

In signing the Data Access Agreement, Principal Investigators and Project Leads commit to sending proposed publication materials to DARE in advance of public dissemination. It is requested that you commit to sending only final drafts for review and, if subsequent changes are made, notify DARE of any material changes and provide a copy of the final publication and/or presentation version.

The DARE data steward has a responsibility for ensuring appropriate use of the data, and checks that privacy / confidentiality requirements are upheld, and that there is no gross misuse of the data. This also provides an opportunity for DARE and PHSA to learn of, and brief internally on, the findings.

Submit the completed form and supporting documents directly to [PMR@phsa.ca](mailto:PMR@phsa.ca).

Review requirement timelines:

Type of Output	When to Submit
<b>Presentations: seminars, conferences, lectures</b>	
Abstracts	At time of submission to conference
Presentations to colleagues*	Not required
Presentations (audience outside of colleagues)	5 business days prior to presentation
Instructional use (examples in lectures, exercises, etc.)	5 business days prior to delivery
<b>Publications: articles, op-ed, journals, theses and dissertations</b>	
Article for general public release (newspaper/magazine/blog/wiki)	At time of submission
Journal publication	At time of initial submission to the journal
Academic thesis or dissertation material	At time of final submission to committee
<b>Other Output Types</b>	
Interview (radio, television, internet, etc.)	5 business days prior to presentation
<b>IMPORTANT:</b> Generally, anything that is to be released into the public domain requires vetting by the Data Steward, per the Data Access Agreement. Using analyses and results that have previously been vetted and have not changed, do not require subsequent vetting for use in a different output format, however they still need to be submitted as an 'FYI' to the Data Steward for our records.	

\* A “Colleague” is someone who shares research-related interests. Communications to a colleague are not expected to go public or get distributed. Colleagues may be both within or outside the same institution, research centre or work unit.



# **Intent to Publish Form**

## **Data Analytics Reporting and Evaluation**