

1. Project Administration

1.1 Collaborator Removal

• Removal of a collaborator can be done through the collaborators tab in your project, clicking on the 'remove person' button.

Collaborator	Neil Hunt (nonsensepottertest@sharklasers.co *	🗌 Delegate \varTheta	Remove Person	
Add another collaborator at this institute				

- Should you wish to remove a Lead Collaborator and subsequently a collaborating institute, the following will need to be confirmed via a message in AMS or email to access@ukbiobank.ac.uk:
 - 1. Confirmation that the data has been destroyed or rendered inaccessible at the collaborating institute.
 - 2. Any derived results have been returned to us via the correct method
- The Access team can then remove the institute and will void any outstanding MTA for the institute.

1.2 Annual Reports

- The Annual Report must be completed yearly from the Project start date and at Project completion.
- The PI should complete the 'Applicant Annual Report' and subsequent Lead Collaborators should complete the 'Collaborator Annual Report'
- A blank copy of the report can be found in the 'Reports' tab of your Project.
- This will become available 3 months before the Due Date.

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oject details Collaborators Payme	nts 😧 Requests Admin Messages	Data Reports	
roject reports			
ery year, the Applicant Principal Investigato ms of the Material Transfer Agreement (M e deadline) will result in all researchers wor cess existing data via the RAP will be resto	r (PI) for a UK Biobank Research Project is required t TA). For help, please see our AMS User Guide on the king on the project being prevented from downloadin red to all researchers working on the project when th	o provide some information regardir UK Biobank website. Failure to provi g further data and/or accessing exis e report is submitted.	ig their project and confirmation that they are complying with de this report on time (following reminders from UK Biobank I sting data via the RAP. The ability to download further data an
our report is due on: 10th August, 2021			
Is this project complete?		Ves	No
Collaborators who are currently acc Collaborators list in AMS? If no, please ask any unregistered collal	essing UK Biobank data as part of this Research Proj	After registration approval you can	add them to the Collaborator list. Please remove any collabor
Please provide the names of any Affiliates	who have access to UK Biobank data for this Researc	ch Project. If none, please say so.	
Affiliates: 😧			
Please provide the names of any Third Par conducts on your behalf:	ty Processors who process UK Biobank data as a sub	-contractor as part of this Research	Project and provide details of the tasks the Third Party Proce
Third Party Processor:	Third Party Processor tasks (200 wo	ord limit)	
		Is this third-p	party still processing data? Yes No
LAdd another processor			
+ Add another processor			



Plans for next twelve months: 😝				
Please provide details of any research output (e.g. websites , patents , GWAS summary statistics location) and list	all publications (including pre-prints and p	eer-reviewed publication	ns) from this
roject since your last Annual Project Report. If none, please say so:				
tesearch Outputs: \varTheta				
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Publications: Publications: • Year and the Applicant PI of the Research Project identified above;	□ Yes	_ No		
Publications: Publications: O + Add another DOI certify am the Applicant PI of the Research Project identified above; am the Lead Collaborator at the Collaborator Institution and of the Research Project identified above;	☐ Yes ☐ Yes	□ No □ No		
Publications: + Add another DOI - certify am the Applicant PI of the Research Project identified above; am the Lead Collaborator at the Collaborator Institution and of the Research Project identified above; am aware of all research being undertaken for the Research Project identified above; and	☐ Yes ☐ Yes ☐ Yes	No No No		
Publications: Publications: Add another DOI certify am the Applicant PI of the Research Project identified above; am the Lead Collaborator at the Collaborator Institution and of the Research Project identified above; am aware of all research being undertaken for the Research Project identified above; and The research conducted by the Collaborator Institution is within the parameters of the Research Projectations proved scope and the progress of the research is consistent with the Applicant Plaims project update; and	Ves Ves Yes Yes	No No No No		
Publications: Publications: Add another DOI Add another DOI	 Yes Yes Yes Yes Yes Yes 	N0 N0 N0 N0 N0		

- Pl's and Lead Collaborators will be notified by email at this time to complete the form, and will continue to receive reminders until 30 days after the due date has passed.
- After 30 days have passed and if no Annual Report has been submitted, access to the data will be paused. The 'Project details' and 'Reports' tab will be the only tabs available.
- Upon submission of the Annual Report, access will be restored.
- The 'Reports' tab will not be available again until 3 months before the next due date.
- A pdf copy of the report can be downloaded following completion and submission.

1.3 Publications

You are required to provide UK Biobank with details of the contents of any publication using UK Biobank data *at least 2 weeks* prior to publication.

- To advise UK Biobank of an upcoming publication that you cannot upload to AMS please email <u>access@ukbiobank.ac.uk</u> with an attachment.
- Once published, please insert a weblink to the publication in the text box within the 'Publications' area of the 'Admin' tab and click 'Add' to add this to your list of publications:

	Please provide PubMed or similar references to publications on this research		
	Please upload all If you cannot provide a weblink to stracts, on-line reports, publications your publication then please to e their expected first public release upload a POF of it in the conferences section below		
ttp://www.ukbioban	ık.ac.uk/2018/01/regeneron	×	Add



- Your publication will then become visible. If you need to remove a link click the 'Remove' button.
- If you cannot provide a link to your article, please upload it in the 'Conferences' section of the 'Admin' tab, situated below the 'Publications' area.

1.4 Conferences

You are required to provide UK Biobank with details of any conferences using UK Biobank data at least 2 weeks prior to the conference.

- To advise UK Biobank of an upcoming conference please send a Message via AMS or an email to access@ukbiobank.ac.uk.
- Please upload any relevant information to AMS by clicking the 'Browse...' button in the 'Conferences' area of the Admin tab.
- Select the file that you would like to upload and click 'Open'. Please be advised that only .pdf files can be uploaded and there is a limit of 10MB per file.
- Once your file name appears next to the 'Browse...' button, click 'Upload':

Please only upload .pdf files up to maximum file size of 10MB per file	Conferences Please upload conference presentations on this research	
Browse	(1) "Sample Conference.pdf",	Upload

- Once uploaded, the document will become visible in this area and you can click on the document file name to review it.
- If you need to remove a document from this area, click the 'Remove' button to the right of the document file name.