



## COMPASS Data Usage Application Process

For any researcher/team/student to gain access to the COMPASS data, the successful completion and approval of the COMPASS Data Usage Application is required.

1. Fill out the data usage request form and sign the data usage agreement. You are required to list all variables of interest through the *Data Request* tab in the COMPASS Codebook 2012-2023 (Excel file), and to submit this file with your data usage application for every data request. If you do not have access to the COMPASS Codebook 2012-2023, contact COMPASS Program Manager, Katie Burns ([katie.burns@uwaterloo.ca](mailto:katie.burns@uwaterloo.ca)).
2. Submit your completed application by email to COMPASS Program Manager, Katie Burns ([katie.burns@uwaterloo.ca](mailto:katie.burns@uwaterloo.ca)).
3. Your application will be reviewed for subject relevance, methodological quality, and potential overlap with existing projects. If this application is for a peer-reviewed manuscript, the application will then be circulated to all COMPASS grant co-investigators (listed on the application form) for approval. Co-investigators may also suggest modifications or request authorship (only if merited through meaningful contribution and subject matter expertise).
4. A member of the COMPASS team will contact you with the result of your request. Please allow up to two weeks for approvals.
5. If approved, the COMPASS Data Analyst, Angelica Amores ([agamores@uwaterloo.ca](mailto:agamores@uwaterloo.ca)), will reach out to obtain any additional information required to fulfill your request and to coordinate secure file transfer. Please note that the full request process takes approximately one month, depending on the amount of follow-up required.

## COMPASS Data Usage Guidelines

Data from the COMPASS study is stored at the University of Waterloo on a secure server. The Principal Investigator of COMPASS (Dr. Scott Leatherdale) maintains ownership of all COMPASS data. Access to specified COMPASS data may be granted to all COMPASS project collaborators and/or their research teams or students as well as external researchers/teams or students. Special preference will be granted to graduate student and internal collaborator requests.

## Publishing with COMPASS Data

When publishing results from COMPASS (e.g., papers, presentations, technical reports) please use the following statement:

*The COMPASS study has been supported by a bridge grant from the CIHR Institute of Nutrition, Metabolism and Diabetes (INMD) through the "Obesity – Interventions to Prevent or Treat" priority funding awards (OOP-110788; awarded to SL), an operating grant from the CIHR Institute of Population and Public Health (IPPH) (MOP-114875; awarded to SL), a CIHR project grant (PJT-148562; awarded to SL), a CIHR bridge grant (PJT-149092; awarded to KP/SL), a CIHR project grant (PJT-159693; awarded to KP), and by a research funding arrangement with Health Canada (#1617-HQ-000012; contract awarded to SL), a CIHR-Canadian Centre on Substance Abuse and Addiction (CCSA) team grant (OF7 B1-PCPEGT 410-10-9633; awarded to SL), a project grant from the CIHR Institute of Population and Public Health (IPPH) (PJT-180262; awarded to SL and KP).*

*The COMPASS-Quebec project additionally benefits from funding from the Ministère de la Santé et des Services sociaux of the province of Québec, and the Direction régionale de santé publique du CIUSSS de la Capitale-Nationale."*



# COMPASS Data Usage Request

This form is to be used by all researchers requesting COMPASS data. Please complete **all** following fields. The following documents will be required to fulfill your request: (1) completed copy of this COMPASS Data Usage Agreement (including signature at end of document), (2) copy of the COMPASS Codebook 2012-2023 (Excel file) with the *data* request tab completed. Please email all documents to COMPASS Program Manager, Katie Burns ([katie.burns@uwaterloo.ca](mailto:katie.burns@uwaterloo.ca)).

## Applicant Information

**Name:**

**Institution:**

**Email/Phone:**

**Affiliation:**

*Please select one of the following:*

Internal COMPASS Collaborator

Student (MSc)

External Applicant

Student (PhD)

## Project Title

## Project Start and Anticipated Completion Dates

**Start:**

**Completion:**

## Project Type

*Please select one or more of the following:*

**Manuscript (Peer reviewed)**

**Presentation**

**Other:**

**Report (Not peer reviewed)**

**Thesis/Dissertation**



## COMPASS Collaborators

Select all COMPASS investigators who will be included as researchers/co-authors. Dr. Scott Leatherdale must be included on all peer-reviewed publications.

