by the scientific coordinator.

5. Acknowledgements

The authors include one of the following acknowledgements in the manuscript:

Official version (192 words):

This research is part of the TRacking Adolescents' Individual Lives Survey (TRAILS). Participating centers of TRAILS include the University Medical Center and University of Groningen, the University of Utrecht, and the Parnassia Psychiatric Institute, all in the Netherlands. TRAILS has been financially supported by various grants from the Netherlands Organization for Scientific Research NWO (Medical Research Council program grant GB-MW 940-38-011; ZonMW Brainpower grant 100-001-004; ZonMw Risk Behavior and Dependence grants 60-60600-97-118; ZonMw Culture and Health grant 261-98-710; Social Sciences Council medium-sized investment grants GB-MaGW 480-01-006 and GB-MaGW 480-07-001; Social Sciences Council project grants GB-MaGW 452-04-314 and GB-MaGW 452-06-004; ZonMw Longitudinal Cohort Research on Early Detection and Treatment in Mental Health Care grant 636340002; NWO large-sized investment grant 175.010.2003.005; NWO Longitudinal Survey and Panel Funding 481-08-013 and 481-11-001; NWO Vici 016.130.002, 453-16-007/2735, and Vi.C.191.021; NWO Gravitation 024.001.003), the Dutch Ministry of Justice (WODC), the European Science Foundation (EuroSTRESS project FP-006), the European Research Council (ERC-2017-STG-757364 en ERC-CoG-2015-681466), Biobanking and Biomolecular Resources Research Infrastructure BBMRI-NL (CP 32), the Gratama foundation, the Jan Dekker foundation, the participating universities, and Accare Centre for Child and Adolescent Psychiatry. We are grateful to everyone who participated in this research or worked on this project to make it possible.

Short version (102 words):

This research is part of the TRacking Adolescents' Individual Lives Survey (TRAILS). Participating centers of TRAILS include various departments of the University Medical Center and University of Groningen, the University of Utrecht, and the Parnassia Psychiatric Institute, all in the Netherlands. TRAILS has been financially supported by various grants from the Netherlands Organization for Scientific Research (NWO), ZonMW, GB-MaGW, the Dutch Ministry of Justice, the European Science Foundation, the European Research Council, BBMRI-NL, and the participating universities. We are grateful to everyone who participated in this research or worked on this project to and make it possible.

6. Publication process

The authors keep their TRAILS contact person updated with the publication process. The contact person has to be informed in the following cases:

- Any changes to the approved publication proposal. In case of substantive changes the publication proposal will have to be re-assessed by TRAILS.
- Submission for publication. Please mention title and authors.
- Acceptance and publication of the manuscript. Please provide the full reference and a PDF-file of the final article.

Upon publication, the syntaxes used have to be sent to the data manager (d.raven@umcg.nl), and a bullet-wise (3-6 points) lay summary indicating what was known about the topic and what the study adds to this has to be sent to Sanne Booij (s.h.booij@umcg.nl). The summary will be placed on the TRAILS website. If possible, please provide it in both English and Dutch.

7. Contact with the press

The scientific coordinator has to be informed of all intended contacts with the press. Any press releases should be sent in order to be published on the TRAILS website.

3. Requirements for the use of TRAILS data

1. **Code of conduct**
   All researchers should comply with the rules regarding scientific and scholarly research as laid down in the "*Netherlands Code of Conduct for Scientific Practice*" ("*Nederlandse Gedragscode Wetenschapsbeoefening*"; published by the Association of Universities in the Netherlands [VSNU]).

2. **Anonimity**
   The TRAILS data have been pseudomized. Data that can lead to the potential identification of individuals, thereby compromising confidentiality, should not be made public by any means.

3. **Intended use of the TRAILS data**
   The TRAILS data are only to be used for the research as described in the approved publication plan, and may not be used for any other purpose (scientific or commercial). The TRAILS database is intended for scientific research by academic institutions, and not available for commercial applications or for-profit organizations.

4. **Dissemination of TRAILS data**
   The TRAILS data are not to be made available to persons other than those who cooperate in the research as described in the approved publication proposal. The TRAILS data are not to be distributed, published or (re)sold.

5. **Non-compliance with the conditions for access to and use of TRAILS data**
   In case of non-compliance with the conditions and requirements for the access to and the use of TRAILS data as mentioned in this document, the approval of the TRAILS management team, and thereby the right to use the TRAILS data, is withdrawn. TRAILS will summon the researcher to cease the use of TRAILS data without delay, and to destroy all copies of the TRAILS data. TRAILS reserves the right to inform the researchers' employer(s) in such a case, and, if the General Data Protection Regulation (GDPR; algemene verordening gegevensbescherming; AVG) is breached, the Dutch Data Protection Authority (Autoriteit Persoonsgegevens; AP) as well.