

leDEA Global Standard Operating Procedures

Fast-track requests

In the event of a request for multiregional data or analysis outputs that may be used to inform assumptions in models or for summary information for the purpose of national or global reporting (e.g., by WHO, UNAIDS, national government partners), a fast-track process may be followed. The following criteria apply:

- a) The request can be fulfilled through the use of an existing dataset that was created for a previously approved multiregional concept.
- b) The regional data center responsible for the existing dataset is willing to provide the requested information.
 - a. Potential considerations for the data center may include additional time required to manipulate data or conduct new analytical work.
- c) The request is for aggregated information, not individual-level data.
- d) The leDEA data or analysis outputs are not the primary focus of the model, report, or study, nor require leDEA data or analysis outputs in order to be completed.
- e) leDEA will be acknowledged in an appropriate way for its contribution(s) (see below).

Requests meeting these criteria may be submitted by email to the leDEA Administration Core point person who will be responsible to process the request (see below). Requests may be submitted through leDEA multiregional concept leads, an leDEA region, an leDEA Working Group, or by individual leDEA or external investigators. Requests should be provided in the leDEA Fast-track Request template, and include the following:

- 1) The title of the project
- 2) The names of the investigators involved in the project and their affiliations
- 3) A brief description of the aims and purpose of the project (1 paragraph)
- 4) A description of the summary data or analysis outputs that are requested
- 5) An explanation of how these data will be used in the project
- 6) Expected future outputs (e.g., journal publication, policy document, model structure)
- 7) Confirmation that the above fast-track criteria have been met

The request will be screened by the leDEA EC Chair prior to circulation to the leDEA EC for review. The leDEA EC will be given **one week** (inclusive of holidays, weekends) during which to raise any concerns. In particular, if the responsible data center(s) or the leDEA regional Principal Investigators feel that the fast-track criteria are not met, they may recommend that a full concept sheet is submitted for further consideration.

It is anticipated that leDEA would be acknowledged in some way for information provided through this fast-track process in a manner deemed appropriate by the data center(s) involved. If publication is anticipated, the data center(s) involved should have the ability to review any potential publications before these are published, and co-authorship may be explored.

Approved fast-track requests will be given tracking numbers linked to the primary concept (e.g., "MR090-F1")

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