

The RADA: *Resource Access and Data Analysis* committee will review and consider 2 types of requests:

- 1) Access to DATA
- 2) Access to BIOSPECIMENS and DATA
  - Please review the Resource Sharing documents at:  
<http://medicine.yale.edu/ysph/c2s2/rmn/resource/index.aspx> before submitting a proposal requesting data and/or sample access.

Be advised that a signed copy of the User Agreement is required before access to Reproductive Medicine Network Resources will be authorized.

The following RMN Concept Proposal Submission format should be followed for any **Access to DATA request**:

The cover page of the proposal should contain the following information:

1. Cover page: 1) Title of Proposal, 2) Date of submission, 2) Name of the applicant and primary and expected primary author if not the applicant, 3) applicant's office address and contact information, 4) Human subjects and data IRB approval number

This should be followed by a 2 page Summary:

2. Summary: A succinct and accurate description of the proposed work that states the broad, long-term objectives and specific aims and how each will address the proposed hypothesis. Describe concisely the research design and rationale and techniques for achieving the stated goals. The following information should be included:

1. Sample to Be Used and Exclusion Criteria:
2. Dependent/Outcome Variables (list variables):
3. Independent Variables (list variables):
4. Covariates (list variables):
5. Data Source:
6. Analytic Design:
7. Case-control
8. Cross-sectional
9. Longitudinal
10. Methods
11. Analytic Support: DCC \_\_\_\_\_ Site \_\_\_\_\_
12. Statistician Name: \_\_\_\_\_

The application should conclude with a timeline to completion, including the proposed date of manuscript submission.

The following RMN Concept Proposal Submission format should be followed for any request that includes **Access to BIOSPECIMENS**:

The cover page of the proposal should contain the following information:

3. Cover page: 1) Title of Proposal, 2) Date of submission, 2) Name of the applicant and primary and expected primary author if not the applicant, 3) applicant's office address and contact information, 4) Human subjects and data IRB approval number

This should be followed by a 1 page Summary:

4. Summary: A succinct and accurate description of the proposed work that states the broad, long-term objectives and specific aims and how each will address the proposed hypothesis. Describe concisely the research design and rationale and techniques for achieving the stated goals along with a brief timeline to completion.

This should be followed by a Research Narrative that is limited to 4 pages:

5. Research Narrative: Briefly describe the background leading to the present application, evaluate existing knowledge, and identify the gaps that the project is intended to fill. How is the approach novel/state-of-the-art? Will validation of the hypothesis be paradigm shifting?

Describe the Approach that will address the hypothesis, including data from preliminary studies if available. Organize this section by Specific Aims and Sub- Aims. Each Sub-Aim should include the following sections a) Rationale. b) Experimental Design and Analysis Plan describing how the data will be analyzed, including statistical testing. The following information should be included:

1. Sample to Be Used and Exclusion Criteria:
2. Dependent/Outcome Variables (list variables):
3. Independent Variables (list variables):
4. Covariates (list variables):
5. Data Source:
6. Analytic Design:
7. Case-control
8. Cross-sectional
9. Longitudinal
10. Methods
11. Analytic Support: DCC\_\_\_\_\_ Site\_\_\_\_\_
12. Statistician Name: \_\_\_\_\_

This should then be followed with a description of the Expected results with interpretation followed by Anticipated Problems and Alternative Strategies as appropriate. The application should conclude with a timeline to completion, including the proposed date of manuscript submission.

### General Formatting

Use an Arial, Helvetica, Palatino Linotype, or Georgia typeface, a black font color, and a font size of 11 points or larger. Use standard paper size (8.5" x 11). Use at least one-half inch margins (top, bottom, left, and right) for all pages. You may use a smaller type size for Figures, Graphs, Diagrams, Charts, Tables, Figure Legends, and Footnotes. However they must be in a black font color, readily legible, and follow the font typeface requirement. Color can be used in figures; however, all text must be in a black font color, clear and legible.