

Panel on Health and Ageing of Singaporean Elderly (PHASE)

LETTER OF UNDERTAKING (“Letter”)

In signing this Letter, You agree to be bound by the terms and conditions of access set out in this Letter.

User Institution and User are referred to within the Letter as “You” and “Your” shall be construed accordingly.

Definitions:

User means [INSERT RECIPIENT SCIENTIST NAME] whose User Institution has previously completed this Letter and has received acknowledgement of its acceptance;

User Institution means [INSERT RECIPIENT INSTITUTE/ORGANISATION NAME] at which the User is employed, affiliated or enrolled.

Background

The Panel on Health and Ageing of Singaporean Elderly (PHASE) is a nationally representative longitudinal survey of older (aged 60 years and older) community-dwelling Singapore citizens and permanent residents. Three waves of data collection have been undertaken in PHASE: *wave 1* (also known as the “Social Isolation, Health and Lifestyles Survey [SIHLS]”) in 2009; *wave 2* (also known as Panel on Health and Ageing of Singaporean Elderly 2011 [PHASE 2011]’ in 2011-2012; and *wave 3* (also known as “Singapore Assessment for Frailty in Elderly - Building upon the Panel on Health and Aging of Singaporean Elderly, 2015 [SAFE-PHASE, 2015]”) in 2015. Information on mortality was obtained primarily through matching with the national Registry of Births and Deaths databases (hereafter, mortality databases), supplemented by information gathered during fieldwork of waves 2 and 3. PHASE waves 2 and 3, analysis of de-identified data from PHASE wave 1, and linkage with the mortality databases have been approved by the Institutional Review Board at the National University of Singapore (NUS). More details on the design of PHASE, and participant flow across waves, are provided in the publication “*Chan A, Saito Y, Matchar DB, Østbye T, Malhotra C, Ang S, Ma S, Malhotra R. Cohort Profile: Panel on Health and Ageing of Singaporean Elderly (PHASE). International Journal of Epidemiology. 2019; 48(6): 1750-1751f. <https://doi.org/10.1093/ije/dyz172>”.*

To use data from PHASE, You, the User, agree to the following:

- 1) You will analyze the data only to answer the research question/s or investigate the research topic/s that have been approved for your use of the data by the PHASE principal investigators (“PIs”; Dr. Angelique Chan / Dr. Rahul Malhotra). If you wish to use the data for other purposes, you agree to submit a separate request to the PHASE PIs (through the CARE Data Request email: care-datarequest@duke-nus.edu.sg).
- 2) You will not disseminate, download, or make copies of the data except what is necessary to answer the research question/s or investigate the research topic/s that have been approved for your use of the data by the PHASE PIs.
- 3) You will ensure safe storage of the data, such as storage on password-protected computers. You will not store the data on commercial cloud-based servers such as DropBox or Google Drive.
- 4) You will use the data only for research purposes and will report the findings in aggregate (i.e. not report any individual-level data).

- 5) You will not seek to identify any PHASE participants. If a PHASE participant is nevertheless identified, then you agree to comply with the Personal Data Protection Act 2012 (<https://sso.agc.gov.sg/Act/PDPA2012>) where applicable.
- 6) Unless specifically agreed upon by the PHASE PIs, you will not link PHASE data to any other data files.
- 7) You will be asked to return or destroy the data if it is used by you for purposes other than to answer the research question/s or investigate the research topic/s that have been approved for your use of the data by the PHASE PIs.
- 8) You will not share the data with anyone, except researchers working or collaborating with you on the research topic/s that have been approved for your use of the data by the PHASE PIs, without explicit written (email included) authorization by the PHASE PIs. If you do share the data with researchers working or collaborating with you on the approved research topic/s, then you will be responsible their compliance with this Letter.
- 9) You will inform the PHASE PIs of the acceptance of presentation/s or paper/s based on your analyses of the PHASE data, within 2 weeks of acceptance, through the CARE Data Request email: care-datarequest@duke-nus.edu.sg. You will share a copy of the published paper/s, within 2 weeks of publication, through the CARE Data Request email: care-datarequest@duke-nus.edu.sg.
- 10) Unless the PHASE PIs are co-authors, you will include the following statement in the presentation/s or paper/s based on your analyses of the PHASE data: *"The PHASE principal investigators or funders do not endorse the findings, methods or results presented in this presentation/publication in any way, and that any views, findings or results in this presentation/publication are strictly the author team's own"*.
- 11) You will obtain approval from your Institutional Review Board (IRB) or ethical review board for the analysis of de-identified survey data from PHASE, specific to the research question/s or research topic/s that have been approved for your use of the data by the PHASE PIs. Upon approval of your IRB application, you will share the IRB approval letter/email and the approved IRB application form/protocol with the PHASE PIs (via the CARE Data Request email: care-datarequest@duke-nus.edu.sg) – the specific variables from PHASE, listed in the Data Request Form that you fill in, will be shared with you only after the IRB approval letter/email and the approved IRB application form/protocol have been shared with PHASE PIs.
- 12) You will acknowledge the PHASE funders in any presentation/s and publication/s based on your analyses of the PHASE data. The acknowledgement text will vary based on the PHASE waves (1/2/3) used in your analyses and whether the variables pertaining to hand grip strength and/or blood pressure are used as a predictor/outcome/covariate. The exact acknowledgment text will be shared with you along with the dataset.
- 13) If You create any new proprietary discovery from the data, You will (a) promptly, fully and confidentially disclose to Phase PI the new proprietary discovery; and (b) negotiate in good faith with Phase PI and NUS and agree in writing ownership, protection and commercialisation rights to such new proprietary discovery.
- 14) THE DATA IS PROVIDED WITHOUT WARRANTY OF ANY KIND, EITHER EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, OR THE WARRANTY OF NON-INFRINGEMENT.
- 15) Except to the extent prohibited by law, You assume all liability for damages which may arise from your use, storage or disposal of the Data. Phase PI and NUS will not be liable to You for any loss,

claim or demand made by You, or made against You by any other party, due to or arising from the data by You, except to the extent permitted by law when caused by the gross negligence or willful misconduct of the Phase PI and NUS.

- 16) This Letter shall apply on the date of last signature and shall continue to be valid as long as You access and use the data and may be terminated by either party by providing the other party with one (1) month's written notice.
- 17) This Letter may be executed electronically and such electronic version shall be treated as an original.

For and behalf of User Institution:

Your Name & Title (please type or print): _____

Your Signature: _____ Date: _____

Acknowledged by User:

Your Name & Title (please type or print): _____

Your Signature: _____ Date: _____

Please return copy of signed Letter to: Duke-NUS Medical School
Email: care-datarequest@duke-nus.edu.sg
Attention: Ms. Nur Diyana Binte Azman