

## **Annex 1: Access to scientific-use files of the SNSF-CTC**

### **Decision process**

#### **1. Steering committee**

The steering committee that decides on whether a person gets access to the scientific-use files consists of the SNSF internal Data Governance Group. If the Data Governance Group is not up to take a decision, alternatively an ad-hoc group composed of one person from the legal services, one person from the data team and one person from strategy support will take the decision.

#### **2. Evaluation criteria**

Researchers requesting access to the data must submit an application containing a detailed description of the intended use of the data. Access to scientific-use files is granted under the following conditions:

- The project pursues (a) legitimate research question(s) and the application demonstrates that the data will be used appropriately for scientific purposes or for teaching at an institution of higher education.
- The research question(s) described cannot be answered without the scientific-use files of the SNSF-CTC (justification of the data request).
- The application provides all the information necessary (goal of the research project, name(s) of the person(s) and affiliations of all the persons accessing the data, description of the measures taken to ensure data security at the organisational, technical, personnel and informational level).
- The project does not pursue any commercial purpose.

The possibility of unfavourable results for the SNF is not a sufficient reason not to grant access to the scientific-use files.

#### **3. Process**

All the members of the steering committee receive a copy of the access request. They decide together within a maximum of 4 weeks (20 working days) whether access can be granted or not. They send the person requesting access a justified decision. Afterwards and before the scientific-use files are made available the person requesting access has to sign a physical contract with the SNSF.

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