**Scott Leatherdale**

**Ian Colman**

**Cathi Sabiston**

**Karen Patte**

**Jean-Philippe Chaput**

**Marie-Pierre Sylvestre**

**Richard Bélanger**

**Adam Cole**

**Paul Veugelers**

**Slim Haddad**

**Tara Elton-Marshall**

**Roman Pabayo**

**Anne-Marie Turcotte-Tremblay**

**Mark Ferro**

**Carla Hilario**

**Valerie Carson**

**Gary Goldfield**

**Jean Costello**

**Guy Faulkner**

**Joel Dubin**

## Additional Researchers

List all additional co-authors/researchers and their institutions.

**Name**

**Institution**

1)

2)

3)

4)

5)

6)



## Databases

*Select all databases required.*

**Student cross-sectional**

**Student longitudinal**

**School policies and practices (SPP)**

**Census (income, urbanicity)**

**School administrative (data collection period, total enrolment)**

## Waves of Data

*Note: waves of data are collected by school year (September-June).*

**Wave 1 (2012/13)**

**Wave 2 (2013/14)**

**Wave 3 (2014/15)**

**Wave 4 (2015/16)**

**Wave 5 (2016/17)**

**Wave 6 (2017/18)**

**Wave 7 (2018/19)**

**Wave 8 Pre-COVID (2019/20 Sep-Mar)**

**Wave 8 Early-COVID (2019/20 May-Jun)**

**Wave 9 (2020/21)**

**Wave 10 (2021/22)**

**Wave 11 (2022/23)**

**Wave 12 (2023/24)**

## Data Linkage

If multiple waves of data are selected, what data linkage is required:

**Repeat cross-sectional**

**Linked-longitudinal**

## Provinces of Data

*Select all provinces of data required.*

**Ontario**

**Québec**

**Alberta**

**PEI**

**British Columbia**



## List of Variables: Complete through the COMPASS Codebook 2012-2023 Excel File

To fulfill your request, please list all requested variables in the *Data Request* tab of the COMPASS Codebook 2012-2023 Excel file and attach this file with your submission. If you do not have access to the COMPASS Codebook 2012-2023, please contact COMPASS Program Manager, Katie Burns ([katie.burns@uwaterloo.ca](mailto:katie.burns@uwaterloo.ca)). Providing insufficient detail may delay the fulfilment of your request.

## Research Question(s)

*Describe the research question(s) to be answered by your project.*

## Outcomes and Key Predictors

*Describe any primary and secondary outcomes of interest and key predictor variables.*

## Analysis Plan

*Provide a brief overview of your analysis plan including proposed analytic strategy, sub-populations of interest, etc.*



# COMPASS Data Usage Agreement

This form is to be used by all researchers/research teams/students requesting COMPASS data. It should be submitted with the COMPASS Data Usage Request. Please read and sign the following:

1. I/We agree that these data will only be used for the purpose as stated in our application. I/We will not use these data for any other reason without written permission from the principal investor of the COMPASS project.
2. I/We agree to acknowledge the COMPASS data in all publications, reports, presentations, abstracts etc. resulting from the analysis.
  - a. The Principal Investigator, Dr. Scott Leatherdale, is to be included in all publications resulting from COMPASS with the understanding that he will be an active contributor/collaborator.
  - b. Notification to Dr. Leatherdale is required at points of acceptance of papers and final publication, with copies provided.
  - c. For graduate students using COMPASS data, it is expected that Dr. Scott Leatherdale will be included as a committee member of your thesis/dissertation.
3. I/We agree to the timeline for use:
  - a. I/We agree to submit a progress report outlining current progress, and any requested revision of the completion date should we surpass the agreed upon timeline.
  - b. Graduate students using COMPASS data will have special time provisions based on thesis/dissertation completion.
4. I/We agree to store all data sets in a secure password protected location.
5. All external UW parties will obtain proof of ethics clearance for secondary data analysis from an approved institution, prior to using the COMPASS data.
6. I/We understand that all COMPASS data is confidential and that we will only be provided with de-identified data on individuals, schools, or organizations.

**Project Title:**

Lead External researcher/Supervisor	Signature	Date

Student	Signature	Date

*To be signed upon request approval:*

Dr. Scott Leatherdale Principal Investigator	Signature	Date