

# New Data Request: Process Timeline

Ideas for new data elements may arise during the spring (May - August) Scientific Working Group (SWG) discussions or outside of SWGs. Once there is an idea for a new data element (and prior to submission of a request), please contact Jennifer Lee ([jslee@jhu.edu](mailto:jslee@jhu.edu)), Co-Director of the Epidemiology/Biostatistics Core, to confirm the data elements you are proposing are not already available. Once confirmed, complete the first draft of the request using the template available in the Resources section (<https://naaccord.org/resources>).

May - August

Email completed request to Aimee Freeman via [afreeman@jhu.edu](mailto:afreeman@jhu.edu)

May - August

Requests will be reviewed by the Administrative Core (AC), Data Management Core (DMC), and Epidemiology/Biostatistics Core (EBC). (3 weeks). Questions/concerns must be addressed and revised, then the request is sent back to Aimee Freeman at least 2 weeks prior to relevant fall SWG call(s).

February through April

The EC will review revised requests in preparation for the annual NA-ACCORD meeting. The Steering Committee (SC) will then review requests for new data elements during the Annual NA-ACCORD meeting. The SC and the EC will determine inclusion of new data elements in the annual NA-ACCORD Data Submission Request (distributed in April to contributing cohorts).

September through January

Join the SWG call to briefly present the request and engage in questions/discussions. Questions/concerns raised during SWG call(s) must be addressed by investigators before a revised version of your request is sent to Aimee Freeman ([afreeman@jhu.edu](mailto:afreeman@jhu.edu)) by **January 15**.

April

If the new data elements are approved, they will be included into the annual NA-ACCORD Data Submission Request. **The new data elements will be available for analysis in 15 months.**