

## ITMIG Database: Policies for Participation and Usage

The ITMIG Database is a resource for its members to help foster advances in the management and understanding of thymic diseases.

### General Principles

- Contributing institutions or organizations may access the data that they have contributed at anytime
- Contributors to the database will permit their data (completely de-identified) to be used for ITMIG approved studies.
- In return, any contributing institution may obtain de-identified global ITMIG data for research studies approved by ITMIG
- All data released from the ITMIG database will be completely de-identified
- Any publication or report resulting from the global ITMIG database will acknowledge ITMIG, all participating institutions and organizations, and the database representative at these institutions and organizations.

### Eligibility for ITMIG data access

- A research proposal to utilize the ITMIG dataset may be submitted by **any ITMIG member in good standing** (i.e., dues current)
- The **Principal Investigator** of the study (if different from the submitter) must be an ITMIG member in good standing
- The institution(s) of the submitter / Principal Investigator must be an **active contributor** to the database (active contributor within the past year)
- Project approval by the ITMIG database committee

### Procedure for ITMIG data access and policies for publication

- Submit a **concept sheet** (no more than 2 pages) to the Database Committee for review, outlining the study, the data fields needed, and the intended use (e.g. publication)
- Provide evidence of institutional approval for the study (i.e. an IRB waiver) if applicable
- Any publication or report must acknowledge ITMIG as the source for the data, and all participating institutions as defined above
- Investigators must provide the Database Committee a copy of any submitted manuscript or report. This will be kept confidential until available publicly (i.e. published).
- ITMIG will reserve the right to raise concerns with the investigators or with a journal about any unethical use of the data should such exist.
- Unethical use of ITMIG data, failure to provide a copy of a submitted paper to ITMIG, or failure to acknowledge ITMIG and its contributors, may lead to forfeit of membership in ITMIG and all associated privileges.
- Decisions by the ITMIG Database Committee on data access will be final



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### Authorship policies

- ITMIG and participating institutions will be acknowledged in any publication as described above.
- Decisions on authorship will be made by the principal investigator and co-investigators listed on the research proposal
- The ITMIG Database Committee may offer suggestions to authorship as indicated if warranted
- Contribution of data alone without further intellectual contribution to a manuscript does not constitute grounds for automatic authorship. Any publication arising from the use of ITMIG data will follow the standard guidelines as set forth in the Uniform Requirements for Manuscripts Submitted to Biomedical Journals (International Committee of Medical Journal Editors):
  - Authorship credit should be based on 1) substantial contributions to conception and design, acquisition of data, or analysis and interpretation of data; 2) drafting the article or revising it critically for important intellectual content; and 3) final approval of the version to be published. Authors should meet conditions 1, 2, and 3.
  - Acquisition of funding, collection of data, or general supervision of the research group alone does not constitute authorship.
  - All persons designated as authors should qualify for authorship, and all those who qualify should be listed.
  - Each author should have participated sufficiently in the work to take public responsibility for appropriate portions of the content.
  - Some journals now also request that one or more authors, referred to as “guarantors,” be identified as the persons who take responsibility for the integrity of the work as a whole, from inception to published article, and publish that information.
  - Increasingly, authorship of multicenter trials is attributed to a group. All members of the group who are named as authors should fully meet the above criteria for authorship/contributorship.
  - The group should jointly make decisions about contributors/authors before submitting the manuscript for publication. The corresponding author/guarantor should be prepared to explain the presence and order of these individuals.